

Performance Audit

State Correctional Institution at Camp Hill

**Commonwealth of Pennsylvania
Department of Corrections**

July 1, 2005, to February 11, 2011



Performance Audit

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July 7, 2011

The Honorable Tom Corbett
Governor
Commonwealth of Pennsylvania
Harrisburg, Pennsylvania 17120

Dear Governor Corbett:

This report contains the results of a performance audit of the Department of Corrections' State Correctional Institution at Camp Hill (SCI Camp Hill) for the period of July 1, 2005, to February 11, 2011. We conducted our audit under authority provided in Section 402 of The Fiscal Code and in accordance with generally accepted government auditing standards.

The report contains nine audit objectives, along with an audit scope and methodology for each objective. Where appropriate, the audit report contains findings, conclusions, and recommendations. The report noted that SCI Camp Hill maintenance supervisors did not inspect completed maintenance work, and the maintenance department did not have a written preventive maintenance plan for assets that required such maintenance. Our audit also found that SCI Camp Hill management did not sufficiently monitor the use of its automotive fleet.

We discussed the contents of the report with management of the State Correctional Institution at Camp Hill, and all comments are reflected in the report.

Sincerely,

JACK WAGNER
Auditor General

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Background Information

This section contains information about the Department of Corrections and the State Correctional Institution at Camp Hill.

Department of Corrections

History, mission, and operating statistics

The Pennsylvania General Assembly created the Pennsylvania Bureau of Corrections under the authority of the Pennsylvania Department of Justice with the passage of the Act of July 29, 1953, (P.L. 1428, Section I, No. 408).¹ In December 1980, responsibility moved from the Pennsylvania Department of Justice to the Office of the General Counsel under the Governor. The Governor signed the Act of December 30, 1984, (P.L. 1299, Act 245)² elevating the Bureau of Corrections to cabinet level status as the Department of Corrections.

The mission of the Department of Corrections is as follows:

Our mission is to protect the public by confining persons committed to our custody in safe, secure facilities, and to provide opportunities for inmates to acquire the skills and values necessary to become productive law-abiding citizens; while respecting the rights of crime victims.³

The Department of Corrections is responsible for all adult offenders serving prison sentences of two years or more. As of January 31, 2011, it operated 26 correctional institutions, 1 motivational boot camp, 1 training academy, and 14 community pre-release centers throughout the Commonwealth of Pennsylvania. In addition to the 14 community pre-release centers, the Department of Corrections also had oversight for 39 contracted facilities, all part of the community corrections program.

¹ 71 P.S. §§ 301-306.

² 71 P.S. § 310.1-310.14.

³ Pennsylvania Department of Corrections website, www.cor.state.pa.us, accessed February 2, 2010; verified February 8, 2011.

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State Correctional Institution at Camp Hill

The State Correctional Institution at Camp Hill, referred to as SCI Camp Hill within this report, is located in Lower Allen Township, Cumberland County, approximately six miles southwest of Harrisburg. SCI Camp Hill opened in 1941 as the Industrial School at White Hill for Young Offenders and received the entire juvenile population from the Huntingdon Reformatory for Young Offenders. In 1977, SCI Camp Hill started housing adult male offenders.

SCI Camp Hill currently encompasses 660 acres of land, of which 52 acres are inside a secure perimeter that comprises ten cellblocks, five modular units and various other buildings. SCI Camp Hill is designated as a level-four security facility, one step below maximum security. It also serves as the Commonwealth's sole diagnostic and classification center for adult male offenders.

The following schedule presents unaudited SCI Camp Hill operating statistics compiled by the Department of Corrections for the fiscal years ended June 30, 2006, 2007, 2008, and 2009.

	Using rounding			
	2006	2007	2008	2009
Operating expenditures⁴				
State	\$88,498,109	\$ 87,541,981	\$97,992,765	\$99,456,610
Federal	<u>2,091,672</u>	<u>14,686,241</u>	<u>(11,241)</u>	<u>6,059</u>
Total expenditures	<u>\$90,589,781</u>	<u>\$102,228,222</u>	<u>\$97,981,524</u>	<u>\$99,462,669</u>
Inmate population at year-end	3,387	3,507	3,602	3,924
Inmate capacity at year-end	2,900	3,130	3,130	3,200
Percentage of capacity at year-end	117%	112%	115%	123%
Average monthly inmate population	3,374	3,389	3,366	3,642
Average cost per inmate per year ⁵	\$26,849	\$30,165	\$29,109	\$27,309

⁴ Operating expenses were recorded net of fixed assets, an amount that would normally be recovered as part of depreciation. In addition, regional level and indirect charges were not allocated to the totals reported here.

⁵ Average cost per inmate per year was calculated by dividing total operating expenses by the average monthly inmate population.

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Audit Objectives

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Our performance audit of SCI Camp Hill contains nine objectives. We selected the audit objectives from the following areas: accreditation, contracts, advancement account, Commonwealth purchasing card, maintenance work orders, automotive fleet, staffing levels, pay incentives, and training. The specific audit objectives were as follows:

- One To determine if SCI Camp Hill received accreditation from the Commission on Accreditation for Corrections and responded to and implemented the recommendations made by that Commission and by the American Correctional Association. (Finding 1)
- Two To determine if contracts were cost effective and properly monitored. More specifically, we reviewed contract specifications, bid requirements, and the contract monitor's role in the invoice approval process. (Finding 2)
- Three To determine whether advancement account expenditure transactions complied with Governor's management directives and Department policy, and to evaluate the effectiveness of controls over the transactions. (Finding 3)
- Four To determine whether Commonwealth purchasing card expenditure transactions complied with Governor's management directives and Department policy, and to evaluate the effectiveness of controls over the transactions. (Finding 4)
- Five To determine whether the processing of maintenance work orders complied with the requirements in the Department of

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**Audit
Objectives**

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Corrections' Facility Maintenance Procedures Manual.
(Findings 5 and 6)

Six To determine whether SCI Camp Hill complied with the vehicle policies and procedures of the Commonwealth and the Department of Corrections and to assess the adequacy of SCI Camp Hill's management of its automotive fleet. (Finding 7)

Seven To determine whether SCI Camp Hill maintained complement levels in accordance with levels in the latest manpower survey. (Finding 8)

Eight To determine the correct application of contractually required pay incentives. (Finding 9)

Nine To determine whether SCI Camp Hill complied with training policies of the Department of Corrections. (Finding 10)

The scope of the audit was from July 1, 2005, to February 11, 2011, unless indicated otherwise. The scope included the earliest time period selected for audit and continued through the end of our analysis.

To accomplish our objectives, we obtained and reviewed records and analyzed pertinent policies, agreements, and guidelines of the Commonwealth and the Department of Corrections. In the course of our audit work, we interviewed various facility management and staff. The audit results sections of this report contain the specific inquiries, observations, tests, and analysis conducted for each audit objective.

We also performed inquiries and tests as part of, or in conjunction with, our current audit to determine the status of the implementation of the recommendations made during our prior audit related to blood and body fluid clean up kits; car wash, barbershop, and commissary inventories; and inventory reports for keys.

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Audit Results

In the pages that follow, we have organized our audit results into three sections, one for each objective. Each of the three sections is organized as follows:

- Statement of the objective
- Relevant laws, policies, and agreements
- Audit scope in terms of period covered, types of transactions reviewed, and other parameters that define the limits of our audit
- Methodologies used to gather sufficient evidence to meet the objective
- Finding(s) and conclusion(s)
- Recommendation(s), where applicable
- Response by SCI Camp Hill management, where applicable
- Our evaluation of SCI Camp Hill management's response, where applicable

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**Audit Results
Accreditation**

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**Audit Results
for Objective
One**

The objective

Objective one for our performance audit was to determine if SCI Camp Hill received accreditation from the Commission on Accreditation for Corrections and responded to and implemented the recommendations made by that Commission and by the American Correctional Association.

Accreditation

Scope of our audit work

We obtained and reviewed the 2005 American Correctional Association audit report (the most recent accreditation report for SCI Camp Hill) for the reaccreditation audit conducted from September 12, 2005, to September 14, 2005. We also reviewed the final Commission on Accreditation for Corrections report.

Relevant laws, policies, and agreements

The American Correctional Association and the Commission on Accreditation for Corrections are private, non-profit organizations that administer the only national accreditation program for all components of adult and juvenile corrections. The purpose of the association is to promote improvement in the management of correctional facilities through the administration of a voluntary accreditation program and the ongoing development and revision of relevant, useful standards.⁶

The Department of Corrections has a policy statement for the accreditation program and annual inspections. The statement includes rules, regulations, and procedures for pursuing compliance with nationally recognized standards for the operation and management of correctional facilities.

The Commonwealth contracts with the Commission on Accreditation for Corrections, referred to as the Commission within this report, which appoints an American Correctional Association committee that

⁶ Commonwealth of Pennsylvania, Department of Corrections, Policy Number 1.1.2, "Accreditation & Annual Operations Inspections," effective March 16, 2007.

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conducts a standards compliance audit and prepares a written visiting committee report to be submitted to the Commission. The visiting committee report also includes comments from interviews conducted with inmates and staff, as well as a detailed explanation of all non-compliant and inapplicable standards.⁷

To receive accredited status, an institution must be 100 percent compliant on mandatory standards and a minimum of 90 percent compliant on non-mandatory standards. When the institution attains these benchmarks, it is awarded a three-year accreditation.

Methodologies to meet our objective

To establish an understanding of the accreditation process, we reviewed the Department of Corrections' policy statements for accreditation, the 2005 American Correctional Association audit report, and the final Commission on Accreditation for Corrections report as referenced in the above summary of relevant laws, policies, and agreements.

We interviewed the SCI Camp Hill superintendent's assistant and the Commission on Accreditation for Corrections coordinator to establish our understanding of SCI Camp Hill's implementation of the Department of Corrections' accreditation policies.

To determine if SCI Camp Hill responded to recommendations in the American Correctional Association audit report, we obtained and reviewed Camp Hill's follow-up, plan of action, waiver requests, and/or appeals in response to that accreditation audit.

Finding 1

Finding 1 – SCI Camp Hill responded appropriately to the issues noted in the most recent standards accreditation audit.

On January 30, 2006, the Commission awarded a three-year accreditation to SCI Camp Hill as a result of the accreditation audit conducted by the American Correctional Association for the period of

⁷ American Correctional Association website, www.aca.org, accessed August 22, 2008, verified January 21, 2011.

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**Audit Results
Accreditation**

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September 12, 2005, to September 14, 2005. According to the visiting committee report, SCI Camp Hill complied with 100 percent of the 62 applicable *mandatory* standards and 442 of the 451, or 98 percent, of the applicable *non-mandatory* standards.

SCI Camp Hill, in an effort to be 100 percent compliant in the *non-mandatory* standards, submitted a written response in the form of an appeal to the Commission regarding the 9 *non-mandatory* standards that had been deemed non-compliant. Following are the Commission's decisions regarding those 9 standards:

- 1 standard was eliminated by the Commission in August 2005 at its 135th Congress of Corrections in Baltimore, Maryland.
- 1 standard was waived.
- 5 standards were granted discretionary compliance. The Commission grants discretionary compliance when it determines it will accept an appeal.
- 2 standards were denied discretionary compliance until SCI Camp Hill completed a plan of action to meet them. Subsequently, as of August 12, 2008, SCI Camp Hill's plans of corrective action for those 2 standards (involving temperature control for food storage) included requests for HVAC funding that would allow the institution to become compliant.

Our conclusion

Because the Commission on Accreditation for Corrections accepted the appeals and/or corrective actions taken by SCI Camp Hill, and waived or eliminated the remaining standards, we concluded that SCI Camp Hill responded appropriately to the issues noted in the most recent standards accreditation audit.

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**Audit Results
for Objective
Two**

The objective

Objective two for our performance audit was to determine if contracts were cost effective and properly monitored. More specifically, we reviewed contract specifications, bid requirements, and the contract monitor's role in the invoice approval process.

Contracts

Scope of our audit work

We requested a list of current contracts in effect for the period from July 1, 2007, to June 30, 2009.

Relevant laws, policies, and agreements

Commonwealth institutions may contract for professional services such as the services of accountants, clergy, physicians, lawyers, dentists and other professional services that are not performed by other Commonwealth employees.⁸ Institutions may also contract for other services with vendors under certain circumstances. The Commonwealth Procurement Code establishes policies and procedures for the contracting of services, including monetary thresholds and procedures for formal bids, as well as contract payment methods and requirements.⁹ SCI Camp Hill's management is responsible for effectively monitoring contracted services performed on site.

Commonwealth institutions may also enter into an emergency contract for services when there is an existing threat to public health, welfare, or safety. The Procurement code requires that a written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file.¹⁰

Methodologies to meet our objective

To establish an understanding of the Commonwealth of Pennsylvania's policies for contracting, we reviewed the Field

⁸ 62 Pa.C.S.A § 518.

⁹ Commonwealth of Pennsylvania, Department of General Services, Field Procurement Handbook, M215.3, Revision No. 4, April 17, 2003.

¹⁰ 62 Pa.C.S.A § 516.

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**Audit Results
Contracts**

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Procurement Handbook as referenced in the above summary of relevant laws, policies, and agreements.

We interviewed the SCI Camp Hill business manager to gain an understanding of the preparation and management of purchase orders, and we interviewed the accounts payable assistant who served as the contract monitor to determine what procedures were involved in contract oversight and invoice approvals.

We requested a list of contracts in effect for the period from July 1, 2007, to June 30, 2009, and used professional judgment to select 10 of the 37 contracts, or 24 percent. The using professional judgment, we tested the cost effectiveness of the contracts and to determine whether the contracts were monitored for compliance with Commonwealth policy.

By reconciling invoice descriptions and amounts to contract specifications, we also determined if the correct amount of contracted goods and services had been received.

Finding 2

Finding 2 – The sampled contracts were necessary and were monitored properly.

We examined ten service purchase contracts and found evidence that SCI Camp Hill complied with Commonwealth policies. The ten service contracts included six Department of General Services contracts, three Department of Corrections contracts, and one sole source contract.

Cost effectiveness. We determined the cost effectiveness of nine contracts by verifying that the contracts were awarded to the lowest qualified bidders. Furthermore, all ten contracts did not duplicate any service that could have been provided by institution staff.

One contract was for an emergency purchase of licensed practical nurse services at a per hour price that appeared high for those services. This contract was temporary and, within a few months, was re-bid at a lower, more reasonable price. Based on our understanding

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of the circumstances surrounding the emergency purchase, and with SCI Camp Hill in need of nursing services, we ultimately determined that the services were justified although they were not as cost effective as those provided as a result of the lower-priced re-bid contract.

Our conclusion

Based on our review of the contract specifications, justifications, and bidding results, we concluded that our ten sampled contracts were necessary and that nine of the ten contracts selected for testing were cost effective.

Contract monitoring. SCI Camp Hill assigned contract monitors to all ten service contracts. Our interviews with those monitors and our testing of contracts revealed that the monitors adequately and efficiently performed their monitoring responsibilities.

Our conclusion

Based on our interviews and testing, we concluded that SCI Camp Hill staff adequately monitored the contracts that we sampled.

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**Audit Results
Advancement
Account**

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**Audit Results
for Objective
Three**

The objective

Objective three for our performance audit was to determine whether advancement account expenditure transactions complied with Governor's management directives and Department policy, and to evaluate the effectiveness of controls over the transactions.

*Advancement
Account*

Scope of our audit work

We tested advancement account checks that were paid during the period from July 2007 through September 2008.

Relevant laws, policies, and agreements

SCI Camp Hill purchases goods and services through three different payment methods: an advancement account, VISA purchasing cards, and the Commonwealth's automated accounting system known as the Integrated Enterprise System. The method of payment is dependent upon the dollar value and the nature of the purchase. Items purchased through a state contract, stock items, or transactions valued greater than \$3,000 are processed entirely through the Integrated Enterprise System. Non-stock items, items not on contract, and items under \$3,000 may be purchased with the VISA purchasing card.¹¹ An advancement account check is used to expedite payments to vendors for goods and services, is restricted to a maximum disbursement of \$1,500 per check, and is mainly used for vendors who do not accept the VISA purchasing card.¹²

Methodologies to meet our objective

To establish an understanding of the Commonwealth of Pennsylvania's policies for the advancement account check, we reviewed the Governor's management directives and Department of

¹¹ Commonwealth of Pennsylvania, Governor's Office, Management Directive 310.23, "Commonwealth Purchasing Card Program," dated August 11, 2006.

¹² Commonwealth of Pennsylvania, Governor's Office, Management Directive 610.4, "Procedures for Purchasing Goods and Services Not Exceeding \$1,500 Through Advancement Accounts," dated November 17, 1983; Commonwealth of Pennsylvania, Department of Corrections, Policy Number 3.1.1, "Fiscal Administration," Section 1, and Sub-Section A.4, and Section 1, Accounts Payable, Sub-Section B, dated March 28, 2007, and revised on November 20, 2007.

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Corrections' policies as referenced in the above summary of relevant laws, policies, and agreements.

We interviewed the SCI Camp Hill business manager and business office staff to gain an understanding of the advancement account check-writing process and the internal controls over that process.

We randomly selected 32 of the 298 advancement account checks, or 10.7 percent, that were paid during the period from July 2007 through September 2008.

We also tested the effectiveness of controls over the 32 transactions and reviewed compliance with Commonwealth and Department policies.

Finding 3

Finding 3 – SCI Camp Hill complied with Commonwealth and Department of Corrections' policies and procedures for the advancement account transactions that we sampled; SCI Camp Hill also maintained effective controls over the sampled transactions.

Our sample of 32 advancement account transactions processed between July 2007 and September 2008 had the required documentation and approvals. Copies of the purchase requests, purchase orders, receiving reports, and invoices were attached to copies of the computer-generated checks.

The accounts payable clerk at SCI Camp Hill was authorized to enter the necessary information into the automated accounting system for a check number to be released from the Office of the Budget in Harrisburg. That office did not release any check information without proper documentation. After the check number was authorized, the advancement account check was printed at SCI Camp Hill and given to the accounting assistant for review before being mailed from the facility.

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Advancement
Account**

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Our conclusion

For the 32 advancement account checks that we sampled, we concluded that SCI Camp Hill complied with the policies and procedures for advancement accounts and that sufficient controls existed over the advancement account.

**Audit Results
Purchasing Card**

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**Audit Results
for Objective
Four**

The objective

Objective four for our performance audit was to determine whether Commonwealth purchasing and expenditure transactions complied with Governor's management directives and Department policy, and to evaluate the effectiveness of controls over the transactions.

*Commonwealth
Purchasing Card*

Scope of our audit work

We tested VISA purchasing card transactions for the period from June 2005 to June 2008.

Relevant laws, policies, and agreements

The Commonwealth established the purchasing card program in 1997 to provide a more efficient method for the payment of goods and services.¹³ The goals of the program are to expedite payment and to reduce the amount of paperwork, thus saving time and money. The advantages are that SCI Camp Hill personnel have more convenience in making purchases and that vendors are paid within two to three business days of the purchase.

Methodologies to meet our objective

To establish an understanding of the Commonwealth of Pennsylvania's policies for the purchasing card program, we reviewed the Governor's management directive and the Department of Corrections' manual as referenced in the above summary of relevant laws, policies, and agreements.

We interviewed the SCI Camp Hill business manager and business office staff to gain an understanding of Commonwealth policies and procedures regarding the purchasing card program.

To determine whether Commonwealth purchasing card expenditure transactions complied with policy, and to evaluate the effectiveness of controls over the transactions, we randomly selected 30 of a total of

¹³ Commonwealth of Pennsylvania, Governor's Office, Management Directive 310.23, "Commonwealth Purchasing Card Program," dated August 11, 2006; Commonwealth of Pennsylvania, Department of Corrections, "Purchasing Card Manual," dated November 12, 1997.

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Purchasing Card**

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270 VISA purchasing card transactions for the period from June 2005 to June 2008. Our tests included an examination of all required documents, such as the agency purchase request, purchase order, receiving report, invoice, and routing and approval history for evidence of existence, completion, and approval. We also reconciled invoice amounts to the purchase orders and agency purchase request documents. Finally, we reconciled transaction amounts to the monthly bank statements.

Finding 4

Finding 4 – SCI Camp Hill complied with Commonwealth and Department of Corrections' policies and procedures for Commonwealth purchasing cards for the transactions we sampled; SCI Camp Hill also maintained effective controls over the sampled transactions.

Our audit of 30 purchase card transactions revealed that all requested documents related to the transactions were maintained in the SCI Camp Hill business office. Our tests included examination of all required documents, such as the agency purchase request, purchase order, receiving report, invoice, and routing and approval history for evidence of existence, completion, and approval.

We also reconciled invoice amounts to the amounts on the purchase orders and agency purchase request documents. Invoice amounts also agreed with the amounts on the monthly bank statement without exception. Finally, we determined that Commonwealth purchasing card users did not use the cards for purposes unauthorized by the purchasing card policies.

Our conclusion

For the transactions sampled, we concluded that SCI Camp Hill complied with Commonwealth and Department of Corrections' policies and that the Commonwealth purchasing card program operated with sufficient internal controls.

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**Audit Results
Maintenance
Work Orders**

**Audit Results
for Objective
Five**

*Maintenance Work
Orders*

The objective

Objective five for our performance audit was to determine whether the processing of maintenance work orders complied with the requirements in the Department of Corrections' Facility Maintenance Procedures Manual.

Scope of our audit work

We tested maintenance work orders closed during the period from July 1, 2007, through June 30, 2009.

Relevant laws, policies, and agreements

The maintenance department at SCI Camp Hill is responsible for providing both routine and preventive maintenance. Established in November 2005, the maintenance work order system operates through the maintenance management system which, in accordance with the Department of Corrections' maintenance manual,¹⁴ enables each department head at an institution to submit work orders to the maintenance department electronically. The maintenance department then reviews, evaluates, approves, prioritizes, and assigns the maintenance task to the proper maintenance department or shop for completion.

Methodologies to meet our objective

To establish an understanding of the Commonwealth of Pennsylvania's policies for the maintenance work orders, we reviewed the Governor's management directive and the Department of Corrections' manual as referenced in the above summary of relevant laws, policies, and agreements.

We interviewed the SCI Camp Hill facility maintenance manager and staff to obtain an understanding of the work order process.

¹⁴ Commonwealth of Pennsylvania, Department of Corrections, Policy Number 10.2.1, "Facility Maintenance," Section 12, "Maintenance Work Orders," and Section 13, "Preventative Maintenance," effective September 3, 2008.

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**Audit Results
Maintenance
Work Orders**

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We randomly selected and tested 30 completed work orders from a total population of 2,810 work orders closed during the period from July 1, 2007, through June 30, 2009, for compliance with the Department of Corrections' Facility Maintenance Procedures Manual.

Finding 5

Finding 5 – SCI Camp Hill supervisors did not inspect completed work.

All 30 work orders selected for testing had the required priority codes, start date, end date, and material and labor costs posted in the maintenance work order system. However, our review of the sample of work order documents found that maintenance supervisors did not inspect the completed work. For completion of each work order, department policy states as follows:

It is the responsibility of each maintenance staff member to provide information listing time and materials used. As work order assignments are completed, the work order is to be signed and dated by the maintenance personnel completing the work and returned to his/her immediate supervisor. The supervisor shall inspect the work, and forward the work order to the Facility Maintenance Managers' office for review and administrative tracking.¹⁵

Due to the lack of inspection, 13 of the 30 work orders did not include staff hours, but did have labor costs charged for staff. We also found four work orders that did not include staff hours or inmate hours. Finally, three work orders included an "entered date" that was a later date than the "completed date."

Our conclusion

The lack of monitoring by management could lead to incomplete repairs, unnecessary equipment failure, as well as possible injury to staff and inmates.

¹⁵ Commonwealth of Pennsylvania, Department of Corrections, Policy Number 10.2.1, "Facility Maintenance," Section 12, "Maintenance Work Orders," and Section 13, "Preventative Maintenance," effective September 3, 2008.

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**Audit Results
Maintenance
Work Orders**

**Recommendation
for Finding 5**

1. Maintenance supervisors should inspect finished work as required by policy to ensure that work is completed and is of the highest quality possible.

Response of SCI Camp Hill Management to Finding 5:

Maintenance managers do not inspect work orders that are routine in nature. [For] example, a work order to restore water to a cell that is inoperable is inspected by a unit manager on a particular housing unit once the work is completed. The cell is then restored and is available for use as substantiated in daily cell reports. Thus the work order is considered final at this point. For work orders other than routine, managers provide direction and inspect the completion of the project as indicated in the 10.2.1 Facility Maintenance manual. Work orders having no staff hours, but labor cost can be attributed to the fact that the electronic tracking system was recently implemented and staff were not familiar with the process. This omission has been corrected and maintenance staff are logging the correct information. Work orders having an entered date later than the completion date occurs when a maintenance staff member is in an area doing work, and a problem arises that needs addressed while he is there. The maintenance staff member addresses the problem and initiates a work order after he completes the task.

Finding 6

Finding 6 – SCI Camp Hill officials did not have a written preventive maintenance plan for assets that required preventive maintenance.

SCI Camp Hill did not utilize the preventive maintenance section of the maintenance management system in accordance with the Department of Corrections' policy, which states as follows:

A written preventive maintenance plan is to be developed for all assets that require routine maintenance and all assets are

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**Audit Results
Maintenance
Work Orders**

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to be included on the computerized maintenance work order system and scheduled with other work order assignments.¹⁶

According to the policy, SCI Camp Hill is required to maintain a physical plant preventative maintenance plan that includes provisions for emergency repairs and replacement in life-threatening situations. Assets requiring preventive maintenance are listed as follows:

- *Equipment/system that requires maintenance as described in the original equipment manual*
- *Equipment/system that requires regular maintenance as described in the Department [of Corrections] policy to maintain sensitivity or capabilities*
- *Equipment that has a history of failure that could be prevented by regular maintenance*
- *Equipment required to maintain a clean and sanitary environment including, but not limited to, air and water filtration¹⁷*

In addition, all preventive maintenance work orders should be classified as routine/preventive maintenance and scheduled with other work order assignments.

Our testing revealed that SCI Camp Hill maintenance staff have not entered the assets in the maintenance management system.

Our conclusion

As a result of SCI Camp Hill maintenance staff not recording all fixed assets in need of preventative maintenance in the maintenance work order system as required by policy, it's possible the institution's assets are not being maintained, thereby jeopardizing safety and compromising cost effectiveness.

¹⁶ Commonwealth of Pennsylvania, Department of Corrections, Policy Number 10.2.1, "Facility Maintenance," Section 12, "Maintenance Work Orders," and Section 13, "Preventative Maintenance," effective September 3, 2008.

¹⁷ Ibid.

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**Recommendation
for Finding 6**

2. SCI Camp Hill management should develop a written preventative maintenance plan for all assets that require routine maintenance. In addition, these assets should be included on the computerized maintenance work order system and scheduled with other work order assignments.

Response of SCI Camp Hill Management to Finding 6:

Although we currently do not have an electronic listing of assets, original equipment manuals are referenced to perform and coordinate preventive maintenance. Maintenance staff utilize these manuals for preventive maintenance schedules and initiate a work order when completed. A written plan does exist within the OEM manuals. Local policy CAM 10.2.1 Facility maintenance, "Preventive Maintenance" provides additional written preventive maintenance instruction. The facility also has annual operations inspections as indicated in the 10.2.1 Facility Maintenance Manual to address these issues, no discrepancies are currently on record. Consideration should be given, that this facility is 72 years old, and the perpetual preservation of it, is indicative to preventive maintenance being done as prescribed.

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**Audit Results
Automotive Fleet**

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**Audit Results
for Objective
Six**

The objective

Objective six for our performance audit was to determine whether SCI Camp Hill complied with the vehicle policies and procedures of the Commonwealth and the Department of Corrections and to assess the adequacy of SCI Camp Hill's management of its automotive fleet.

Automotive Fleet

Scope of our audit work

We analyzed daily/monthly automotive reports for all 55 motor fleet vehicles for the period from July 1, 2007, to September 30, 2008.

Relevant laws, policies, and agreements

The Department of Corrections has established policies and procedures regarding vehicle use, maintenance, and reporting.¹⁸ In addition, the Governor issued an executive order creating an automotive fleet initiative for agencies to establish policies and practices that would enable successful completion of assigned duties at the lowest reasonable cost. The initiative states as follows:

The goal of the Initiative is to establish policies and practices governing the procurement, deployment and operations of Commonwealth automotive resources that will enable agencies, boards and commissions to successfully complete their assigned duties at the lowest reasonable cost.

Agencies will monitor, at regular intervals, vehicle assignments and utilization patterns, fuel card activity and reimbursements made to employees for miles traveled in personal vehicles to ensure that Commonwealth resources are being deployed in the most cost-effective manner.¹⁹

SCI Camp Hill's automotive fleet at the time of our audit consisted of 55 vehicles, including passenger cars, vans, dump trucks, pickup trucks, box trucks, maintenance trucks, perimeter security vehicles,

¹⁸ Commonwealth of Pennsylvania, Department of Corrections, Policy Number 3.1.1 "Fiscal Administration," Section 8, "Vehicles," effective November 20, 2007.

¹⁹ Commonwealth of Pennsylvania, Governor's Office, Executive Order Number 2007-03, "Commonwealth Automotive Fleet Efficiency Initiative," dated May 9, 2007.

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and group transport buses. These vehicles were used to conduct institutional business and to ensure its security.

Methodologies to meet our objective

To establish an understanding of the Commonwealth of Pennsylvania's policies for the automotive fleet, we reviewed the Governor's executive order and the Department of Corrections' manual as referenced in the above summary of relevant laws, policies, and agreements.

We interviewed the SCI Camp Hill automotive officer and automotive mechanic trade instructor responsible for monitoring, issuing, and maintaining institutional motor vehicles to obtain an understanding of automotive fleet operations.

We selected and analyzed 775 daily/monthly automotive reports for the period from July 1, 2007, to September 30, 2008. We chose automotive reports for all 55 vehicles in our selection.

We analyzed the data from the automotive reports and gathered statistics for use in evaluating the institution's measures to optimize its motor fleet's size, age, and usage.

Finding 7

Finding 7 – SCI Camp Hill did not monitor the use of its automotive fleet sufficiently.

Automotive reports. According to the Department of Corrections' policy, a monthly automotive activity report should be maintained for each vehicle. Information maintained on this form includes daily driver, mileage, travel locations, gas, oil, and maintenance. At the end of each month, this form should be turned over to the facility's automotive officer.

Our analysis of the automotive reports for all 55 vehicles for the 15-month period from July 1, 2007, to September 30, 2008, found that eight reports were missing for the period. We also found numerous instances of unrecorded data on the daily/monthly automotive reports.

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SCI Camp Hill's automotive officer and automotive mechanic trade instructor disclosed during our interviews that employees using the vehicles often failed to complete the reports correctly. In addition, we learned that gasoline, mileage, travel locations, and days of operation were either inaccurate or not recorded.

Our conclusion

We concluded that SCI Camp Hill did not comply with Department of Corrections' policy for accurately completing automotive reports. We also noted from our interviews that although SCI Camp Hill management officials were aware that the reports were inaccurate, they did not seem to enforce compliance.

Fleet management. A total of 775 automotive reports were on file for the 15-month period from July 1, 2007, to September 30, 2008. We attempted to analyze the information recorded on those forms, prepare operating statistics, and draw conclusions about the institution's measures to optimize its motor fleet's size, age, and usage. Our analysis revealed that SCI Camp Hill staff drove 339,895 miles and that the 55 vehicles consumed 36,832 gallons of gasoline. At the same time, SCI Camp Hill spent \$56,123 to maintain the 55 vehicles.

Using the available mileage and gasoline consumption data, we analyzed fuel consumption per vehicle. We noted that only one vehicle, a 2006 Ford Escape Hybrid, got over 16 miles to the gallon, but this vehicle cost \$5,015 in maintenance during the 15-month period of our analysis. Two other vehicles also had high maintenance — \$5,345 for a 1994 Ford Explorer and \$5,315 for a 2002 MCI bus. These three vehicles accounted for \$15,675 of the \$56,123 in maintenance costs, or 28 percent of the costs. The same three vehicles also consumed a total of 18,409 gallons of gasoline, or 50 percent of the total gasoline consumed over the 15-month period.

We determined from our analysis that 11 vehicles, or approximately 20 percent of the motor fleet, were driven less than 500 miles during this 15-month period. Three of the 11 vehicles—a 1985 GMC bus, a 1986 Chevrolet pickup truck, and a 1986 Chevrolet truck—were each driven on less than 7 days. Two of SCI Camp Hill's six dump trucks

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were also included in the 11 vehicles driven less than 500 miles — a 1994 Chevrolet “4 by 4” dump truck driven only on 28 days and a 1992 Chevrolet “4 by 4” dump truck driven only on 31 days. The remaining low-mileage vehicles were as follows: two GMC box trucks, a Ford E 350, a Chevrolet stakebody, a Chevrolet box van, a Chevrolet crew cab, and a Chevrolet pick-up truck.

Our conclusion

Based on our analysis, SCI Camp Hill’s motor fleet was not operating at the lowest reasonable cost. Our analysis indicated that 10 of the 11 vehicles with very low mileage during the 15-month period could be reassigned to other Department of Corrections locations. One low-mileage vehicle, the Chevrolet pick-up truck, was equipped with a snow plow so we excluded it from the list of potential transfers.

We were unable to perform a more thorough analysis of motor fleet operations and evaluate if other cost savings were possible because of the inaccuracies noted earlier on the monthly automotive activity reports.

Recommendations for Finding 7

3. SCI Camp Hill management should ensure that monthly automotive activity reports are filled out properly and accurately to reflect actual vehicle usage.
4. The SCI Camp Hill training officer should establish a refresher course for all employees on the importance of properly completing automotive reports.
5. SCI Camp Hill management should periodically conduct their own studies of vehicle economy and efficiency to help realize cost savings and safeguard both its motor fleet and its gasoline resources. As part of these studies, vehicles determined to be costly from the point of view of maintenance costs, inefficient fuel economy, or low usage should be considered for trade-in, replacement, or transfer.

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Response of SCI Camp Hill Management to Finding 7:

Monthly mileage sheets are in every vehicle assigned to this facility. Management constantly reiterates the importance of properly completing the requested data. The majority of the vehicles in this facility's fleet are used within the compound and are driven at less than 15 miles per hour, therefore, it is nearly impossible to "optimize" fuel efficiency. This would account for the low mileage. We try to operate within our budget guidelines. Vehicles are purchased from surplus and are usually aged at the time of purchase. The vehicle's purpose or use takes place over efficiency. The numbers utilized for our fuel consumption are misleading. All the fuel that is consumed is not entirely from this facility. We are the central fueling location for our Central Office, Utley Drive, and any Department of Corrections employee traveling from another facility on business in this area. This was in compliance with a moratorium to utilize a facility's fuel in lieu of using credit cards for purchasing fuel.

Department of the Auditor General's evaluation of SCI Camp Hill's response:

Not only must SCI Camp Hill management *emphasize* the importance of properly and accurately completing automotive reports, but management must actually *ensure* the proper and accurate completion of the reports.

With respect to the fuel consumption by other outside vehicles, our analysis was for the 55 SCI Camp Hill vehicles only, not outside vehicles. The fueling of other vehicles at the SCI Camp Hill fuel station was not included in our analysis.

Again, we recommend that SCI Camp Hill management should periodically conduct its own studies of vehicle economy and efficiency, including but not limited to, such factors as excessive maintenance costs per vehicle, fuel usage, and unused or no longer needed vehicles to help realize cost savings and safeguard both its motor fleet and its gasoline resources.

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**Audit Results
for Objective
Seven**

The objective

Objective seven for our performance audit was to determine whether SCI Camp Hill maintained complement levels in accordance with the levels in the latest manpower survey.

Complement Levels

Scope of our audit work

We examined the complement positions in the Department of Corrections' manpower survey dated October 31, 2007, and complement reports at October 31, 2007, and October 2, 2008.

Relevant laws, policies, and agreements

The Department of Corrections periodically conducts manpower surveys in order to assess each institution's security staffing requirements. At the time of our audit, the Department of Corrections most recently conducted its corrections officer manpower survey at SCI Camp Hill in October 2007 and released its report on October 31, 2007.

Methodologies to meet our objective

To establish an understanding of the employment practices at SCI Camp Hill to maintain recommended employee complement levels, we reviewed the Department of Corrections' manpower survey for October 31, 2007, and SCI Camp Hill's complement reports at October 31, 2007, and October 2, 2008.

We interviewed SCI Camp Hill human resource department personnel to obtain an understanding of the manpower survey process and the efforts to keep staffing levels at the levels recommended in the latest Department of Corrections' manpower survey.

Finding 8

Finding 8 – SCI Camp Hill complied with the Department of Corrections' manpower survey report.

The Department of Corrections released its manpower survey on October 31, 2007. We compared the complement positions in the

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manpower survey dated October 31, 2007, with the approved corrections officer categories on the SCI Camp Hill complement report for the same time period. We identified differences in three corrections officer categories as illustrated in Table 1.

Table 1.

Department position	Required per manpower survey	Level per complement report	Difference
Corrections Officer 1	487	508	21
Corrections Officer 2	89	90	1
Corrections Officer 3	30	32	2
Corrections Officer 4	7	7	0
Corrections Officer 5	<u>2</u>	<u>2</u>	<u>0</u>
Total	<u>615</u>	<u>639</u>	<u>24</u>
Percentage	100%	103.9%	3.9%

Corrections Officer 1 position. Our reconciliation of the Corrections Officer 1 position on the manpower survey with the complement report noted a difference of 21 positions. SCI Camp Hill had 21 more positions than necessary. When asked why SCI Camp Hill had more Corrections Officer 1 positions than required by the manpower survey, we were informed by management that the filled complement changed almost daily, particularly at the Corrections Officer 1 level, and there was a continuous recruiting effort to keep this position filled.

To corroborate management's response, we decided to complete a second comparison at a later point in time. We conducted a second comparison of the required manpower survey levels with a second complement report dated October 2, 2008. Our analysis of the complement summary report for October 2, 2008, revealed that the corrections officer 1 total of filled and vacant positions added up to only 446 positions, a shortage of 41 positions when compared to the October 31, 2007, manpower survey. The later comparison raised the issue of how SCI Camp Hill planned to fill the manpower shortage in the Corrections Officer 1 position as of October 2, 2008.

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In response to our follow-up questions about the manpower shortage, we were told by management that Corrections Officer trainees were used whenever possible to fill the vacant Corrections Officer 1 positions when Corrections Officer 1s were unavailable.

To corroborate management's response, we combined the total of filled and vacant positions for the Corrections Officer trainee category and Corrections Officer 1 category at October 2, 2008. As illustrated in Table 2, the total count was equal to 487 positions, and that total matched the required level in the October 31, 2007, manpower survey report for the Correction Officer 1 position.

Table 2.

Department position	Filled per complement report	Vacant per complement report	Total complement report
Corrections Officer Trainee	27	14	41
Corrections Officer 1	<u>429</u>	<u>17</u>	<u>446</u>
Total	<u>456</u>	<u>31</u>	<u>487</u>

Corrections Officer 2 through 5 positions. The Corrections Officer 2 through Corrections Officer 5 positions were all within two positions of the required total per the manpower survey at October 31, 2007, as illustrated on Table 1. Due to the low vacancy, we did not conduct additional analysis on these corrections officer positions.

Our conclusion

Through a combination of recruiting and using Corrections Officer Trainees and Corrections Officer 1's, we concluded that SCI Camp Hill was attempting to maintain the approved complement levels in the October 31, 2007, manpower survey.

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**Audit Results
Employee
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**Audit Results
for Objective
Eight**

The objective

Objective eight for our performance audit was to determine the correct application of contractually required pay incentives.

*Employee Pay
Incentives*

Scope of our audit work

We examined employee pay incentives paid for the fiscal years ended June 30, 2006, 2007, and 2008.

Relevant laws, policies, and agreements

The Commonwealth has developed certain programs, monetary incentives, and union contract terms to attract, retain, and reward medical and dental professionals.²⁰ The agreement between the Commonwealth and the Pennsylvania Doctors Alliance²¹ provided for a quality assurance program that awarded monetary incentives to medical and dental professionals based on their years of service with the Commonwealth. The awards ranged from \$5,000 for one year of service to \$16,000 for twelve or more years of service.

Additionally, two consecutive agreements between the Commonwealth and the Service Employees International Union²² provided for payments to Commonwealth nurses who attain one or more of the certifications specified in the contract. Each qualifying nurse receives a \$200 payment in each contract year that the employee meets the criteria.

²⁰ Commonwealth of Pennsylvania, Governor's Office, Management Directive 525.16, "Physicians and Related Occupations Quality Assurance Program," dated February 14, 2006; Commonwealth of Pennsylvania, Governor's Office, Management Directive 535.2, "Physicians and Related Occupations Specialty Board Certification Payments," dated February 21, 2006.

²¹ Agreement between Commonwealth of Pennsylvania and the Pennsylvania State System of Higher Education and Pennsylvania Doctors Alliance, effective July 1, 2005, to June 30, 2009.

²² Agreement between Commonwealth of Pennsylvania and the Service Employees International Union, District 1199P, AFL-CIO, CLC, effective July 1, 2003, to June 30, 2007; Agreement between Commonwealth of Pennsylvania and the Service Employees International Union, District 1199P, CTW, CLC, effective July 1, 2007, to June 30, 2011.

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**Audit Results
Employee
Pay Incentives**

An Executive Board (Office of Administration) resolution²³ provided a one-time lump sum payment of \$1,250 or \$625, to each permanent full-time or part-time employee respectively in active pay status on July 1, 2007, or who were inactive but returned to active status prior to December 31, 2007.

Methodologies to meet our objective

To establish an understanding of the Commonwealth of Pennsylvania's policies for employee pay incentives, we reviewed the Commonwealth of Pennsylvania's management directives and Executive Board resolutions for awarding pay incentives. We also reviewed the collective bargaining agreements as referenced in the above summary of relevant laws, policies, and agreements.

We interviewed the SCI Camp Hill business manager to obtain an understanding of the payment process for employee pay incentives.

We reviewed SCI Camp Hill's commitments and actual expenditure reports for the fiscal years ended June 30, 2006, 2007, and 2008, to determine the amount of incentives paid to employees.

We verified that SCI Camp Hill personnel determined eligibility and correctly calculated incentive payments for employees for the fiscal years ended June 30, 2006, 2007, and 2008.

Finding 9

Finding 9 – Pay incentives complied with applicable criteria.

As part of our analysis of SCI Camp Hill's commitments and actual expenditure reports for the fiscal years ended June 30, 2006, and 2007, we found Quality Assurance Program payments in both fiscal years. We determined from our review of detailed payment records that three dentists were entitled to a Quality Assurance Program payment under Article 26 of the agreement between the Commonwealth and the Pennsylvania Doctors Alliance according to the years of state employment. The total payment for the three

²³ Commonwealth of Pennsylvania, Governor's Office, Executive Board Resolution Number CN-07-122, dated May 21, 2007.

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dentists was \$28,000 for the fiscal year ended June 30, 2006, and \$46,822 for the fiscal year ended June 30, 2007.

In addition, our analysis of SCI Camp Hill's commitments and actual expenditure reports also found certification payments for the fiscal years ended June 30, 2006, and 2007. The agreement between the Commonwealth of Pennsylvania and the Service Employees International Union contained provisions for the certification payments. We determined from our review of detailed payment records that eight nurses met the eligibility requirements and received a \$200 certification payment for a total of \$1,600 in payments for the fiscal year ended June 30, 2006. For the fiscal year ended June 30, 2007, we found supporting documentation for ten nurses who met the eligibility requirements and received the \$200 certification payment for a total of \$2,000.

Finally, we also identified incentive payments based on our analysis of SCI Camp Hill's commitments and actual expenditure reports for the fiscal year ended June 30, 2008. SCI Camp Hill made a \$1,250 one-time lump sum payment to full-time employees and a \$625 incentive payment to part-time employees who were on active pay status as of July 1, 2007. SCI Camp Hill's expenditure reports for the fiscal year ended June 30, 2008, included a total disbursement of \$432,950. The payments met all Commonwealth requirements as authorized in the Commonwealth of Pennsylvania, Governor's Office, Executive Board Resolution Number CN-07-122, dated May 21, 2007.

Our conclusion

We concluded that the employee pay incentives complied with the requirements in the Commonwealth's policies and, when applicable, the collective bargaining agreements.

**Audit Results
Employee Training**

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**Audit Results
for Objective
Nine**

The objective

Objective nine for our performance audit was to determine whether SCI Camp Hill complied with training policies of the Department of Corrections.

Employee Training

Scope of our audit work

We selected orientation and training records for all 19 new Corrections Officer Trainees hired by SCI Camp Hill during the period from July 1, 2007, to June 30, 2008. We also examined instructor certification documents for 28 instructors.

Relevant laws, policies, and agreements

The Department of Corrections has established procedures regarding the content and frequency of training courses for institution management, supervisory staff, contact employees, and special team participants.²⁴ The procedures also specify the required minimum number of annual in-service training hours for instructors.²⁵

The SCI Camp Hill training department has incorporated these procedures into an annual training plan.

Methodologies to meet our objective

To establish an understanding of the Department of Corrections' policies, we reviewed the staff development and training procedures manual; the content and frequency of training courses for institution management, supervisory staff, contact employees, and special team participants; and annual in-service training hours for instructors as referenced in the above summary of relevant laws, policies, and agreements.

²⁴ Commonwealth of Pennsylvania, Department of Corrections, Policy Number: 5.1.1, "Staff Development and Training," effective December 15, 2003; Section 2, "Minimum Training Criteria," dated August 2008, and Section 4, "First-Year Training Requirements," dated June 2008.

²⁵ Commonwealth of Pennsylvania, Department of Corrections, Policy Number 5.1.1, Staff Development and Training," effective December 15, 2003; and Section 9, "Instructor Certification," dated March 2008.

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We interviewed the facility's training coordinator to establish an understanding of SCI Camp Hill's implementation of the Department of Corrections' training policies.

We selected orientation and training records for all 19 new corrections officers hired during the period from July 1, 2007, through June 30, 2008.

Using professional judgment, we also selected 28 instructor certification documents out of a total of 325 certification documents, or 8.6 percent of the certification documents, for additional testing of instructor eligibility to teach the courses.

Finding 10

Finding 10 – New corrections officers have met all training requirements required by the Department of Corrections and training instructors were certified to teach training classes.

We selected orientation and training records for all 19 new Corrections Officer Trainees hired by SCI Camp Hill during the period from July 1, 2007, to June 30, 2008. We compared the records with the required training listed in the Department of Corrections' training policies for new hires. Based on our comparison, we determined that all 19 new hires received the minimum required orientation, basic training, and in-service training hours.

We also obtained a list of training programs offered at SCI Camp Hill and the list of instructors who taught the training programs. There were 28 training programs taught during our testing period. Using professional judgment, we selected one instructor from the list of instructors who taught each of the 28 training programs and obtained the training files for the 28 instructors. Based on our examination of the training files, we found training certifications for the 28 instructors in the training course.

Our conclusion

We concluded based on our understanding of Department of Corrections' policy, our inquiry, and our compliance testing that the new corrections officers were trained as required and the training instructors selected for testing were properly certified to teach training courses.

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Status of Prior Audit

The section is a summary of the findings and recommendations presented in our audit report for July 1, 2002, to June 23, 2005, along with a description of SCI Camp Hill's disposition of the recommendations.

To determine the status of the implementation of the recommendations made during the prior audit, we reviewed the Department of Corrections' written response dated December 20, 2006, replying to the Auditor General's report from July 1, 2002, to June 23, 2005, and performed interviews and tests as part of, or in conjunction with, the current audit.

Inmate General Welfare Fund

Prior Finding I-2 – Inventory records were not adequate and procedures were not followed at the car wash, barbershop, and commissary. (Resolved)

Our prior audit found instances where physical inventories at SCI Camp Hill's car wash, barbershop, and commissary were not completed and inventory records were inadequate. We recommended that institution management ensure that all inventory amounts are recorded accurately.

Status:

Car wash. SCI Camp Hill discontinued the car wash operation in September 2005 and the inventory no longer existed so our prior finding and recommendations are no longer necessary.

Barbershop. During our current audit, using professional judgment, we selected 10 of the 38 inventory items in order to test the accuracy of inventory records. We found that the SCI personnel now properly notated and updated the inventory forms so our prior finding has been resolved.

Commissary. The Department of Corrections commissary operation has changed from an individual institutional commissary operation to

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a centralized commissary distribution network since our last audit. The Bureau of Correctional Industries now operates the commissary. Since the commissary inventory is no longer under SCI Camp Hill control, our prior finding and recommendations are no longer necessary.

Inmate Transportation

Prior Finding III-1 – SCI Camp Hill did not have blood and body fluid clean-up kits on all transport vehicles. (Resolved)

Our prior audit found that SCI Camp Hill did not have blood and body fluid clean-up kits on all transport vehicles. We recommended SCI Camp Hill equip all inmate transport vehicles with blood and body fluid clean-up kits, located in a place known to all transport team members.

Status:

Our current audit found that SCI Camp Hill has implemented our recommendations and now carries blood and body fluid clean-up kits in both transportation vehicles. As a result, this issue has been resolved.

Key Control

Prior Finding IV-1 – Inventory reports for keys were missing or incomplete. (Resolved)

During our prior audit of three cellblocks, we found that SCI Camp Hill staff did not follow proper policies and procedures in filling out paperwork for the inspection and inventory of keys. We recommended that SCI Camp Hill management ensure that established policies and procedures are followed for the proper documentation of daily and monthly key accountability reports.

Status:

Our current audit found that SCI Camp Hill implemented our recommendations and now follows Department of Corrections'

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policies and procedures for the inspection and inventory of keys. As a result, this issue has been resolved.

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