

2014 Jail Best Practices Award Official Entry Form

This form must be attached to all entries. Entrants must complete all sections for the entry to be considered complete. A copy of this official entry is available electronically at www.pacounties.org.

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Project Information

Title Basic Culinary & Start Order Certificate Program and HVAC Program Start Date 3/2010
 Each application must be submitted with two signatures. Place appropriate signatures on two of the lines below:

[Signature]
 Chair of the Board of County Commissioners
[Signature]
 Chair of the county Prison Board

[Signature]
 County Chief Executive Officer

Program Narrative

A separate program narrative document must be attached to this form that answers the following questions in the order presented. This must be typed in a Word-document, Times New Roman, 10-point type.

- **Need:** a description of the identified need and the background including what programs were in place before the current project, if any, and how it led to this effort
- **Program/policies:** a description of how the project enhanced general operations programs/policies, treatment, and custody
- **Approach:** a description of the project, including any evidenced-based approaches to jail diversion, community involvement strategies, formation of stakeholder groups, county-wide planning strategies, etc.
- **Evaluation:** a brief description of how the project was evaluated and any lessons learned
- **Stakeholders:** a brief description of the community, including a description of key stakeholders, organizations, and county departments that were involved in the project
- **Processes:** a description of how the activities or processes utilized in this project were altered or will be continued based on experience, including plans for leveraging additional resources
- **Costs:** a description of any costs associated with the project and how it was funded; cost savings, if any and any change in community acceptance, reductions in insurance costs, or inspection improvements that resulted from the program

Scoring will be based on the elements as described above.

Please attach supporting documents, forms or other information that support the award entry. Entries must be received by close of business on February 14, 2014. Winners will be announced during the CCAP Spring Conference, March 23 - 25 2014. More information: Brinda Carroll Penyak, hpenyak@pacounties.org or (717) 526-1010.

CCAP – 2014 Jail Best Practices Award

Program Narrative

Need:

In late 2008, the York County Prison Board and Warden Mary E. Sabol committed to providing evidenced based programming to the York County inmate population to reduce recidivism; specifically, targeting offenders with criminogenic needs and risks. As part of this endeavor, the prison identified a significant portion of the inmate population that lacked education and necessary skills that allowed for meaningful employment upon release from incarceration. As a result, the prison collaborated with Harrisburg Area Community College (HACC) to determine areas of employability for criminal offenders and develop classes to educate and provide marketable skills to enhance employment opportunities. Basic Culinary & Short Order Certificate Training Program and Heating, Ventilation, and Air Conditioning Repair (HVAC) were created to provide certifications and licensure.

York County Prison had a long history of operating a successful Work Release Program; establishing ties with various employers in the community to provide entry level and non-skilled labor to inmates. However, no programs existed to provide training and education to prepare an inmate for meaningful and gainful employment upon release.

Program/policies:

The program added education and vocational training that addresses criminogenic needs for certain at risk inmates in the prison population.

Approach:

A substantial body of research supports the targeting of risk and needs of offenders to reduce recidivism. The needs principle, as described by the Substance Abuse and Mental Health Services Administration, "helps determine how to target interventions so as to reduce criminal risk". There are 8 identified major criminal risk factors, which includes dissatisfaction with school/work factors. This includes individuals who have low performance or satisfaction with their level of education/employment. This includes those that lack the ability to gain meaningful employment.

The prison and HACC, specifically Business Development Coordinator Kathy Lucas, wanted to make sure that the programs prepared offenders for employment in areas of need and that would employ people with criminal histories. Subsequently, HACC conducted a job study analysis and learned that the culinary field and HVAC industry had significant employment opportunities and would not exclude people with criminal histories.

The programs were designed to be 10 to 12 weeks in length. The purpose was to be able to provide the educational opportunity to offenders who were serving short sentences. County inmates often serve less than 90 days per incarceration, compared to inmates serving state prison sentences of years or more. It was important to keep the programs at a manageable time frame for completion and for the education to result in employment either upon release or during the period of confinement.

Evaluation:

HACC routinely uses high priority occupations as identified by the Pennsylvania Department of Labor and seeks feedback from employers to identify trends within the employment field. HACC also reviews individual student scores to determine teaching strategies and effectiveness.

The HVAC industry and culinary field both continue to be high priority occupations and will continue to be offered to York County Prison inmates during the 2014 year. HACC has also identified the warehousing industry as another high priority occupation that requires skilled individuals to operate various warehousing equipment. Additionally,

York County has many opportunities in this field given the various warehousing operations located in the county. This Warehouse Moving Equipment Specialist program is being added as an opportunity for the 2014 year.

Stakeholders:

HACC has a history of being dedicated to the communities in which their campuses are located, in addition to the larger global state community. Their approach is to provide affordable educational opportunities to their students in traditional and non-traditional methods. HACC is a primary stake holder and partner in this ongoing project.

Heritage Hills Resort located in York County has been a supporting partner and stake holder by providing a location for the Basic Culinary & Short Order Certificate Training Program by allowing the use of their kitchen for training students. The resort also allows students to use the facilities classroom work and to host graduation ceremonies. They have and continue to be committed to making the Basic Culinary & Short Order Certificate Training Program successful.

Chef Andre DeCamp has provided culinary training for most of the Basic Culinary & Short Order Certificate Training Programs offered. His expertise in culinary cuisine and preparation combined with his passion for educating and training students in food preparation and safety is a critical part of the program's success. His passion for culinary arts and his dedication to his student's success not only makes him an incredible instructor, but a mentor to individuals who often lacked that support in their lives.

York County Adult Probation was consulted after several successful classes in order to target parole violators who had no marketable employment skills, parole violations were linked to unemployment and had motivation to participate in HACC class. The York County Adult Probation Department has actively worked with the prison to target at risk and need offenders for the HACC programs in addition to other evidence based programs offered at the prison.

Processes:

Inmates who have employment/education as a criminal risk will continue to be given opportunities for skilled trades. HACC has identified significant employment opportunities in the Warehousing Industry; specifically, needing employees who are able to operate various moving and warehousing equipment. As a result, HACC has created a Warehouse Moving Equipment Specialist program to train and certify students in various equipment operation and warehouse operations.

Costs:

The program with HACC is funded through the inmate general welfare fund. The monies in this fund are generated by inmate commissary purchases. The commissary company returns percentages of purchases to the fund to be used in ways to assist prisoners. The programs to date have not required the use of public tax dollars. Each program costs approximately \$27,000.00 to \$29,500.00 per class. Each class holds 10 to 12 students. Funding for this program will continue to be supported by the inmate general welfare fund.



Basic Culinary & Short Order Certificate Training Program

Course Description:

The Noncredit Basic Culinary Skills training will provide both theory and laboratory experience and will cover safety and sanitation, as well as the fundamentals of food preparation in a commercial kitchen environment. Graduates of the program should be eligible for employment as: Food Servers, Outside; Food Preparation Workers; Dining Room & Cafeteria Attendants; Cooks, Cafeteria, Institution; and Cooks, Short Order.

Course Outline:

- Program Orientation
- Culinary Math
- Familiarization with Kitchen and Kitchen Tools
- Kitchen Teamwork
- ServSafe.
- Knife Skills
- Basic Cooking Principles
- The Art of Seasoning
- Mise En Place
- Soups, Stocks and Sauces
- Understanding Meats, Poultry & Seafood
- Vegetables, Starches
- Salads/Dressings
- Hot & Cold Food Preparation
- Short Order
- Modified Baking & Pastry Skills
- Menu Planning/Recipes

Learning Outcomes:

Practice proper sanitation and safe-food handling procedures

Demonstrate correct and safe use of knives and cutting implements

Apply basic skills in the use of a variety of kitchen tools and equipment

Demonstrate correct procedures for the preparation of stocks, sauces, and soups
Demonstrate fundamental skill in the preparation and cooking of meats, seafood, and poultry;

Demonstrate correct procedures for vegetable, starch, grain cookery, and salads/dressings;

Demonstrate techniques for preparation of cold station items;

Demonstrate fundamental techniques for the preparation of breakfast items;

Demonstrate fundamental techniques for the preparation of hot station items and short order cookery;

Develop skills to enhance opportunities for employment in the food service industry

Complete all requirements for the ServSafe Certification.



Warehouse Equipment Movement Specialist – 120 Hour Program

This course has been designed to prepare the student for employment in a logistics environment. Students will leave the training with multiple certifications, making them more attractive to potential employers and enhance their opportunity for employment. This course is designed to be stacked, combining the Warehouse Equipment Moving Specialist course with the MSSC – CLA (Certified Logistics Associate) Certificate

Course Outline:

- Intro To OSHA for Warehouses
- Violence in the Workplace
- Accident Reporting
- Hazard Communication
- Housekeeping
- Machine Guarding
- Walking and Working Surfaces
- Basic Electrical Safety
- Compressed Air
- Portable Fire Extinguishers
- LockOut/ TagOut- Authorized
- Emergency Action Plans
- Ladders
- Hazard Recognition
- Personal Protective Equipment / Hearing
- Ergonomics
- Hand & Power Tool Safety
- Fall Protection
- Bloodborne Pathogens
- Hot Work in the Warehouse
- Quality Concepts
- Daily Work Behavior in the warehouse

- Lift Truck Certification
- AWP – Aerial Work Platform Certification
- First Aid / CPR

- MSSC- CLA (Certified Logistic Associate) Online Training Program and Assessment

Course Objectives:

Upon successful completion of the training, students will be able to explain or show hands on proficiency in:

Correctly operating a lift truck, aerial truck and pallet jack

Correct procedure for Fall Protection

Global supply chain logistics life cycle

Logistics environment

Material handling equipment

Safety principles

Safe material handling and equipment operation

Quality control principles

Workplace communications, Teamwork and workplace behavior to solve problems

Accident Reporting

Hazard Communication

Emergency Action Plans

Product storage

Order processing

Packaging and shipment

Inventory control

Safe handling of hazmat materials

Evaluation of transportation modes and Dispatch and tracking.

Class: 120 hours

Work Release – York County Course Outline:

I. HVAC

General Information

- Safety in working with HVAC equipment and systems
- Electricity
 - Characteristics of OHMS Law
 - Characteristics of Parallel Circuits
 - Transformers
 - Capacitors (Relays)
 - Electric Meter Reading (Ohms, Voltage, Current)
- Electrical Schematics
 - Identification of Electrical Symbols for HVAC
 - Tracing of the circuitry paths on a schematic

Air Conditioning

- Temperature vs. Pressure Difference
- Pressure Temperature Chart Manifold Set Air Conditioning Cycle
- Component Identification
 - Components Lab
- Coolant
 - Recovery of Coolant
 - Recovery Process Lab
 - Evacuation of Air Conditioning System
 - Evacuation Lab
- Silver Solder and Brazing
 - Theory and application
 - Soldering Lab
 - Brazing Lab
- ESCO Institute Environmental Agency (EPA) Theory
 - EPA Certification Testing
 - R-410A Safety
- Ductwork Systems Design and Performance
 - Types of fans and their performance in a duct system.
 - The relationship between Feet per Minute (FPM), Cubic Feet per Minute (CFM) and Static Pressure.
 - Basics of airflow: Static pressure, velocity pressure, total pressure.
 - Adjusting air flow.
 - Airflow measurement instruments and their use.
 - How duct fittings, filters, coils and ductwork affect system performance.
 - Air distribution: practical use of the air duct calculator.
 - Psychometrics and the application for HVAC Service.
 - System testing for performance and efficiency.

- Air Conditioning Troubleshooting

Heating Systems

- Oil Fired, Forced Hot-Air Systems
 - Combustion basics for oil
 - Fuel storage and delivery issues
 - Direct vent oil
 - High pressure gun burner
 - Burner components
 - Combustions analysis and adjustment
 - Troubleshooting and repair
 - Gas Fired Forced Hot-Air Systems
 - Combustion basics for gas
 - Common components and safety issues
 - Natural draft
 - Induced draft
 - Direct vent
 - Sealed combustion
 - Troubleshooting and repair
 - Hot-Water Boiler Heating Systems
 - Hydronics Theory
 - Circulating Pumps
 - Aquastat Operation
 - Valve Operation
 - Heat Registers
 - Trouble shooting and repair of Oil-Fired Systems
 - Trouble shooting and repair of Gas-Fired Systems
2. Customer Service
 - How to go the extra step with Customer Communication
 - Providing tips for customers to assist with energy savings techniques
 3. Soft Skill Training
 - Employability Skills
 - Turning a negative into a positive
 - Resources Job Prep and Search
 - Being a good employee
 4. Green Technology Overview
 - Geothermal
 - Efficient gas fired furnace
 - Efficient heat pumps
 - Intro to PV and Solar Thermal
 - Wind Technology