



## The Pennsylvania Board of Probation and Parole

"Protecting the public by effective  
decision making  
and assisting offenders re-establish their lives as  
contributing members  
of our communities."



Edward G. Rendell, *Governor*  
Michael L. Green, *Acting Chairman*

# Mission Statement

*The Pennsylvania Board of Probation and Parole  
is committed to protecting the safety of the public,  
addressing the needs of crime victims, improving  
county adult probation and parole services, and  
assisting in the fair administration of justice by  
ensuring the custody, control and treatment of  
offenders under the jurisdiction of the Board.*

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## Chairman's MESSAGE



Michael L. Green  
Acting Chairman

Dear Friends,

Our Annual Report reflects the work of the Parole Board for the past fiscal year, 2004-05. I joined the Board as a member in October 2003 and have served as Acting Chairman since September 2004. It has been an active and interesting year, as we continue to challenge ourselves to meet our mission and keep pace with best practices and the changing face of community corrections.

I am proud to note that the Board received a 100 percent score from the American Corrections Association accreditation program. This gives testament to the high quality of our staff as well as their commitment to excellence.

For public safety, for the benefit of victims, for the hope of reforming criminal behavior – we continue to look for the best “what works” methods to meet our mission. As of June 30, 2005, our supervised population exceeded 30,000 offenders.

Like every other agency, we are committed to improving service as we become more efficient. These improvements have been successful in part due to the collaborative efforts with the Department of Corrections (DOC) and other entities.

The Board’s work continues to examine a pragmatic analysis of increases in population projections and efficiencies in work process. For the past two fiscal years, we have located efficiencies in every area of our work. The increasing number of criminal offenders placed under the jurisdiction of the PBPP is a result of: (1) Transfers into Pennsylvania from other jurisdictions including other states, (2) Criminal commitments from counties through “Special Probation and Parole”, and (3) Pennsylvania state inmates which have become eligible for parole.

During the past year, our organizational vision has evolved to include focusing on goals and practices designed for parolees to successfully complete parole without new crimes or new victims. To this end, we have actively participated in re-entry initiatives to begin this process while the individual is incarcerated and to set in place continuity of services and supervision upon release.

As an agency, we are active participants in the Governor’s Reentry Task Force, which joins together such partners as the Departments of Public Welfare, Education, Health, Corrections and many others to put a coordinated strategy in place to increase offenders’ parole success.

We recently implemented a pilot re-entry approach involving the Board and the judiciary known as the York Re-Entry Project. We also developed and implemented the “Back on Track” Reentry Program, which focuses on parole violators in partnership with the DOC and community-based residential/treatment providers. The Kintock Group will pilot this program utilizing the Criminal Attitudes program curriculum developed by David J. Simourd, Ph.D.

This service delivery approach is based on the “what works” literature produced during the past 20 years. The approach is theoretically guided by principles of

effective intervention. Employment is the priority of this program, however offenders who are interested may enroll in vocational programs or full-time college programs if they meet certain criteria. Employment training is provided throughout the programs. Employment specialists train offenders to search for gainful employment while job developers employ marketing techniques to arrange placements. In addition, support services to address drug, alcohol and long-term residential stability are also provided in the ninety (90)-day program.

In addition, we have launched the following new initiatives with the DOC as alternatives to returning parole violators to prison:

**Day Reporting Centers:** The DOC has contracted with five facilities across the state to provide services for Day Reporting Centers. Day Reporting Centers are for parolees with technical parole violations who are in need of assistance in re-entering the community. Assistance will consist of securing employment (i.e. job preparedness/retention/placement), education, self-help and family support, treatment referrals, life skills, etc.

**PennCAP (Community Alternative to Prison):** DOC has contracted to use secure portions of existing contract facilities in each of the three regions (Harrisburg/Wernersville, Pittsburgh, Philadelphia). These centers will be used instead of institutional incarceration for technical parole violators, particularly those with drug and alcohol violations in need of treatment.

From a public protection and crime prevention point of view, the Board has been involved in several statewide initiatives. These include the Commission to Address Gun Violence aimed at coordinating federal, state, and local law enforcement to address the rise in gun violence; the Drug Policy Task Force aimed at developing effective drug treatment policy interventions; and the Sex Offender Intervention Task Force aimed at the effective management and supervision of sex offenders. We are currently reviewing best practices in regard to the latter area in particular to make recommendations in improving sex offender supervision techniques utilizing technology combined with treatment.

This year, the Board has begun utilizing video conferencing technology in areas including parole reviews, evidentiary hearings, meetings and trainings, as have many paroling authorities around the country.

The Board continues to make agent safety a priority. To this end, and in conjunction with the American Probation Parole Association, we are in the process of developing and implementing a defensive tactics curriculum to bolster our agents' repertoire of safety skills. If successful, this pilot will serve as a model for other jurisdictions as well.

Lastly, in terms of effective best practices, our FAST Unit (Fugitive Apprehension Search Team) in Philadelphia has been proven effective in the apprehension of absconders. This unit has apprehended over 1,800 absconders since inception. The Board has implemented a FAST Unit in Pittsburgh this year as well. Since its inception in September 2004, this unit has apprehended more than 180 absconders.

We continue to look for the best way to do business and regularly explore opportunities for procedural and technological improvements that may realize the best use of tax dollars. The Board offers this annual report to illustrate our sincere commitment to meeting our mission of service to the citizens of the Commonwealth.

Sincerely,



Michael L. Green, Acting Chairman

## About The BOARD MEMBERS



**Michael L. Green**, *Acting Chairman*

Mr. Green received a Bachelor of Arts degree in Sociology from Morgan State University, Baltimore, Maryland, and a Master of Science degree in Social Administration from Temple University in Philadelphia. Mr. Green has over thirty years of experience in community corrections, probation/parole, and court administration. Prior to his appointment to the Board by Governor Edward G. Rendell, Mr. Green served as First Deputy Chief Probation Officer in Philadelphia County, Chief Probation Officer for the Vicinage of Mercer in Trenton, New Jersey, and President of the New Jersey Chief Probation Officers Association. He is a certified Drug Court Coordinator and implemented an Adult and Juvenile Drug Court prior to his appointment to the Board. Mr. Green was confirmed by the Senate on October 28, 2003.



**Allen Castor**, *Member*

Mr. Castor received a Bachelor of Science degree in Secondary Education from Temple University in 1971 and a Master of Science degree in Criminal Justice Administration from St. Joseph's University in 1985. He is an Army veteran of the Vietnam War. Mr. Castor began his career with the Board in 1972 as a parole agent. He has also served as a unit supervisor, a deputy district director, and a parole hearing officer for the Board. Mr. Castor was confirmed by the Senate in June 1992 to complete the term of former Board Member Walter G. Scheipe. He was reconfirmed on February 10, 1993, and again on June 14, 1999, for his current term.



**Jeffrey R. Imboden**, *Member*

Mr. Imboden received a Bachelor of Arts degree in Political Science from Grove City College in 1972 and a Master of Arts and Teaching degree with a Minor in Psychology from the Antioch School of Education, Keene, New Hampshire, in 1975. Mr. Imboden began his career in law enforcement as an Adult Probation/Parole Officer for the Lebanon County Probation Department, specializing in offenders with mental health disorders. He later joined the state Board of Probation and Parole and was named Parole Agent of the Year in 1994. Mr. Imboden was named Lebanon County Chief Adult Probation Officer in December 1997. Mr. Imboden was nominated by Governor Edward G. Rendell to serve on the Board, and was confirmed by the Senate on October 28, 2003.



**Gary R. Lucht**, *Member*

Mr. Lucht received a Bachelor of Arts degree in Psychology from Edinboro State College in 1968 and a Master of Education degree in Guidance and Counseling from Gannon University in 1975. He served in the Army during the Vietnam War as an infantryman from 1969-70. Mr. Lucht served as a supervisor with the Erie County Probation Department and was the first Program Director for the Erie County Prison. He was later named Warden of the Erie County Prison and served in that capacity from 1978-1993. Mr. Lucht was confirmed by the Senate as a Board Member on May 4, 1993, and again on June 14, 1999; he completed his term on June 29, 2005.



**Gerard N. Massaro, Ph.D., Member**

Dr. Massaro received a Bachelor of Arts degree from Thiel College in 1965, a Master of Education degree from the University of Pittsburgh in 1971, and a Doctor of Philosophy degree from the University of Pittsburgh, in 1978. Dr. Massaro has over 38 years of experience in psychology and the criminal justice system. He served as a Member of the Board of Pardons from 1999-2004. He also served as the Psychologist for the Pittsburgh Police Department and as the Clinical Director for two private community corrections centers. Dr. Massaro was confirmed by the Senate on February 10, 2004.



**Sean R. Ryan, Member**

Mr. Ryan received a Bachelor of Science degree in Social Psychology from Juniata College in 1975 and a Master of Education degree in Social Restoration from Lehigh University in 1976. He previously served as Deputy Chief Probation Officer for the Bucks County Adult Probation and Parole Department. Mr. Ryan was confirmed by the Senate as a Board Member on June 19, 1995, and he was reconfirmed by the Senate on May 22, 2001, for his current term.



**Michael M. Webster, Member**

Mr. Webster received a Bachelor of Science degree in Law Enforcement Administration from Youngstown State University in 1978 and a Master of Science degree in Judicial Administration from the University of Denver College of Law in 1980. He served as the District Court Administrator for Mercer County until his confirmation by the Senate as a Board Member on May 23, 1995, and again on May 22, 2001, for his current term.



**Lloyd A. White, Member**

Mr. White received a Bachelor of Science degree in General Studies from Clarion University of Pennsylvania in 1985. After graduating, he obtained municipal police officer certification and served as a campus police officer at his alma mater. Mr. White joined the Moravian College police force in Bethlehem, where he served as a police sergeant. In 1987, Mr. White joined the Bucks County Adult Probation and Parole Department, and he was named Bucks County Probation Officer of the Year in 1996. Mr. White was confirmed by the Senate as a Board Member on June 6, 2001.

## Establishment of the BOARD



Board Members. Standing, left to right: Michael M. Webster, Sean R. Ryan, Benjamin A. Martinez, Acting Chairman Michael L. Green, and Gerard N. Massaro. Seated, left to right: Allen Castor, Gary R. Lucht, Jeffrey R. Imboden, and Lloyd A. White.

### During Fiscal Year 2004-2005

Type of Decision	Total
Parole To Street	10,120
Parole To Detainer	1,159
Parole Refused	8,291
<b>Total Considered</b>	<b>19,570</b>
<b>Percent Granted</b>	<b>58%</b>
Recommitments	6,122
Refer To Prior Action	1,400
Assigned By Courts	5,174
Other Decisions	8,353
<b>Total Decisions</b>	<b>40,619</b>

### Establishment of the Board

The Pennsylvania Board of Probation and Parole, an independent state correctional criminal justice agency, was established by the Act of August 6, 1941, P.L. 861; and amended by the Act of May 27, 1943, P.L. 767; the Act of July 3, 1947, P.L. 1248; the Act of August 24, 1951, P.L. 1401; Act 246, December 13, 1955, P.L. 841; Act 501, December 27, 1965, P.L. 1230; Act 134, October 9, 1986, P.L. 1424; Act 97, December 22, 1989, P.L. 724; Act 114, July 11, 1990, P.L. 476; Act 25, June 22, 1993, P.L. 109; Act 159, December 27, 1994, P.L. 1359; Act 16, Special Legislative Session 1, June 1, 1995, P.L. 1020; Act 35, Special Legislative Session 1, November 17, 1995; Act 37, Special Legislative Session 1, November 17, 1995, P.L. 1145; Act 164, December 18, 1996, P.L. 1098; Act 66, June 11, 1998, P.L. 461; Act 143, December 21, 1998, P.L. 1077; and Act 171, December 21, 1998, P.L. 1298; and Act 108, December 17, 2001, P.L. 923.

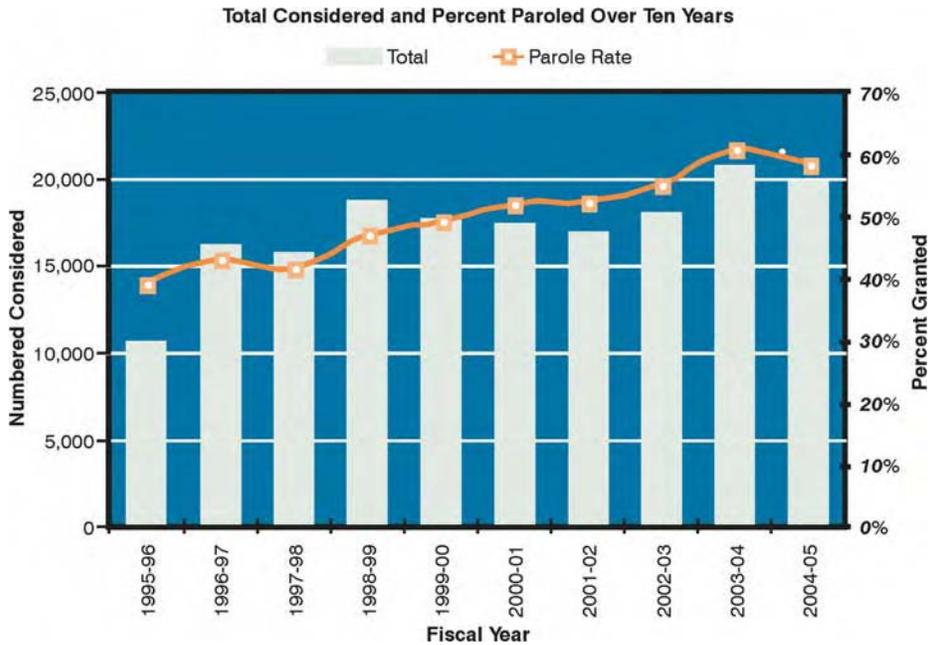
The Act and its subsequent amendments established a uniform parole system and provides for assistance in the improvement of adult probation services in the Commonwealth

### Duties

The Board is authorized by statute:

- to grant parole and to supervise all offenders sentenced by the courts to a maximum sentence of two years or more;

## Establishment of the BOARD



- to revoke the parole of technical parole violators and those convicted of new crimes;
- to make pre-sentence investigations and reports as provided by law;
- to collect, compile and publish statistical and other information relating to probation and parole work in all courts and such other information the Board may deem of value in probation service;
- to supervise offenders sentenced by the courts to imprisonment for less than two years where a request is made by the sentencing court;
- to supervise offenders sentenced by other states where a request is accepted pursuant to the "Interstate Compact for Adult Offender Supervision," and;
- to release from parole persons under supervision who have served their entire sentence in compliance with the conditions governing their parole.

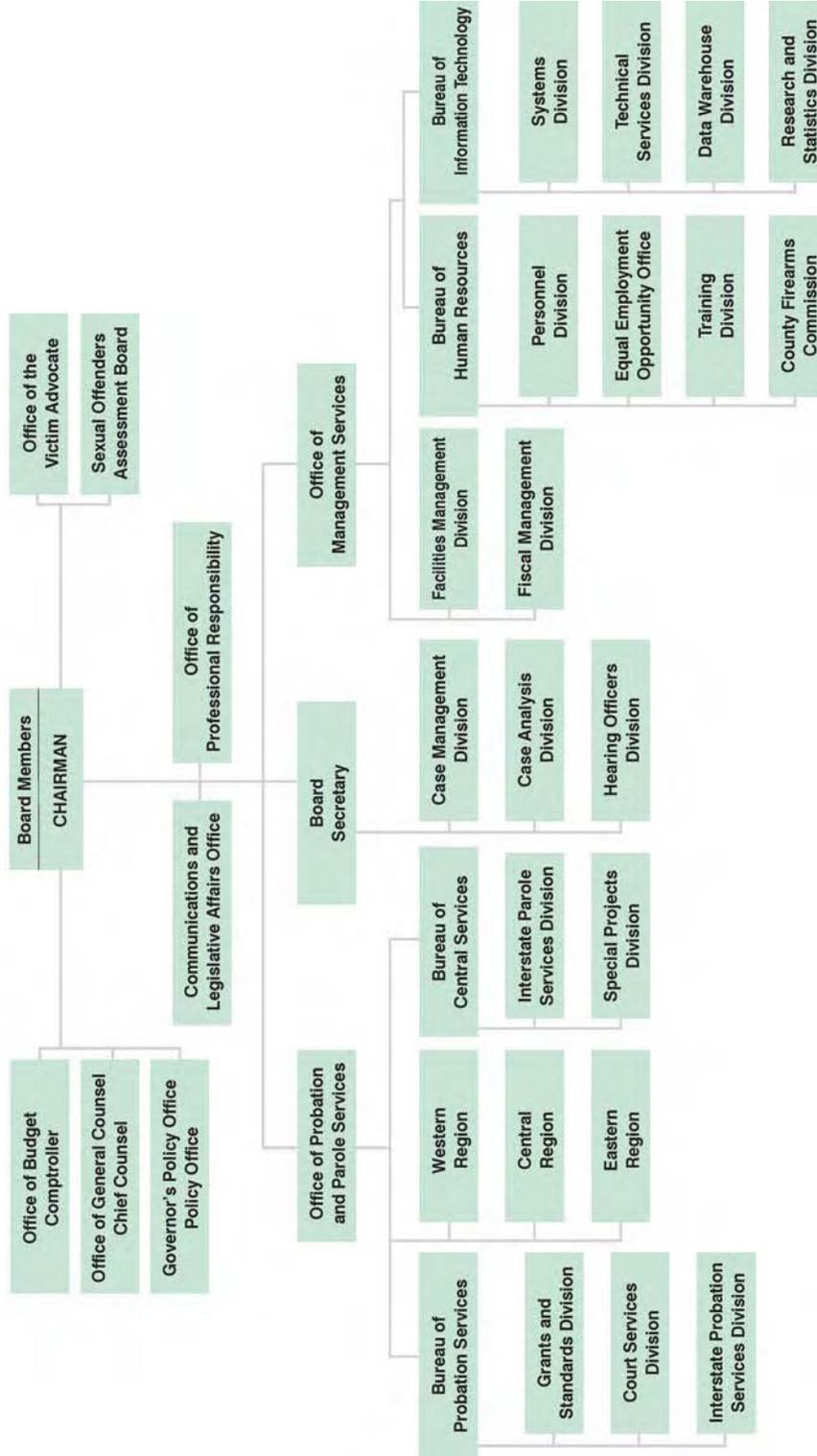
### Continuum of Service

Public safety is achieved through a continuum of criminal justice services in our communities. When someone has broken the law, the offender is arrested, prosecuted, adjudicated, and sentenced to an appropriate sanction, which can include incarceration and/or probation or parole. In order for this continuum to function smoothly, it is necessary for all components of the system to work cooperatively. This includes law enforcement, the courts, correctional facilities, and probation and parole.

The Board of Probation and Parole evaluates state offenders' suitability for release to parole supervision. If approved for parole, the Board also provides supervision services in the community. The Board must balance the demands of protecting the safety of the public while facilitating the offender's reintegration into the community. Additionally, the Board strives to promote cooperation with its fellow community corrections organizations and encourages development of new strategies for the delivery of services.

# Organization CHART

## COMMONWEALTH OF PENNSYLVANIA BOARD OF PROBATION AND PAROLE



## Organization OVERVIEW



Senior staff members  
From left to right: Victoria S. Freimuth, Chief Counsel; John Tuttle, Director of Probation and Parole Services; Victoria Sostack, Director of Victim Services; Gary Scicchitano, Acting Director of Management Services; and Lauren Taylor, Director of Legislative Affairs and Communications.  
Missing from photo: Diane Dombach, Executive Director, Sexual Offenders Assessment Board and Lawrence F. Murray, Board Secretary.

### Executive Offices

#### Office of the Chairman

As chief executive of the Board, the Chairman is responsible for the overall administration of program operations and services. The Chairman represents the Board on various legislative appointments such as Commission Member on the Pennsylvania Commission on Crime and Delinquency and Chairman of the State Council serving the National Interstate Compact Commission. The Chairman's duties also include certifying parole releases, authorizing legislative initiatives, and serving as liaison to other agency heads. The Chairman provides direction for staff to fulfill the Board's mission.

#### Office of Chief Counsel

The Office of Chief Counsel serves as the legal advisor to the Board.

#### Office of Legislative Affairs and Communications

The Office of Legislative Affairs and Communications is the Board's point of contact with the legislature, public, press, and media.

#### Office of Professional Responsibility

The Office of Professional Responsibility conducts internal affairs investigations for the Board and performs background checks on prospective employees.

#### Office of the Board Secretary

The Board Secretary serves as the Board's liaison with the Department of Corrections and the Board of Pardons. The Board Secretary has the responsibility for controlling all Board cases assigned to the Federal Witness

## Organization OVERVIEW

Protection Program and administrative responsibility for providing and assuring that parole consideration interviews are conducted for inmates under the Interstate Compact for Corrections.

### Hearing Examiners Division

The Hearing Examiners Division is responsible for conducting parole consideration interviews and hearings on parole violators. Hearing examiners assist in training Board staff regarding the violation and revocation processes, testifying at administrative hearings, evidentiary hearings and other procedures. Hearing examiners are the Board's representatives for the oral testimony of registered victims who wish to share their comments with the Board. Hearing examiners also conduct parole consideration interviews and hearings in county correctional facilities and community corrections centers.

### Division of Case Management

Staff in this Division review inmates' case file materials to assure that the information is accurate, appropriate, complete, and in compliance with the various laws and prior Board Decisions. They are responsible for entering Board Actions, processing case files to the institutional staff for each month's docket, and processing these files upon their return to Central Office.

### Division of Case Analysis

Staff in this Division responds to written and telephone inquiries about parole decisions and policies/procedures of the Board. The Division of Case Analysis is responsible for the Board's records. Once a case file is opened, all materials must be accurately filed and maintained. Upon the expiration of the parolees' maximum sentence, the files must be closed and forwarded to the State Records Center.

### Office of Probation and Parole Services

The Office of Probation and Parole Services handles all institutional and field service functions of the agency and is responsible for the Board's mandate to assist in the improvement of adult probation services in the Commonwealth. This office also provides instructions and assistance to inmates in preparation of the parole release process. To fulfill this function, staff compiles a comprehensive packet of information in preparation for the parole interview.

Staff also tracks parolees who are returned to a correctional facility as a result of parole violations, arrange for hearings and assure compliance with due process requirements for hearings before the Board.

Additionally, the supervision of persons paroled by the Board, parolees from other states residing in the Commonwealth and, at the request of the court, persons sentenced to less than two years is the responsibility of this office. The parole supervision staff, located in ten district offices and fifteen sub-offices, also conducts investigations for, and makes recommendations to, the Board of Pardons.

### Bureau of Central Services

The Bureau of Central Services has supervisory responsibility for the Division of Special Projects, the Division of Interstate Services, and several program coordinators (Fatherhood, SAVE and County SAVE).

### Bureau of Probation Services

The Bureau of Probation Services provides funds to county probation departments through a grant-in-aid program, establishes standards for the departments, and provides technical assistance and in-service training to county probation staff members. An Advisory Committee on Probation provides guidance to the Board in its work of improving adult probation services.

## Organization OVERVIEW

### Office of Management Services

The Office of Management Services provides the administrative support to the Board and its staff, as well as prepares and monitors budgetary and purchasing compliance.

### Bureau of Human Resources

The Bureau of Human Resources oversees all personnel, staff training, safety, and equal employment opportunity programs. Additionally, the office provides support to the County Probation and Parole Officers Firearms Education and Training Commission, which was established to allow for uniform firearms training for county probation officers.

### Bureau of Administrative Services

The Bureau of Administrative Services relates research on criminal justice topics and produces statistics on Board operations and programs, as well as manages and maintains Board equipment, facilities, and programs.

### Bureau of Information Technology

The Bureau of Information Technology manages all aspects of the Board's information technology systems including telecommunications and JNET.

### Office of Victim Advocate

The Office of Victim Advocate is an independent agency housed within the Board of Probation and Parole. This Office has jurisdiction over victim services operations within the Board and the Department of Corrections.

### Sexual Offenders Assessment Board

The Board provides staff support to the Sexual Offenders Assessment Board established by Megan's Law, which provides assessment, registration, and community notification of sexual offenders and sexual predators.

# Office of BOARD SECRETARY



From left to right: Chuck Myers, Director of Case Analysis Division; G. John Koontz, Director of Case Management Division; and Lawrence Murray, Board Secretary review a file in the central office file room.

## Fiscal Year 2004-2005

Hearing and Interview Types	Number	Percent
<b>Hearings</b>		
Preliminary	1,076	12%
Preliminary/Detention	278	3%
Violation	3,331	38%
Violation/Detention	972	11%
Detention	746	8%
Revocation	1,467	17%
Revocation/Violation	174	2%
Probable Cause Out-of-State	293	3%
Panel	449	5%
<b>Total Hearings</b>	<b>8,786</b>	<b>100%</b>
<b>Interviews</b>		
Parole/Reparole	15,320	80%
Panels	3,862	20%
<b>Total Interviews</b>	<b>19,182</b>	<b>100%</b>

*The Office of Board Secretary, was created by the Parole Act of 1941. By statute, the Secretary functions to attest to acts of the Parole Board and affix the official seal of the Parole Board to Certificates of the Chairman. The Board Secretary directly oversees three Divisions: Hearing Examiners, Case Analysis, and Case Management. The Board Secretary's Office is considered to be the custodian of all active records for state parole offenders in Pennsylvania. The Board Secretary serves as the Board's liaison with the Department of Corrections (DOC), the Board of Pardons and the Pennsylvania Commission on Crime and Delinquency. When necessary, the Board Secretary is also expected to act as a hearing examiner and can interview and vote on inmates for parole consideration as well as conduct hearings with regard to violation of parole and evidentiary hearings. The Board Secretary's Office also investigates grant opportunities for a variety of Board initiatives. Once a potential grant has been identified, development of the grant is turned over to the Research and Development Division of the Board.*

*Additionally, the Board Secretary has the responsibility for controlling all Board cases assigned to the Federal Witness Protection Program and has administrative responsibility for providing pre-parole case management services for inmates under the Interstate Compact for Corrections.*

# Office of BOARD SECRETARY

## Hearing Examiners Division

Parole Hearing Examiners are hired by the Board to assist in making parole release decisions and in conducting various hearings required in the parole violation process. In addition, hearing examiners receive oral testimony from registered victims prior to an offender's parole consideration interview. Parole consideration interviews are conducted in state correctional institutions, community corrections centers, contracted halfway houses, and county prisons. Hearing Examiners operate as "administrative judges" when hearing evidence raised at parole violation/revocation hearings. They serve in "panels" consisting of Hearing Examiners and Board Members deciding cases and "voting" on inmate release decisions. A Chief Hearing Examiner position was recently created to aid the Board Secretary in oversight of the Hearing Examiner Division.

## Case Management Division

Case Management's Docket Unit is responsible for all Central Office pre-parole case processing. Each month clerks prepare and mail between 1,500 to 1,900 case files to correctional institutions. The same number of case files are received back in Central Office and must be processed each month. Those cases require the data entry of sentencing information, and require letters to be generated and sent to the sentencing judge, prosecuting attorney, and clerk of court. Accordingly, response letters must be reviewed and filed each month.

The Minimum/Review Unit entered 21,713 Board Actions for FY04-05. These actions result from offenders being interviewed at their minimum dates or on review dates set by the Board.

The Case Management Division is assigned the responsibility for the Inmate Inquiry Unit that responds to inquiries relating to offenders. The Unit responded to 15,389 telephone calls in FY04-05. The Unit also prepares responses to written inquiries regarding offenders. The Unit responded to 6,304 letters in FY04-05.

Additionally, 549 cases were approved and prepared for panel hearings.

The Inmate Inquiry Unit provides parolee information to the Department of Labor and Industry to facilitate their tax incentive program. This program provides a tax incentive to potential employers who hire ex-felons. The Board responds to the inquiry by researching the data warehouse to determine whether the offender has committed a felony and the date of his/her release into the community.

## Case Analysis Division

The Case Analysis Division processes approximately 600 Board Actions on parole violators every month. Each case is reviewed in detail, proper credit is calculated and adjustments to the maximum expiration date are made based on statutory and case law. These Board Actions are processed within 14 calendar days of the Board's Decision.

The Board's official active case records are stored at Central Office, while inactive case records are forwarded to the Commonwealth's State Records Center. The Central Office records room holds approximately 70,000 case files. This unit disseminates records to Board employees, closes case records, and files all incoming information. The file room shelving was expanded to accommodate the ever-increasing volume of case materials.

## Videoconferencing

During this reporting period, the Board began utilizing the videoconferencing concept to streamline current business practices. A two-month pilot was conducted from December 2004 to January 2005 in the following locations: SCI-Greene, SCI-Muncy, SCI-Cresson, SCI-Camp Hill, SCI-Dallas, SCI-Chester, Philadelphia Community Corrections Center, and Harrisburg Community Corrections Center. The results of the pilot project concluded that significant savings in travel and man-hour costs could be achieved by having the decision-makers videoconference

## Office of BOARD SECRETARY

inmates for parole interviews. The Board then made the decision to add the following locations in June 2005: SCI-Forest, SCI-Rockview, SCI-Fayette, SCI-Graterford, SCI-Houtzdale and SRCF-Mercer.

To date, a total of 415 inmates have been interviewed via videoconference; 316 were classified as non-violent offenders, and the remaining 99 were classified as violent. The Board plans to continue developing the effective use of videoconferencing with various inmate population types during the next fiscal year.

Another effective use of the videoconferencing technology is to connect employees to training sites that they would otherwise have to travel hours to obtain. Data is currently gathered and studied for future consideration of implementation of video conferencing at various levels for training purposes.

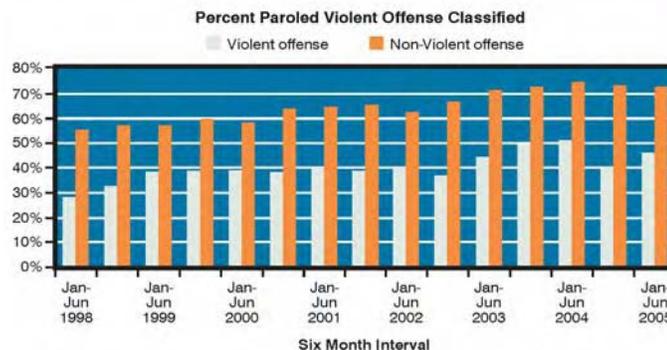
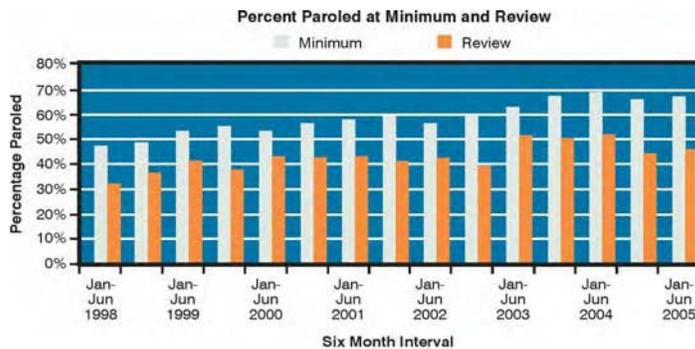
implemented by September 2005. This system will centralize hearings and interviews, improve efficiency, and help to coordinate the workload of Hearing Examiners. This system will enable parole agents in the field to directly schedule hearings and begin to expedite the entire process from start to finish. Hearing coordinators will be key actors in the Planning System and were integral to it's development.

### Grant Activity

The Office of Board Secretary along with other Senior Staff continues to seek out grant opportunities for further development and referral to the appropriate department within the Board for grant generation, preparation and development. Joint grants initiatives between common agencies are constantly in pursuit by Board Staff.

### Hearing Examiner Planning System

A new Hearing Examiner Planning System is being developed with the goal to be



# Office of PROBATION AND PAROLE SERVICES



Staff members from the Office of Probation and Parole Services meet with staff members from the Office of Chief Counsel regarding Megan's Law issues.

Left side of the table: John Tuttle, Director of Probation and Parole Services; Rich Podguski, Parole Manager; Margaret Thompson, Director of Interstate Probation Services; and Bill McDevitt, Director of Bureau of Probation Services.

Head and foot of the table: Victoria Freimuth, Chief Counsel; and John Manning, Assistant Counsel.

Right side of the table: Colleen Fickel, Director of Interstate Parole Services; Doug Campbell, Director of Bureau of Central Services; Gerald Masucci, Parole Manager; and Kay Longenberger, Parole Manager.

The Director of the Office of Probation and Parole Services is responsible for the agency's nearly 800 institutional and field staff located in the three regions across the Commonwealth. Institutional staff process inmates for parole consideration and field staff supervise the agency's over 28,000 offenders. Each regional office, Eastern (Philadelphia), Central (Harrisburg) and Western (Pittsburgh) manages the institutional and field operations in its respective area. In addition, the Director of the Office of Probation and Parole Services oversees two Central Office bureaus, the Bureau of Central Services and the Bureau of Probation Services. Both of these bureaus provide direct support to the Director's field and institutional operations as well as the 65 Commonwealth county probation offices.

There have been several notable achievements during the period covered by this report, including the continuation, revision or introduction of numerous innovative projects.

## Field Services

### Re-accreditation by the American Correctional Association (ACA)

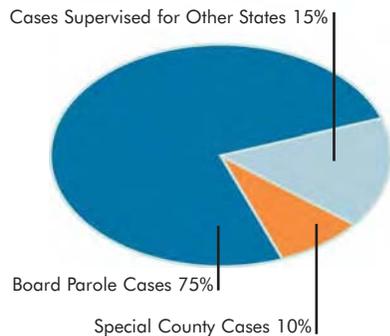
The Board has recently undergone re-accreditation through ACA. The accreditation examines policy, procedure, and practice of the agency and how it relates to the ACA standards. This re-accreditation process occurs every three years. Field and support staff alike worked very hard to ensure the re-accreditation process was completed efficiently and successfully, and is proud to have achieved "100%" compliance.

### Level of Service Inventory-Revised (LSI-R)

The LSI-R is a quantitative assessment of offenders' risk/needs attributes and their situations. This assessment measures 54 items, ranging from criminal history to education and social backgrounds, in order to determine the type and intensity of services each offender requires such as drug treatment or domestic violence protocol. This tool also helps to indicate the level of supervision an offender should receive. In June of 2005, training was expanded to additional staff within the agency.

## Total Offenders Under Board Supervision in Pennsylvania

End of Fiscal Year 2004-2005



# Office of PROBATION AND PAROLE SERVICES

## Fatherhood Program

This program is voluntary and is designed to assist offenders in reuniting with their families, as well as coordinate services for offenders that revolve around parenting issues or concerns. Private, community-based or faith-based facilitators within the local communities support these cooperative efforts. The Board's participation in the program includes specifically assigned Fatherhood agents located in each district office.



2004 Statewide Citizens' Advisory Committee Meeting

## Citizens Advisory Committees

The Parole Act enabled the Board to establish Citizens Advisory Committees (CAC) within each supervision district across the Commonwealth. The Director of the Office of Probation and Parole Services is responsible for the overall direction and implementation of the committees.

There are currently ten CACs located throughout the state: Philadelphia, Pittsburgh, Harrisburg, Scranton, Williamsport, Erie, Allentown, Mercer, Altoona, and Chester. Each committee has between 7 and 15 members. Committee members may include students, retirees, social workers, criminal justice and law enforcement professionals, business people, clergy, advocates, and probation/parole supervision staff.

Each committee meets at least four times a year. The District Director serves as an ex-officio member of the committee. Committees are responsible for providing reports, recommendations, or other input regarding parole policies and parole-related concerns. Activities include developing:

- good public relations in the district
- employment opportunities for offenders



2004 Statewide Citizens' Advisory Committee Meeting  
Front row from left to right: Terry Ligenfelter (Altoona CAC), Marian Damick (Pittsburgh CAC), Nan McVaugh (Chester CAC), and George McVaugh (Chester CAC).  
Back row from left to right: Todd Allen (Erie CAC), Rev. John Rush (Allentown CAC), Mark Goins (Chester CAC), Joseph Mecca (Scranton CAC), and CB Kimmons (Philadelphia CAC).



2004 Statewide Citizens' Advisory Committee Meeting



John Tuttle, Director of Probation and Parole Services, addresses the group attending the 2004 Statewide Citizens' Advisory Committee Meeting.

## Office of PROBATION AND PAROLE SERVICES

- contracts with community service agencies to provide needed services to offenders

A statewide meeting of the chairperson and one other committee member from each of the ten district committees is scheduled twice a year. The Board Chairman, the Director of the Office of Probation and Parole Services, and other Board staff attend. The agenda for the statewide meeting includes reports on the work of the Board and its staff during the preceding months, reviewing pending legislation, discussing new programs and initiatives, and a sharing of each district committees' work.

### Interagency Cooperation

#### **SAVE, County SAVE and Halfway Back Programs**

The Board works collaboratively with the Department of Corrections (DOC) in operating Substance Abuse Violators Effort (SAVE) Program and Halfway Back drug treatment programs. Addressing substance abuse problems among technical parole violators is a joint venture with the county prison wardens (County SAVE) as well.

SAVE and County SAVE are one-year halfway back programs designed to divert technical parole violators from recommitment. Instead, they are placed into appropriate drug/alcohol relapse treatment programs. A halfway back program removes the offender from the street and places him or her in a community corrections facility. The SAVE and County SAVE programs consist of four three-month phases (three months inpatient treatment followed by a total of nine months parole supervision with outpatient treatment, reduced in intensity as the offender demonstrates compliance). Offenders paroled from a state correctional institution (SAVE) or a county institution on a state sentence (County SAVE) are eligible for treatment. Use of this program remains strong.

The Board and DOC also coordinate additional less structured halfway back placements for technical parole violators at contract facilities across the Commonwealth.

#### **Violation Centers (Penn CAPP)**

These centers are used as an alternative to State Correctional Institution (SCI) incarceration for technical parole violators, particularly those with drug and alcohol violations in need of a return to treatment. The centers are located within secure portions of Community Corrections Centers that are contracted by the DOC. Each center can accommodate between 25 and 75 offenders for a period of 90 days. The Board and DOC opened the first Violation Center in May 2004. Currently, there are three violation centers, one in each region.

#### **Day Reporting Centers**

The Board and the DOC have worked together to implement five Day Reporting Centers. The centers are also utilized as an alternative to SCI incarceration. Offenders are enrolled in the program for approximately 12 weeks, and receive the following types of assistance: securing employment, education, self-help and family support, treatment referrals, and life skills. The centers can provide services to 225 offenders statewide.

#### **The Erie Pennsylvania Re-entry Project**

The Erie Pennsylvania Re-entry Project (EPRP) is the response to the U.S. Department of Justice Serious and Violent Offender Re-entry Initiative. The DOC was awarded a grant supported by the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), National Institute of Corrections (NIC), and their federal partners: the U.S. Departments of Health and Human Services (HHS), Housing and Urban Development (HUD), Education (ED), and Labor (DOL). The objective of the

## Office of PROBATION AND PAROLE SERVICES

EPRP is to begin the re-entry process within the correctional facility and continue it throughout an offender's transition to and stabilization in the Erie County community. The project provides for individual re-entry plans that address issues confronting the offender as he/she returns to the community. The project also provides a comprehensive support program that covers three phases of reintegration:

- Protect and Prepare (facility based programs)
- Control and Restore (community based transition programs)
- Responsibility and Productivity (aftercare)

Grant funds are used to contract a service provider, Greater Erie Community Action Committee (GECAC), to initiate contact with the EPRP participant inside the state correctional facility and provide case management services to participants through all phases of the program. Services focus on employment, education, substance abuse prevention, housing, and family issues. The project concentrates on four goals:

- Ensure public safety
- Reduce re-offending
- Employ existing local, state, and federal reintegration resources, under a central coordination authority
- Ensure that the needs of the offender are addressed in all phases of the EPRP program

Inmates designated to participate in this program are housed at SCI-Albion (males) and SCI-Cambridge Springs (females).

### The York Pennsylvania Re-entry Project

The Board has been working on developing another re-entry project with local authorities in York County. This planned project is an effort to further assist offender reintegration by involving state and local government, vendors, and supervision staff in a team approach to ensure offenders re-entering the community are afforded the opportunity to

succeed. Two field agents and one supervisor have been assigned to a pilot project that began in April 2005.

### Fugitive Apprehension Search Team

In keeping with the commitment to public safety, the Board enhanced its efforts toward the recovery of absconders (offenders in non-reporting status). It was determined that 48% of the Board's absconder population is assigned to the Philadelphia District's caseload. Approximately 46% of the Philadelphia absconder caseload had been approved to reside in one of the 24 community correction centers or contract facilities throughout the Philadelphia area.

Based on this information, a determination was made in April 2002 to commit staff to the formation of a Fugitive Apprehension Search Team (FAST) in the Philadelphia District. This FAST Unit, comprised of one parole supervisor and four parole agents, began a one-year pilot project in September 2002. Staff was assigned responsibility for locating and apprehending absconders assigned to the Philadelphia caseload. The unit works in tandem with the six Philadelphia Police Division Intelligence Operations and other state and federal agencies to locate these non-reporting offenders.

As of May 2005, the Philadelphia FAST unit physically arrested 439 absconders, cleared 44 by death certificate, assisted in 56 arrests with other agencies, and cleared another 1,303 absconders through other police arrests.

Because of the success of this program in Philadelphia, another FAST unit was created in October 2004 to serve in the Pittsburgh District. Since its inception, this unit of two parole agents and one Deputy District Director has physically captured 179 offenders. These efforts, in conjunction with local, state and federal law enforcement authorities, resulted in a statewide absconder rate of 6%, a third lower than the national average.

# Office of PROBATION AND PAROLE SERVICES

## Operation Falcon

Operation FALCON (Federal and Local Cops Organized Nationally), an unprecedented cooperative effort among federal, state, and local law enforcement authorities, took place from April 4 -10, 2005. This operation produced the largest number of arrests ever recorded during a single initiative. Over the course of seven days, Deputy US Marshals and their law enforcement partners arrested a total of 10,340 fugitives, and cleared more than 13,800 felony warrants nationwide.

## Operation Falcon

Parole agents from the Harrisburg District Office that participated in Operation FALCON.

Front row kneeling from left to right: Rob Roland and Lonny Killian.  
Back row standing from left to right: Jill Hoover, GT McGuire, George Burtner, Former Acting Chairman Michael Green, Current Chairman Catherine McVey, and Chris Smith.



Parole agents from the Philadelphia District Office FAST Unit that participated in Operation FALCON.  
Front row kneeling from left to right: Joe Gillespie and Ricardo Oliveros.  
Back row standing from left to right: Mike Eibel, Todd Childs, and Karl Sayers.



Field staff members from the Pittsburgh District Office and the Western Regional Office that participated in Operation FALCON.  
Front row kneeling from left to right: Jackie Jones, Dave Bole, Dave Snyder, Jim Robinson, Ron Fine, Tom Cassidy, Kelly Bittner, and Larry Ludwig.  
Back row standing from left to right: Kurt Scalzott, Joyce Arlia, Dave Jenkins, Geoff Long, John Sartori, Jr., Perry Ciesielski, Tim Douglass, Tim Wolfe, Mark Gabonay, Joe McAleer, and Nate Simon.  
Missing from photo: Terry Marks, Carol Clark, Dave Ciafre, Tom Bender, Jeff Ayres, Doug Miller, Dave Sedon, Joel Connell, Chuck Ackerman, Nick Sobol.



Parole agents from the Erie District Office that participated in Operation FALCON.  
From left to right: Ann Fatter, Bill Wehrle, Vanessa Norton-Booker, Joe Mott, and Mike Boyd .

# Office of PROBATION AND PAROLE SERVICES

## Pennsylvania Caseload Processing During 2004-2005

<b>Clients Under Supervision July 1, 2003</b>	<b>26,836</b>
<b>Case Additions During 2000-01:</b>	
Released on Parole	7,606
Released on Reparole	2,467
Special County Parole Cases	1,649
Special County Probation Cases	682
Other States' Parole Cases	252
Other States' Probation Cases	1,741
Other Additions	0
<b>Total Case Additions</b>	<b>14,397</b>
<b>Case Deductions During FY 2000-01</b>	
Recommitted Technical Parole Violators	3,470
Recommitted Convicted Parole Violators	1,473
Special County Parole and Probation Revocations	706
Other States' Recommitments	42
Final Discharges	5,601
Death	217
Other Deductions	1,352
<b>Total Case Deductions</b>	<b>(12,861)</b>
<b>Clients Under Supervision June 30, 2005</b>	<b>28,372</b>

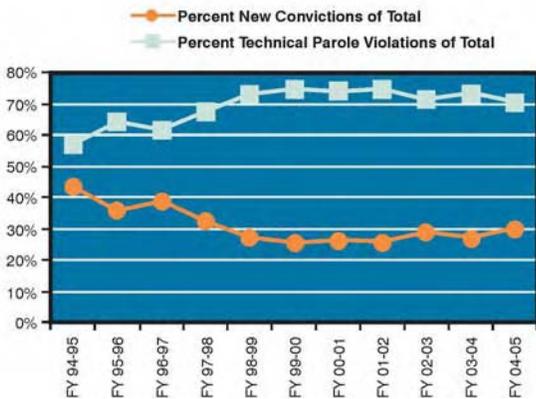
During Operation FALCON, nearly 960 federal, state, and local agencies worked with US Marshals and focused on gang-related crimes, homicides, sexual assaults, kidnappings, unregistered sex offenders, and crimes against children and elderly. More than 50 parole agents participated in the operation and successfully arrested nearly 30 of the Board's absconders. The United States Marshals Service formally recognized the Board for its role in the operation with a Certificate of Appreciation during a press conference that was held on April 14. Operation Falcon illustrates the positive results that can be achieved through inter-agency collaboration and partnership between all levels of law enforcement



## Weed and Seed

The Board continued its Weed and Seed program participation with the Pennsylvania State Police (PSP) and local law enforcement agencies. This program is designed to stop illegal activities and remove violent offenders, firearms, and drugs from troubled neighborhoods. Nuisance bars, high drug traffic street corners, and crack houses are examples of areas targeted for surveillance and increased patrols. Agency staff cooperates with law enforcement agencies through intelligence gathering and the apprehension of parole violators.

All Rec commitments with Technical Violations or New Convictions as a Percent of Total Rec commitments



## Statewide Drug Policy Committee

Agencies of Pennsylvania were tasked by the Governor's office to examine the issues of drug abuse and treatment in the Commonwealth and recommend possible courses of action to further enhance these concerns. The Board and other state agencies participated in this endeavor and submitted recommendations to the committee chair for consideration.

# Office of PROBATION AND PAROLE SERVICES

## Bureau of Central Services

### Justice Network (JNET)

The Board continues participating in the JNET Steering Committee, established during the mid-90s as a gubernatorial initiative to automate communications between criminal justice agencies and their affiliates. Bureau staff serves on these sub-committees:

- Training, Events Messaging, and Data Standards
- Terminal Agency Coordinator (TAC) Officers
- JNET's Criminal History Document Review Project
- User Registration and Security Policies and Procedures

This initiative provides the Board with instant notification when an offender under the Board's supervision is arrested for a new criminal offense. Additionally, the Board receives notification when an offender or employee is issued a Protection From Abuse (PFA) order or when a warrant has been placed or issued by other agencies. Such notice regarding an employee is important, particularly if that employee has been issued a Board firearm. Under Pennsylvania law, the employee must surrender the firearm while subject to a PFA.

### Operations Monitoring Center

The Operations Monitoring Center (OMC) housed in the Board's Central Office provides 24 hours a day, 7 days a week oversight of the Board's electronic monitoring system. Currently there are nine monitors and one supervisor assigned to the OMC. The personnel assigned to the OMC are responsible for electronic monitoring enrollments, alarm responses, and offender

deletions. Prior to the development of the OMC, the Board utilized a private company to provide a 1-800 answering service during non-duty hours. The OMC assumed responsibility for the 1-800 calls, improving the overall response time of agents.

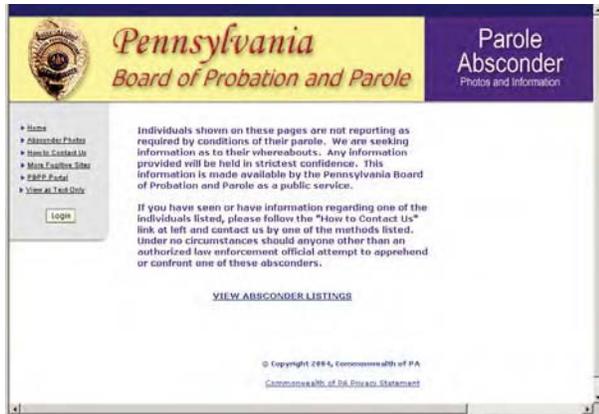
The OMC's monthly workload averages 1,547 electronic monitoring alerts, 151 CLEAN inquiries, 543 1-800 calls, 282 warrants lodged, and 387 JNET notifications. This represents an overall increase in operator workload for these categories of 31% since June 2004.

While much of the OMC duties are related to the electronic monitoring equipment, priority is placed on CLEAN, NCIC, and JNET inquiries. The OMC affords Board staff the opportunity to respond immediately to law enforcement agencies that have located parole absconders or arrested offenders under the Board's jurisdiction for new criminal offenses. The immediate response ensures that a temporary warrant is lodged, limiting an offender's ability to post bail or continue to avoid parole supervision. The permanent warrant decision remains with the direct supervision staff pending review of the overall adjustment of the offender, the extent of technical parole violations or seriousness of criminal charges filed against the offender.

### Institutional Case Management Application

This application was designed to feed information to the field staff's supervision process from the SCIs, thereby reducing redundant data entry requirements. This application has helped to streamline the work process of a case transferring from the SCI to the field. Additionally, this program enables the Board and the DOC to view each other's information to improve interoperability between the agencies.

# Office of PROBATION AND PAROLE SERVICES



## Absconder Web Page

This high-tech agency initiative provides the public with information regarding offenders who have made themselves unavailable for supervision. Supporting a web-based interface, this state-of-the-art application enables citizens to provide the Board with information leading to the apprehension of these violators. By accessing the web page ([www.pbpp.state.pa.us](http://www.pbpp.state.pa.us)), the public is provided photos, last known addresses, personal demographics, and agency contact information (email address and office locations with telephone numbers). During the current reporting period, the web site averaged approximately 8,000 visits every month. This indicates that the public is aware of its existence and is reviewing it. Additionally, other law enforcement agencies like the Allentown Police, the Philadelphia Police, and Pennsylvania State Police now have links to the Board's Absconder Web Page, thus increasing the utilization of this application.

## Investigations Completed by Parole Agents During Fiscal Year 2004-2005

District/Region	Pre Parole	Pre Sentence	Pardon Board	Total
Chester	1,434	1	67	1,502
Philadelphia	7,258	20	141	7,419
<b>Eastern Region</b>	<b>8,692</b>	<b>21</b>	<b>208</b>	<b>8,921</b>
Allentown	2,2617	6	62	2,329
Harrisburg	2,852	18	86	2,956
Scranton	1,553	7	20	1,580
Williamsport	850	22	40	912
<b>Central Region</b>	<b>7,516</b>	<b>53</b>	<b>208</b>	<b>7,777</b>
Altoona	881	20	32	933
Mercer	922	747	32	1,701
Erie	849	4	12	865
Pittsburgh	2,712	28	145	2,885
<b>Western Region</b>	<b>5,364</b>	<b>799</b>	<b>221</b>	<b>6,384</b>
<b>Total</b>	<b>21,572</b>	<b>873</b>	<b>637</b>	<b>23,082</b>

## SPECIAL PROJECTS DIVISION

### Supervision Unit Audits

The Special Projects Division is tasked with conducting audits of the field supervision units for the Office of Probation and Parole Services. This intra-agency audit is the tool by which the Board completes a self-inspection of its supervision practices on an annual basis. The audit is accomplished in accordance with American Correctional Association (ACA) Accreditation Standards and the Board's Manual of Operations. Unit audit reports provide guidance to field staff regarding policy and procedure and delineate any needed corrective action.

# Office of PROBATION AND PAROLE SERVICES

## **Staff Safety Equipment**

The Board has subscribed to the Pressure Point Control Tactics (PPCT) system of self-defense and parolee control techniques. The PPCT courses instruct students on all levels of force including:

- Officer Presence
- Verbal Commands
- Soft Empty Hand Control
- Hard Empty Hand Control
- Intermediate Weapons

Policy and procedure have been put in place to ensure that staff currently assigned a firearm must be trained in the use of both the O.C. spray and the collapsible baton in order to maintain the authorization to carry the firearm. All new field agents receive instruction in the proper use of the baton and O.C. spray during Basic Officer Training.

## **Outpatient Sex Offender Treatment and Tracking**

In 2002, federal grant funding was secured to help pay for outpatient treatment for selected sex offenders. In addition, funds were earmarked to develop an electronic invoicing system to optimize billing and payment processes between the Board and various therapists across the Commonwealth.

As of July 2005, 476 offenders had received services made available through this grant.

## **Urinalysis Testing**

Urinalysis testing has proven to be a valuable tool for field staff. The Board contracts with a private vendor to conduct laboratory analysis of urine specimens. The procedure of sending collected specimens to the laboratory results in a minor delay in obtaining test results. To provide agents the ability to address drug abuse issues immediately, the Board purchases a supply of instant urinalysis test kits. This supervision tool supplements the routine collection efforts and enables agents to

institute, in a more judicious manner, appropriate sanctions on offenders who submit a positive sample.

In January 2005, the Board revisited its urinalysis practices. Due to this review, a change was implemented enabling testing to be more specific to the offender population's drug usage and history. This change in procedure allowed for the continued rate of urinalysis testing of offenders while reducing operational costs.

## **DNA Sample Collection**

Act 185 of 2004 directed criminal justice agencies to collect DNA samples on all offenders within their custody as well as any new convicted offenders to assist in the further development of a statewide DNA database. The Board, in association with other state agencies, developed and implemented a program to comply with this directive for those offenders under its supervision who are designated by the act.

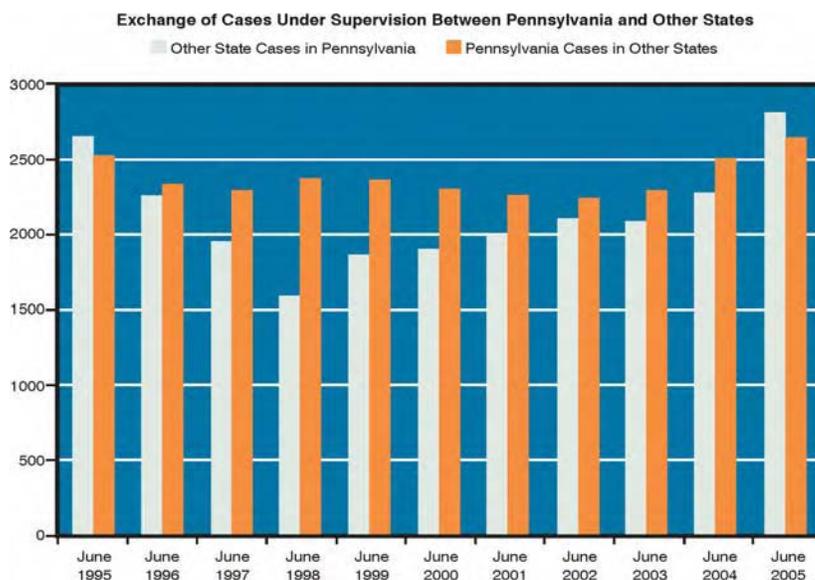
## **Master Charge Code**

The Board, in association with many other state agencies, has entered into a cooperative venture for software development that will assist in the cross referencing of agency-specific offense codes. This will enable all agencies to cross-reference their codes with those of other agencies so that every agency readily understands the information they receive.

## **Active Electronic Monitoring**

A new computer server has been leased that allows better reporting of data concerning the agency's use of electronic monitoring. The Board is currently looking at upgrading their current equipment to enhance their ability to monitor offenders who are placed on this supervision tool. The possible use of Global Positioning Systems technology to track offenders is also being reviewed.

# Office of PROBATION AND PAROLE SERVICES



## Statewide Radio System

The agency has been involved in the statewide radio project. Personnel within the agency continue to assist the Office of Administration in the growth of this communication system that will eventually connect state and county agencies.

## INTERSTATE SERVICES

The Interstate Compact for Adult Offender Supervision provides for the transfer of offender supervision across state lines. The Interstate Parole Services Division (ISPD) provides compact services for all 50 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands (St. Croix, St. Johns, St. Thomas and Water Island). The ISPD controls and monitors the status of cases supervised in Pennsylvania for other states and Board cases under compact supervision in other jurisdictions. When the Board paroles offenders to other states' detainers, federal detainers, or to Immigration and Customs Enforcement (ICE) custody, Interstate Parole Services is also charged with administratively tracking the offender's location, custody status, and tentative release date so arrangements can be made for follow-up parole supervision.

Distinct computer statistical codes allow the ISPD to collate data for the Board on offenders paroled to out-of-state detainers, federal detainers, ICE detainers, ICE deportation orders as well as deported felons. ISPD monitors the status and location of convicted violators confined outside of Pennsylvania or in federal custody. Division staff is responsible for making extradition arrangements to secure the return of apprehended and convicted parole violators to a Pennsylvania correctional facility for due process parole violation/revocation proceedings. During FY04-05, interstate prisoner transportation arrangements were completed on 419 parole violators. Board field agents completed 180 transports. The Board's vendor, Security Transport Services handled the remaining 239 orders at a cost of \$187,347.

Other states' parolees who are found to be illegally present in Pennsylvania in violation of 61 P.S. §331.33a and the interstate compact (61 P.S. § 324.1) are sent a notice by certified mail alerting them to leave Pennsylvania and return to the sending state. This procedure has been in effect since September 2000 through an agreement with the Pennsylvania District Attorneys' Association. The county District Attorney Offices are the community law

## Office of PROBATION AND PAROLE SERVICES

enforcement contact on this issue.

The Pennsylvania State Police (PSP) Megan's Law Section is the point of contact for other states' sexual offenders present in Pennsylvania on temporary travel permission. Travel permits received for such individuals are faxed directly to the PSP Megan's Law Section. In those instances when sexual offenders are present in Pennsylvania and the proposed supervision plan has been rejected, a notice of possible arrest is prepared and issued by the ISPD. This notice is sent by U.S. certified mail to the offender's residence. The notice advises the parolee if he/she does not leave Pennsylvania within 30 days of the date that the notice was issued, the offender may be subject to arrest and criminal prosecution for failure to comply with the terms and conditions of the interstate compact (61 P.S. § 331.33a). Copies of the notice of possible arrest are sent to the District Attorney's Office, Board District or Sub-Office, PSP Megan's Law Unit and to the sending state.

Following the implementation of rules enacted by the Interstate Commission for Adult Offender Supervision, agency procedures regarding the transfer of Board cases from a correctional setting and field offices were revised. Following the recent revisions to Pennsylvania's Megan's Law, interstate procedures relative to other states' sexual offenders were also updated.

### ***The Interstate Commission for Adult Offender Supervision***

The Interstate Commission meets annually to vote on suggested rule/bylaw amendments and promulgate new rules, discuss compliance matters, implement a budget, elect officers and appoint committees. State Commissioners are the voting representatives of each signatory state, district or U.S. territory. The Interstate Commission also includes individuals who are not Commissioners, but are members of interested organizations. Ex-officio (non-voting) members include a crime victim advocate, state chief justice, state court administrator, state senator, National Institute of Corrections (NIC), National Center of State

Courts (NCSC), American Parole and Probation Association (APPA), and the Association of Paroling Authorities International.

### ***Pennsylvania State Council for Interstate Adult Offender Supervision***

Each state is required to establish a Council for Interstate Adult Offender Supervision. The Council exercises oversight of and advocacy concerning Pennsylvania's participation in Interstate Commission activities. Council membership includes the following persons: the Pennsylvania State Commissioner, the Victim Advocate, Deputy General Counsel, two Common Pleas Court Judges, a county District Attorney, the President of the Pennsylvania Chief Probation Officers' Association, and representatives from both legislative houses. These members represent Pennsylvania's concerns as part of the Interstate Commission.

### ***Interstate Compact Training Presentations***

A number of Interstate Compact Training presentations have been developed and instituted to assist staff in gaining an understanding of compact rules, procedures, and statutes. Training sessions are provided at the request of Board field and institutional parole offices, and adult county probation departments. Other trainings were conducted for the Basic Training Academy, Pennsylvania State Trial Judges, Bucks County Bar Association, Pennsylvania District Attorney's Association, Pennsylvania Bar Institutes' Criminal Law Symposium, and at the Mid-Atlantic States Correctional Association/Pennsylvania Association on Probation, Parole and Corrections conference. Sessions contain a brief historical review of the compact, the fundamental principals and purposes of the compact, and a description of the compact's structure. Also included are overviews of eligibility criteria for offender transfers, supervision requirements, violations, and the retaking of offenders, with an emphasis on probation cases and the need to request reporting instructions.

# Office of PROBATION AND PAROLE SERVICES

## Bureau of Probation Services

### Grants-in-Aid

The objectives of the Board's Grant-in-Aid Program are to: (1) maintain, improve, and expand county adult probation and parole personnel and program services; (2) provide protection to citizens through effective community correctional services to all criminal offenders who are not in need of correctional confinement, and; (3) provide training to county adult probation and parole personnel. Grants have been given to counties since 1966-1967. The 2004-2005 appropriation represents 39 consecutive years that the Board has provided state funds to counties to meet the Program's objectives. The following Table is a summary of the appropriations during the past three fiscal years:

Year	Appropriation	Continuing Program	Training Funds
2002-2003	\$20,145,000	\$19,860,000	\$285,000
2003-2004	\$20,805,000	\$20,564,000	\$241,000
2004-2005	\$21,244,000	\$21,025,000	\$219,000

### Standards

Sixty-five of the 67 counties have county adult probation and parole departments (the Board provides all adult probation and parole services in Mercer and Venango Counties) and all 65 counties have participated in the Grant-in-Aid Program since 1989. In order for a county to be eligible for a grant award, the adult probation and parole agency must comply with a minimum of 90 percent of all applicable adult probation and parole field services standards established by the Board and based on nationally accepted standards.

On-site audits are conducted by Probation Services' staff who interview judges and county probation personnel and review probation and parole records, policies and procedures. Bureau staff also provide technical assistance for standards compliance and program implementation, and conduct workload time studies to assist probation administrators in seeking and deploying agency resources.

## County Adult Probation and Parole Statistics

The Bureau is responsible for collecting, compiling, analyzing, and publishing statistical data related to county adult probation and parole services. The data is used as resource information for budgetary and future program planning. Select data shows the following trends:

Year	Professional Staff	Caseloads	Investigation
1980-1981	741	53,766	12,566
1990-1991	1,084	135,502	33,125
2000-2001	1,668	179,908	98,068
2001-2002	1,720	188,573	97,363
2002-2003	1,770	190,314	94,064
2003-2004	1,764	193,374	97,758
2004-2005	1,758	194,4174	101,006

Beginning in 2000, the Board's Office of Information Technology, in conjunction with the Bureau of Probation Services, began to assist counties in the transfer of offender statistical data through automated means. At the end of FY04-05, 47 counties were submitting their information electronically.

### Court Services

At the request of the court, the Board provides "special" probation/parole supervision to adult offenders and conducts presentence investigations. The Board established criteria for provision of these services in 1988. Since the Board provides full services to Mercer and Venango counties, the majority of supervision referrals and presentence requests come from these two counties. The following Table shows the trends in Court Services for selected years:

Year	Total Supervision Request	Supervision Referrals from Mercer and Venango	Total Presentence Request	Presentence Request from Mercer and Venango
2001-2002	3,951	1,496	888	825
2002-2003	3,778	1,485	792	739
2003-2004	4,530	2,339	812	743
2004-2005	5,229	2,150	735	690

During 2004, 41 percent of all supervision referrals and 94 percent of all presentence requests came from Mercer and Venango Counties.

# Office of PROBATION AND PAROLE SERVICES

## Interstate Probation Services

The Division of Interstate Probation Services processes all county adult probation/parole offenders transferred to other states, as well as all adult probation offenders coming from other states to Pennsylvania for supervision. The Interstate Compact for Adult Offender Supervision went into effect on August 1, 2004. This Interstate Compact replaced the 1937 Interstate Compact for the Supervision of Parolees and Probationers.

## County Supervision Fees

Act 35 of 1991 was signed into law on August 14, 1991 and stipulated, in part, that adult criminal offenders under county supervision must pay a supervision fee of at least \$25 per month unless the Court finds that an offender is unable to pay, in which case the fee may be reduced, waived, or deferred. The Act provides for the establishment of County Offender Supervision Funds and a State Offender Supervision Fund. Fifty percent of moneys collected are deposited in the County Fund and the remaining 50 percent are sent to the State for deposit into the State Fund. County supervision fees are to be used to supplement Federal, State, and County appropriations for the county adult probation and parole departments and are to be used to pay the salaries, benefits, and operational expenses of those departments.

Since the inception of the Act, the Board adopted a formula for disbursing the moneys sent to the State; each county receives, dollar-for-dollar, the amount that was submitted by that county. The following Table shows how

Year	Funds Collected	Funds Returned
1995-1996	\$13,368,292	\$7,610,526
1996-1997	\$14,575,457	\$7,537,972
1997-1998	\$15,974,000	\$7,999,906
1998-1999	\$17,309,586	\$8,916,362
1999-2000	\$18,342,246	\$9,581,877
2000-2001	\$19,616,202	\$10,077,699
2001-2002	\$20,477,487	\$10,793,618
2002-2003	\$22,002,177	\$11,337,559
2003-2004	\$23,781,507	\$11,405,951
2004-2005	\$26,091,818	\$13,045,909

much money the counties have collected and how much has been returned to the counties by the Board for the past ten fiscal years:

## Advisory Committee on Probation

The Parole Act created an Advisory Committee on Probation to aid the Chairman and the Board in formulating and reviewing standards for probation personnel and probation services in the counties. The Committee consists of nine members, seven of whom are appointed by the Governor, with the consent of a majority of all the members of the Senate. At least two are judges of courts of record of the Commonwealth, at least one is a county commissioner and the remaining members are qualified in the field of probation and parole either by training or experience. The President pro tempore of the Senate and the Speaker of the House of Representatives each appoint a member of their respective houses to serve on the Committee. The Governor designates one of the members of the Committee as its Chairman.

The membership of the Committee during this reporting period included the following members:

- Honorable William R. Carpenter, Judge, Montgomery County and currently Committee Chairman
- Honorable Richard Lewis, Judge, Dauphin County
- Honorable Donna Gority, County Commissioner, Blair County
- Honorable Stephen R. Maitland, Member, House of Representatives
- Mr. William Moore, Esquire, Montgomery County
- Mr. Robert J. Galardy, Chief Adult Probation Officer, Allegheny County
- Mr. Richmond S. Parsons, Supervisor, Montgomery County Adult Probation Department
- Mr. Lawrence Murray, Chief Adult Probation Officer, Adams County

The Committee held two meetings during FY04-05 and topics of discussion included

## Office of PROBATION AND PAROLE SERVICES

Interstate Compact for Adult Offender Supervision, Prisoner Re-entry Initiatives, State Intermediate Punishment, Grant-In-Aid, Offender Supervision Fees, Special Probation/Parole referrals to the Board, county adult probation officer workload, and enacted/proposed legislation affecting probation and parole.

### Bureau Accomplishments

The Grant-in-Aid Program, through implementation of standards and technical assistance by Bureau staff, has resulted in improvement in the quality of probation and parole services at the county level. Also, significant efforts have been made through organizational changes and automation to improve the efficiency of services to the courts. Some of the accomplishments and achievements are described below:

- County adult probation and parole departments provide a wide range of services including general and intensive supervision, specialized services for sex offenders, offenders with substance abuse problems, mental health problems, and domestic violence cases, house arrest and electronic monitoring, investigations, specialized programming, including institutional parole services, community service, job readiness training, retail theft education instruction, alcohol highway safety education, and day reporting.
- Beginning in 2003, the Standards audit schedule was changed to a three-year audit cycle, with approximately one-third of the American Correctional Association's Standards for Adult Probation and Parole Field Services audited each year. As 2005 is the final year of the audit cycle, a cumulative summary of Standards compliance is provided in each county adult probation departments audit report.
- The Bureau published the 2004 Annual County Adult Probation and Parole Statistical Report. The Statistical Report presents relevant data on 216,000 county adult offenders and 2,200 adult probation personnel in 65 counties.
- The Bureau continues its close collaboration with the Pennsylvania Justice Network (JNET) and county adult probation and parole departments to expedite the ability of the county adult probation and parole departments to electronically report their offender data to the Board via JNET. Currently, 15 counties are utilizing this functionality, with another 14 counties pending deployment.
- Funding was provided to counties for adult probation officers who were taking graduate courses that were applicable to their field.
- Work continues on the Probation Case Management Automation (PCMA) project. The goal of the project is to automate a number of business practices for the Division of Court Services to include customized display screens, incorporation of data into a data warehouse, automation of forms, memos, and letters, new input screens, online queries and electronic ticklers, and handling of inquires. The project will also look at the possibility of developing a web-based application for submission of data from the counties.
- The Division of Interstate Probation Services conducted extensive training statewide on the new Interstate Compact for Adult Offender Supervision. Trainings were tailored to address the specific needs of judges, district attorneys, county adult probation and parole staff, and Board field staff.

# Office of MANAGEMENT SERVICES

*The Office of Management Services provides administrative support for the Board's operations. This is accomplished through the Bureau of Information Technology, the Bureau of Human Resources and the Divisions of Fiscal Management and Facilities Management. During the period covered by this report, The Office of Management Services staff continued enhancing programs and operations, shaping the Board into a better, more efficient agency.*



*Staff members of the Office of Management Services meet to discuss employee and facility management issues. From left to right: Jeff Peters, Safety Officer; Steve LaRue, Director of Bureau of Information Technology; Maria Marcinko, Director of Personnel Division; Gary Scicchitano, Acting Director of Management Services; Deb Carpenter, Director of Facilities Management Division; Karl Streckewald, Administrative Officer; and Brenda Kates, Equal Employment Opportunity Director.*

## Growing Greener

In cooperation with the Governor's Green Government Council, the Board continues to encourage awareness of greening activities in the workplace. Comprised of prominent managers, the Board's Green Team develops and recommends various means of executing the agency's Green Plan, aimed at creating an awareness of greening activities in the office. Live green plants in our employees' workspaces are one example of how the Board promotes Greener Workplaces. This practice is a cost effective means of reducing workplace air pollutants through recycling carbon dioxide into oxygen.

The Board also encourages the development of businesses processes that embrace the Greening philosophy. Recycling is one way the

Board contributes to the goals of the Governor's Green Government Council. The Board remains committed to recycling and continually reviews effectiveness of recycling programs in the Central Office. Another example is the conversion of the Board's policy and procedures manual from a paper to an electronic medium, resulting in savings of both financial and natural resources. Finally, the Board utilizes furniture that makes use of environmentally friendly processes such as powder coating and hot melt adhesives. These environmentally friendly construction processes result in healthier environments for Board employees. The Board takes seriously its environmental stewardship responsibility, and remains dedicated to the development of newer, innovative ways to demonstrate this agency's commitment to a cleaner Pennsylvania.

# Office of MANAGEMENT SERVICES

## Facilities Management Division

The Facilities Management Division recognizes the importance of providing a safe and secure working environment for Board employees. Working in conjunction with the Department of General Services and the Bureau of Real Estate, the Facilities Management Division continues to review and renew leases to existing field offices or relocates field offices when necessary. The Facilities Management Division continually assesses the Board's facilities, ensuring staff safety, and providing modern and efficient workspaces.

During this reporting period, the Facilities Management Division, in order to provide additional space and integrate the Board's safety and security specifications at field locations, amended the following lease agreements:

### Eastern Region

#### Philadelphia District

##### Philadelphia County-Wide Division Office

Construction began on the new Philadelphia County-wide Division Office in January 2005, anticipated completion date is December 2005.



##### Philadelphia Northeast Division Office

Renovations at the Philadelphia Northeast Division Office were completed in December 2004.

##### Philadelphia Northwest Division Office

The Board accepted new office space for the Philadelphia Northwest Division Office in February 2004.

#### Chester District

##### Norristown Sub-Office

In May 2005, the Facilities Management Division processed a solicitation with the Department of General Services to secure leased space for the Norristown Sub-Office.

### Central Region

#### Harrisburg District

##### Harrisburg District Office

Construction began on the new Harrisburg District Office; anticipated completion date is August 2005.



#### Scranton District

##### Scranton District Office

A lease amendment for additional space at the Scranton District Office was approved in December 2004.

### Western Region

#### Mercer District

##### Butler Sub-Office

Renovations were completed and accepted at the Butler Sub-Office in November 2004.

# Office of MANAGEMENT SERVICES

## Automotive Enhancements

The Automotive Unit of the Facilities Management Division continues to maintain the Board's fleet of vehicles. The unit monitors the preventative maintenance schedules of each vehicle and replaces vehicles on an as needed rotating basis. Agency vehicles are replaced when total mileage limits (80,000 miles) are exceeded and/or maintenance costs become excessive. The Board replaced 54 vehicles during FY 04-05. This program continues to ensure the availability of ready and reliable vehicles for appropriate personnel at all times.

## Fiscal Management Division

The Fiscal Management Division is responsible for all fiscal and budgetary concerns, including budget and contract preparation, monthly expenditures, and the availability of funds. In addition, the Division provides budgetary research and financial analysis for the Board.

The Fiscal Management Division is also responsible for collecting both supervision and urinalysis fees of offenders on active supervision. Supervision fees collected in FY04-05 totaled \$1,340,000; and urinalysis fees totaled \$87,000.

The Fiscal Management Division remains committed to sound stewardship of the Board's resources by efficiently managing these resources to ensure the greatest return on our investment.

## Financial Summaries

(Amounts are "Appropriated")

(Dollar Amounts in Thousands)

	FY04-05
<b>General Government Operations</b>	
General Appropriation	\$ 72,956
Augmentations(Supervision Fees, Visa Rebate)	\$ 3,799
Federal Funds	\$ 957
Budgetary Reserves	
<b>Total</b>	<b>\$ 77,712</b>
<b>Sexual Offenders Assessment Board</b>	
(General Appropriation Only)	\$ 3,202
<b>Total</b>	<b>\$ 3,202</b>
<b>Drug Offender Work Program</b>	
(General Appropriation Only)	\$ 242
<b>Total</b>	<b>\$ 242</b>
<b>Improvements Of Adult Probation Services</b>	
(Grants and Subsidies Funds)	
General Appropriation	\$ 21,244
Augmentations (County Supervision Fees)	\$ 11,805
Federal Funds	
<b>Total</b>	<b>\$ 33,049</b>
<b>Firearm Education and Training Commission</b>	
<b>Total</b>	<b>\$ 620</b>
<b>General Fund Total</b>	<b>\$ 97,644</b>

# Office of MANAGEMENT SERVICES

## Bureau of Human Resources

The Bureau of Human Resources oversees human resources, staff training, equal employment opportunity and facility safety issues. The bureau also provides support to the County Probation and Parole Officers' Firearms Education and Training Commission.

## Personnel Division

The Personnel Division is responsible for providing advice and service to management staff and employees regarding all personnel-related issues such as classification, labor relations, equal employment, recruitment and placement, benefits, time administration and workforce succession planning.

During this period, the Division focused on creating innovative solutions to ensure that its processes were carried out in the most efficient and effective manner possible. Among others, this resulted in the redesign and implementation of a labor relations training for supervisors statewide, as well as the development of a comprehensive tracking tool for temporary assignments.

In addition, the Division's minority recruiting efforts resulted in a significant increase in the number of eligible minority candidates for parole agent positions. The Division was also responsible for filling 280 vacancies as well as for numerous special projects including a detailed leave analysis of parole agents and the creation of a workforce planning training that was subsequently presented at the American Probation and Parole Association's Natural Workforce Planning Committee. During this fiscal year, the Division has also worked closely with Office of Chief Counsel staff regarding several employment litigation cases, and continues to provide daily support to ensure the continued success of the Human Resource/Payroll and Employee Self Service modules of the state accounting and personnel information software program that was recently implemented.

## Safety

Safety continues to be a high priority for the Pennsylvania Board of Probation and Parole. The Board's safety officer continually monitors all safety issues on an ongoing basis. During the past fiscal year, the safety officer conducted safety inspections at each of the Board's 57 field locations. These inspections identified and remedied safety and code related problems. At locations where renovations or new construction was needed, the safety officer played an important role in developing new safety specifications aimed at improving employee safety. Examples of these improvements are realized through the incorporation of bullet resistant materials, fire alarms with hard-wired smoke detectors, sprinkler systems, panic alarms, cameras, monitors, individual interview rooms, emergency lighting, security systems, multiple exits, emergency and evacuation plans and automated external defibrillators at each field location.

The safety officer continues to conduct outreach and educational activities. Through quarterly safety committee meetings, newsletters and staff training in subjects such as AIDS awareness and workplace violence, the safety officer maintains contact with field staff in an effort to better understand their safety concerns.

## Equal Employment Opportunity

The Equal Employment Opportunity (EEO) Director is responsible for Commonwealth programs involving Disability Services (Americans with Disabilities Act of 1990 requirements) and the Contract Compliance Program. The functions of the EEO Director are to develop plans and policy statements for the Board, recruit new applicants, educate managers and employees about EEO policies and procedures and provide training on those policies and procedures, where applicable. In addition, the EEO Director helps to ensure a workplace that is safe and free from violence, harassment and unfair treatment.

## Office of MANAGEMENT SERVICES

During this reporting period, the EEO Director developed the Board's EEO Plan. This plan has been submitted to the Governor's Office of Administration for review. The EEO Director also instructed an anti-harassment training program for managers and supervisors at the Agency's Leadership Development Academy. The EEO Director continued to attend job fairs and career days at colleges, universities and community-based venues throughout the Commonwealth. The EEO Director also conducted new employee orientation programs as needed and represented the Board at open EEO forums sponsored by the Governor's Office of Administration.

### Training Division

The Board's in-service training program provided 25,437 hours of training to 3,015 state and county participants. 8,231 of these hours were trainings in defensive tactics, including firearms. Additionally, 175 staff members took advantage of out-service training sessions. In an effort to control spending levels during the tight budget situation, formal Board-sponsored in-service training sessions were reduced and alternative methods of learning were utilized, such as:

- Trainings provided by public and private organizations in local areas.
- Commonwealth web-based training, NETgLearning.
- Free courses offered by the Office of Administration, the Northeast Counterdrug Training Center (NCTC), and the Institute for Law Enforcement Education (ILEE).
- Web-based/broadcast training offered through the Association of Paroling Authorities International (APAI), the National Institute of Corrections (NIC), and the American Corrections Association (ACA).
- Courses offered by other Commonwealth agencies such as the Department of Labor and Industry, the PA Historical and Museum Commission, the Department of Health, and the Department of Corrections.

Methamphetamine Labs and Computer Search and Seizure courses were added to the in-service curriculum while several others are currently in development (by partnering with other agencies) for the next fiscal year:

- Drug Trends in PA - National Drug Intelligence Center
- New Drugs for New Generations - National Drug Intelligence Center
- Prison Radicalization - US Attorney General's Office and FBI
- Elder Abuse Awareness Training - Temple University
- MH/MR - PA Department of Health, and Federal Probation
- Tactical Building Entry - US Marshals Service

A collaborative training effort was undertaken with the Department of Corrections (DOC) that opens a number of slots in their courses (where there is relevance to the Board's function) to our staff. In the four months since the effort has been operational, the Division has been able to enhance our training opportunities by registering 52 participants in 11 courses.

The Board also took steps to save money by redirecting its First Aid/CPR training from the American Red Cross to the American Safety and Health Institute (ASHI). The Board has been accepted by ASHI as a training institute, and will begin to have instructors trained in July 2005. The DOC is going to provide the training that certifies our instructors and our instructors will be using DOC facilities/equipment to conduct sessions for the Board. Our instructors will also assist the DOC with their classes where a need exists.

The first session of the revised Basic Training Academy took place in July 2004. A total of four sessions were conducted during the fiscal year. The Training Division continues to incorporate feedback received from each session to modify the program.

From a Defensive Tactics and Staff Safety perspective, the Division incorporated new

## Office of MANAGEMENT SERVICES

Tactical Communications training into the Basic Training Academy. The Commonwealth Court security personnel and the Department of Revenue, Office of Criminal Tax Investigations has requested the Board to provide Defensive Tactics training for their staff. The Division is currently in the process of designing that training, and is expected to begin next fiscal year.

The Board is collaborating with the American Probation and Parole Association (APPA) to develop a probation and parole specific Defensive Tactics training program to train all state and county agents. The APPA has agreed to accredit and certify this training. Current Board instructors would complete a Train-the-Trainer program conducted by an APPA contracted Defensive Tactics Expert. The Board would then train staff as Defensive Tactics instructors as needs dictate.

By replacing the current training system, Pressure Point Control Tactics (PPCT), with the APPA Defensive Tactics Program, the

Board will realize an annual cost savings of several thousand dollars in instructor training costs and provide more effective training since this curriculum will be probation and parole specific and thus more job related.

Having revised our Basic Training and On-the-Job training programs for parole agents, the Training Division has also started developing a training program for newly hired Hearing Examiners. A portion of the program was put in place at the end of the fiscal year while development continues on the remaining portions for implementation in the next fiscal year.

The Division piloted the first training sessions via video conferencing this fiscal year and will be looking for ways to use this technology further in the next fiscal year. The Division has also been exploring the use of Computer-Based Training (CBT) and a staff person is currently being trained on how to create CBT courses.



*Parole agents participating in firearms training*

## Office of MANAGEMENT SERVICES

### Employee Recognition Awards

*The Bureau of Human Resources is also responsible for coordinating the agency's annual Employee Recognition Program, which was instituted in 1997. Designed to recognize the many extraordinary contributions made by Board staff, the program provides for individual and group meritorious service awards and Employee of the Year awards in the various staff classifications.*

*In 1997, the Outstanding Parole Agent of the Year was renamed*

***The Michael M. Haduck Award***

to honor Parole Agent Michael Haduck, who was killed in the line of duty in 1983.

*The Institutional Parole Agent of the Year Award was named for Vicki D. Weisel*

in honor of an agent who continued to provide courageous service to the Board in spite of the cancer that eventually took her life.

***The Chairman's Achievement Award***

recognizes the person who, through his or her performance and accomplishments, both on and off the job, has done the most to advance the mission of the Board in the past year.

***Employees of the Year Awards***

are given in the categories of Officials and Administrators, Professionals 1, Professionals 2, and Administrative/Support.

***The John W. Perkis Award***

recognizes Board employees whose performance demonstrates courageous and significant service to the Board and/or the community, qualities demonstrated by the parole agent in whose memory this award is named.

*The recipients of these awards are announced in the Board's newsletter, The Condition.*

## Office of MANAGEMENT SERVICES

### Bureau of Information Technology (BIT)

The Bureau of Information Technology (BIT) is responsible for ensuring that employees have the proper computer-related hardware and software in order to perform their duties. BIT also implements and enforces standards and security controls dealing with personal computer hardware, software, data storage, and networking systems.

Agency interoperability has continued to be a priority. This was exemplified by the initiative to procure an integrated electronic Offender Management System for both the Board of Probation and Parole and the Department of Corrections (DOC). The new system will provide for electronic case file management of offenders from the point of incarceration to completion of parole. Both agencies have worked together to complete a preliminary study that included business process re-engineering within and between the Board and DOC and initial requirements definition to enable proceeding with system procurement.

### Technical Services Division

The Technical Services Division of BIT is responsible for the Board's computer equipment, telecommunications support, networks, network security and administration, Help Desk, and technical support. Their efforts ensure the infrastructure required to support the Board's electronic business functions is reliable, secure and operating efficiently. During this reporting period, Technical Services successfully completed several system and network consolidation and upgrade initiatives that improved operational reliability and efficiency.

A pilot program for the use of video conferencing (VC) to conduct parole interviews was initiated in December 2004. The pilot VC program focused on validating the use of video conferencing technology for the interview process and identification of business process requirements necessary to support the use of that technology. The pilot

program was successful, and VC usage has since expanded to include use of the technology for meetings, training, parole hearings, employee reviews, and evidentiary hearings.

### Systems Division

The Systems Division of BIT provides analytical and programming development services in support of users' business needs. It develops new software programs, maintains existing programs, manages contractor development projects and maintains the Board's public and internal websites.

The Division developed a program for the Sexual Offenders' Assessment Board that provides a means of tracking juvenile cases in accordance with the new requirements of Act 21. These cases require special handling based on date of birth.

The Board's public website was enhanced to provide new features for convenient printouts of absconder photos and identifying information. Users can print a multi-page list by selecting the county and/or the (full or partial) last name of the absconder. The URL for the absconder web page is <http://www.pbpp.state.pa.us/absconders>. A broadband or other high-speed Internet connection is recommended for multi-page reports.

Extensive work was completed to improve performance of the application systems utilized by the Office of Victim Advocate (OVA). Routing of data from the OVA office at the DOC has been optimized and internal processing of data has been re-engineered. The results have been significant improvements in system reliability and performance.

A new web-based application system and database was deployed for the County Probation and Parole Officers Firearm Education and Training Commission. The website provides e-government services for county probation and parole officers, allowing them to register for firearms training, submit requests for ammunition reimbursement, and

## Office of MANAGEMENT SERVICES

receive certifications and re-certifications. The automated system tracks certifications and related data, replacing multiple spreadsheets and manual processes.

A new system was developed and implemented to automate a number of previously manual processes associated with Recombitment Orders. The system performs the required "maximum date" calculations and allows an electronic transfer of the required notice to the DOC.

### Research and Statistics Division

The Research and Statistics Division of BIT compiles, analyzes and publishes research and statistical data regarding operations of the Board. The Division also provides analytical support for automation quality control, and supports program budgeting processes, program performance metrics and analytic support for senior management in addressing business performance issues. The Division administers the agency's Research Steering Committee that serves as a clearinghouse for external research requests. The Research and Statistics Division publishes a monthly program report to the Board's web site <http://www.pbpp.state.pa.us/pbppinfo/cwp/view.asp>. Some examples of specific program support activity by the Division follow.

The work of the Research and Statistics Division during the past fiscal year reflects the priority interest of the Commonwealth to improve program performance measurement and business metrics. Throughout the year

from budget submission to rebudget review, the Research and Statistics Division worked with operational staff within the agency to create a variety of new performance measures and detailed business metrics to enhance program monitoring and management. In addition, the Board participated with the DOC in a Joint Data Management Committee over a six-month period to develop a monthly report for the Governor's Office, and an internal management system that tracks program production and performance using statistical control charts.

Technical Parole Violators continued as a focus of research activity within the Division during the past fiscal year. Analysis was undertaken of the Board's technical parole violator recommitment decisions in 2004 as a continuation of similar analysis done for two previous years. In February 2005, an application to the National Institute of Justice was submitted to conduct an in-depth study of the technical parole violation process in Pennsylvania that relied on recent developments in information systems that began tracking supervision sanctions prior to the arrest and revocation. In June 2005, a preliminary study began for the Governor's Office that sought to examine technical parole violators in the arrest stage in order to prepare for more intensive research in the next fiscal year.

## Office of LEGISLATIVE AFFAIRS AND COMMUNICATIONS

*The Office of Legislative Affairs and Communications (OLAC) is the Board's point of contact with the legislature, public, press, and media. Unlike other state agencies, the Board combines these and the policy function in one office. In addition, OLAC's assistant director serves as the Board's "Right to Know Law" Official and all formal requests for public documents are handled by this office.*



*Office of Legislative Affairs and Communications Staff  
From left to right: Leo Dunn, Assistant Director; Lauren Taylor, Director; Robert Bushey, Legislative Specialist; and LeAnn Halfast, Legislative Specialist*

### Liaison to the Legislature

OLAC works closely with the General Assembly. The director works with the legislative committees that deal with criminal justice issues; particularly offender supervision issues. As new bills are introduced, OLAC tracks and analyzes those that impact the mission of the Board, the Sexual Offenders Assessment Board, and the Office of Victim Advocate. Bill analysis and development are done with an eye to offering the Board's collective professional resources and vast experience with offenders during the formation of criminal justice legislation. So far during the current 2005-2006 Legislative Session, OLAC has identified 91 bills to track and analyze.

The OLAC director and staff serve on various workgroups and committees that strive to improve policies and practice within the parole system. OLAC constantly researches what policies other jurisdictions are implementing to determine if they have potential applicability in Pennsylvania.

Legislators responding to concerns of individual constituents under probation or parole supervision or their family members rely on OLAC to provide accurate information. OLAC provides all of the information available and permissible to share without breaching confidentiality policies or state law. During the current reporting period, OLAC responded to more than 760 inquiries directed to federal and state legislators or the Governor.

# Office of LEGISLATIVE AFFAIRS AND COMMUNICATIONS

## Educating the Public

The public's understanding of the Board's work is crucial to fulfilling its mission. Board employees participate in outreach activities as part of their job responsibilities or volunteer efforts. The office coordinates this public outreach on behalf of the Board. These activities include:

- Participation in community activities such as National Night Out.
- Informational presentations to offenders and their families.
- Public speaking to groups like schools, community organizations, legislators, other criminal justice agencies, nonprofit groups, and other public interest groups at the local, state and national level.

During the past fiscal year, over 220 Board employees participated in more than 180 public relations activities.

OLAC also produces public information materials such as brochures and fact sheets. These materials are targeted to specific user groups within the public and criminal justice communities. Materials are available upon request in paper format and are available 24 hours a day on the Board's website: [www.pbpp.state.pa.us](http://www.pbpp.state.pa.us). Most materials are available in both English and Spanish versions.

## Informing the Press

Whenever a parolee is in the news, OLAC responds to requests for information from TV, radio, and print news media with accurate, unbiased information. During the current reporting period, OLAC handled over 100 media inquiries.

## Legislative Highlights FY 2004-2005

### Act 112 of 2004

#### State Intermediate Punishment

This law establishes a State Intermediate Punishment program, which provides for a system of confinement with drug treatment for

certain offenders. Program guidelines were published by the Department of Corrections in May 2005 at 37 PA Code, Chapter 97. Act 112 bans those convicted of Personal Injury Crimes, as defined in Section 103 of the Crime Victim's Act, and certain other offenders from program eligibility. State Intermediate Punishment will consist of 7 months of incarceration in a state correctional institution with a therapeutic community component. The overall program will last for 24 months, and the Department of Corrections will move people up or down through various levels of confinement, including community supervision, as their treatment progresses or falters. Removal from the program through a court hearing is also possible. (Senate Bill 217, by Senator Stewart Greenleaf)

### Act 152 of 2004

#### Megan's Law Amendments

Act 152 provides for a number of amendments to Megan's Law. This act establishes new penalties for offenders who fail to properly register under Megan's Law; gives the public access to the name, county, zip code, and photograph of every registered sexual offender via the Internet; gives the public access to the address of all residences and work places of sexually violent predators via the Internet; requires all members of "common interest communities" to be notified when a sexually violent predator moves into the community; requires the Attorney General to perform an annual performance audit of Megan's Law compliance by a number of state agencies; and requires the State Police to notify local law enforcement agencies when registered offenders move from one municipality to another. (Senate Bill 92, by Senator Stewart Greenleaf)

### Act 176 of 2004

#### Amending Involuntary Civil Commitment Procedures Relating to Certain Juvenile Sex Offenders and Expanding Access to Juvenile Criminal Records

This bill provides for revisions to the public availability of juvenile criminal records and amends standards for discharging a person confined under Act 21 of 2003, relating to

## Office of LEGISLATIVE AFFAIRS AND COMMUNICATIONS

sexually violent delinquent children being held in civil confinement beyond the age of majority. (Senate Bill 109, by Senator Michael O’Pake)

### **Act 177 of 2004** **Amendments to the New DUI Law, Act 24 of 2003**

Act 177 provides a number of technical updates to the new DUI law, two of which are of particular interest to the Board. The first amendment of interest removes nearly all of the maximum sentences that were specifically imposed under Act 24. This amendment will have the effect of “defaulting” the offender’s maximum sentence to what the Sentencing Code generally imposes for that category of offense. At the lower end of the scale, for those with six-month maximum sentences under Act 24, offenders will be under county parole supervision for longer periods of time, which will allow for enhanced public safety. At the upper end of the scale, the Board will lose statutory “responsibility” to supervise thousands of potential new offenders who will now be supervised by county adult probation officers. The second amendment to Act 24 of particular interest to the Board is the creation of a new requirement that “The sentencing judge shall declare his intention to retain parole authority and supervision at the time of sentencing in cases in which he would not otherwise have parole authority and supervision.” Although the courts were generally retaining supervisory responsibility for these offenders, these two “technical” amendments clarified DUI-related parole decision making and supervision issues that had been unclear. (Senate Bill 133, Prime Sponsor Withdrew)

### **Act 185 of 2004** **Expanded DNA Collections**

This law requires persons convicted of any felony offense or certain misdemeanor sex offenses who are currently incarcerated or on probation or parole for a current or past felony

or misdemeanor sex offense to submit a DNA sample to the state’s DNA database. Previously, only certain violent offenders and sex offenders were required to submit DNA samples. Act 185 also authorizes the prosecution of an offense one year after DNA evidence identifies a perpetrator if the statute of limitation would have otherwise expired. (House Bill 835, by Representative Stephen R. Maitland)

### **Act 233 of 2004** **County Inmate Medication Upon Release to Supervision**

Originally, this bill would have removed the requirement that county prisons provide county probation officers with a 48-hour supply of inmate medication upon an inmate’s release from prison to county parole. As amended, the act now requires county prisons to supply inmates going to state or county probation or parole with a supply of current medications and any customary and necessary medical supplies. The bill was also amended to address surpluses in the constables’ restricted account within the General Fund, and it restricts certain offenders’ eligibility to participate in intermediate punishment programs. (Senate Bill 959, by Senator Bob Robbins)

# Office of CHIEF COUNSEL

*The Office of Chief Counsel provides general legal representation for the Board, as well as the Sexual Offenders Assessment Board (SOAB), Office of Victim Advocate and Firearms Education Training Commission (FETC). The attorney staff consists of a Chief Counsel, a Deputy Chief Counsel and four assistant counsels, all of whom are employed by the Governor's Office of General Counsel. The support staff consists of a legal assistant supervisor, two legal assistants and a clerk typist, all of whom are directly employed by the Board.*

*The general functioning of the Office of Chief Counsel may be divided into two major areas: (I) Probation and Parole Law and (II) Labor and Employment Law. In addition, the office handles transactional matters to include contracts, regulations and policies, and also provides training to agency employees.*



Members of the Office of Chief Counsel staff meet to discuss cases. From left to right: Melissa Holley, Legal Assistant; Heidi Barry, Legal Assistant Supervisor; Victoria Freimuth, Chief Counsel; John Manning, Assistant Counsel; Arthur Thomas, Assistant Counsel; Alan Robinson, Assistant Counsel; and Linda Laub, Deputy Chief Counsel.

## Probation and Parole Law

- **Violation Hearings**  
Hearings to determine if an offender has violated parole are conducted before Hearing Examiners and Board Members. Parole agents present the evidence on behalf of the Board at such hearings. The Office of Chief Counsel serves as a liaison to the Hearings Examiners and parole agents regarding these matters. In addition, the office provides training in professional hearing practice throughout the year.
- **Administrative Appeals and Petitions for Administrative Review**  
A parolee has the right to file an administrative appeal from a decision revoking his parole and a petition for administrative review of a decision recalculating his

## Office of CHIEF COUNSEL

maximum term. The Chairman of the Board has appointed a designee in the Office of Chief Counsel to review these matters. A study of the record and a careful analysis of each case is required. During this reporting period, the Office of Chief Counsel disposed of 1,737 administrative appeals and administrative reviews.

- **Litigation Matters**

If an inmate's administrative appeal is denied, he has the right of appeal to the Pennsylvania Commonwealth Court. The Office of Chief Counsel represents the Board in all such appeals. Briefs are submitted and, if necessary, argument is made before that court. Several hundred of such appeals are disposed each year, with the Board prevailing in the overwhelming majority of cases.

This office also represents the Board in original jurisdiction matters, such as mandamus, filed in the Commonwealth Court, as well as petitions filed in the Court of Common Pleas. All attorneys serve as liaison counsel to the Attorney General's Office in many other civil suits in State or Federal Courts. During this reporting period, the Office of Chief Counsel handled 366 cases in the Commonwealth Court, 45 cases in the Court of Common Pleas and 110 cases in the Supreme Court.

### Employment Law

The Office of Chief Counsel handles the Board's Labor and Employment issues. The office litigates on behalf of the Board all cases before the State Civil Service Commission, the Pennsylvania Human Relations Commission, the Unemployment Compensation Board of Review as well as other administrative agencies. The office also handles all appeals of assigned cases before the Pennsylvania Commonwealth and Supreme Courts. During this reporting period, the Office of Chief Counsel handled 14 labor and employment cases.

### Training

The Office of Chief Counsel conducts numerous trainings throughout the year. Training sessions occur in the Western, Central, and Eastern Regions and are geared toward parole staff and county personnel. The trainings consist of:

- A full day training in professional hearing practices. This includes training in presenting evidence and conducting hearings
- Use of Force Training
- Overview of Probation/Parole Law
- Harassment Training
- Upon request, training is provided on specific issues of law and procedure

# Office of VICTIM ADVOCATE



Mary Achilles  
Victim Advocate

*Ms. Achilles holds a Bachelor's Degree in Criminal Justice from West Chester University and a Master's Degree in Public Administration from Temple University. Ms. Achilles began her career in the Philadelphia District Attorney's Office in 1979 and was responsible for the creation of a number of innovative programs, including a nationally recognized court school program, a witness security program and a Southeast Asian victim assistance program. In 1993, Ms. Achilles left the Philadelphia District Attorney's Office to further her career in victim services as the Director of the Victims Services for the Department of Corrections.*

As the Commonwealth's first Victim Advocate, Mary Achilles brings a long history of service to crime victims and the public to her position. Nominated by then Governor Tom Ridge and confirmed by the Senate of Pennsylvania in June of 1995, she was reappointed to a second term in June of 2001. Her current term will expire in May 2007.

Ms. Achilles is a strong and diligent advocate for the rights of crime victims. Under her leadership, the Office of the Victim Advocate (OVA) has developed an integrated system of service delivery for crime victims between the Department of Corrections (DOC) and the Pennsylvania Board of Probation and Parole, effectively creating a one stop shop for crime victims choosing to exercise their post-sentencing rights.

Among her many achievements since taking office are: the increase in rights and services to crime victims choosing to witness an execution; the development of a curriculum for the educational program "Impact of Crime Classes" for inmates within the state correctional facilities; and the creation of a Mediation Program for victims of violent crime. As Victim Advocate, Ms. Achilles has spearheaded efforts to ensure more system responsiveness to crime victims, as seen in her leadership in the drafting of Act 84 of 1998, which fortified the criminal justice systems restitution collection efforts. Also, the development of a partnership between the Board and the Pennsylvania Coalition Against Domestic Violence (PCADV) for the creation of a model of protocol for the supervision of domestic violence offenders.

## Overview

Since the establishment of the Office of the Victim Advocate, the agency has worked continuously to ensure that the voices of victims are heard. OVA's commitment to listening to victims has driven the development of the operations of OVA and all of its program offerings to crime victims. A continued focus on the development of a continuum of service for victims exercising their post-sentencing rights in Pennsylvania has led to the construction of strong partnerships with the DOC, the Board, and the Pennsylvania Board of Pardons.

## Victim Rights in the Post Sentencing Process

## Office of VICTIM ADVOCATE

On August 1, 2004, new rules introduced by the Interstate Compact for the Supervision of Adult Offenders were implemented that provide for notification to crime victims when an offender incarcerated by DOC or under the supervision of the Board requests a transfer to another state. Victims now have the opportunity to provide a statement regarding any concerns they have about their safety or the safety of their family should the offender be approved for transfer out of state. In addition, victims whose offender is accepted for parole supervision by another state can elect to receive notifications about requests for travel permission and other specific changes in the parolee's status.



Victoria Sostack, Director of Victim Services for the Board, addresses the audience during the Pennsylvania Crime Victims Rights Week rally that was held on April 11, 2005.

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### Office of the Victim Advocate



- [www.OVA.state.pa.us](http://www.OVA.state.pa.us): The OVA website provides information on victim rights, local agencies and the opportunity to register for services online. A clickable map of Pennsylvania is also available which provides contact information and website links for all county victim service programs across the Commonwealth. Information about the new Address Confidentiality Program was added to the website during this reporting period.
- 24 Hour Escape/Recapture Notification: OVA has the responsibility to provide notification to registered crime victims whenever an inmate under the jurisdiction of the DOC escapes or is recaptured. This includes those offenders who participate in the DOC's prerelease programs, such as placement at a Community Correction Center. The automation process by which OVA staff are notified of inmate escapes and recaptures was streamlined and updated to new technology during this reporting period.

### Management System (OVAMS)

Improving the existing OVA automation system was the focus of attention over the past year as OVA staff worked with representatives of information technology departments within DOC and the Board to ensure a high level of functioning. Minor enhancements were implemented, and the following elements of OVAMS were transitioned to more current technologies:

### Legislative Advocacy

**Act 188 of 2004:** This legislation created the Domestic and Sexual Violence Address Confidentiality Program within the Office of the Victim Advocate. This legislation requires state and local government agencies to accept a legal substitute address established by the OVA for victims of domestic violence, sexual

## Office of VICTIM ADVOCATE

assault and stalking. A confidential address can be a critical component of safety planning for victims who fear violence, harassment and retaliation. Many times these crime victims attempt to escape from actual or threatened violence by establishing new addresses only to have the perpetrator of the violence locate their new address. The Address Confidentiality Program (ACP) is not a victim/witness protection program, but may help protect victims from additional harm.

This program provides a legal substitute address that can be used by eligible participants to keep their location information confidential whenever their home, work or school address is required by state and local government agencies. All first class, registered and certified mail received at the ACP address on behalf of program participants will be forwarded to their actual address at no cost.

OVA staff continue to meet with representatives of state and local agencies to facilitate the use of the ACP. Training to Commonwealth agencies and victim service programs began in the spring of 2005 and will continue through 2005-06. The program is supported by a grant from the Pennsylvania Commission on Crime and Delinquency (PCCD).

**HR 243 of 2005:** Concurrent resolution passed by both the Senate and the House of Representatives recommending to Congress that the cap on the Federal Crime Victims Fund be eliminated and that the entire amount of funds deposited into the fund be distributed annually.

### Domestic Violence Protocol

During this reporting period, OVA continued its partnership with the Board and the PCADV. The training team continues to work together to provide a comprehensive training module within the Board's Basic Training Academy to new county and state probation and parole officers/agents regarding their role in supervising domestic violence offenders.

### Training and Training Curriculum Development

Since the establishment of the Office of the Victim Advocate, we have recognized the need for our staff to act as trainers for DOC staff, Board staff, and for victim services staff in the field. This has provided us with an opportunity to develop curriculum specific to the needs of those allied professionals. The OVA provides training for a variety of groups of staff within these agencies such as correctional counselors, new parole agents and county probation staff in the Board's Basic Training Academy, and new employee orientation for Board staff. The OVA also provides training to colleagues in victim services on post-sentencing rights and services for crime victims, crisis and trauma of victimization, and victim offender mediation/dialogue.

### Victim Offender Mediation Program for Victims of Violent Crime

This program continues to provide victims who are interested with the opportunity to meet the offender in their case. In those cases in which a face-to-face meeting is not requested or does not occur, victims are provided an invaluable opportunity to discuss the long-term impact of the crime in their lives. To date, the program's volunteer mediators have conducted 34 face-to-face meetings between victims and offenders.



*Kathy Buckley, Director of Victim Services for DOC, and Drew Brommer, Victim Assistance Coordinator for DOC, at the National Center for Victims of Crime Conference.*

## Office of VICTIM ADVOCATE

Training was provided to volunteer mediators in the spring of 2005 to support ongoing skill development and awareness of victim and offender issues. A documentary, which has been two and half years in the making by Rachael Liebert of "Tied to the Tracks Films," is currently in the editing process. The documentary follows the preparation process and eventual face-to-face meeting of several victims and offenders and will be debuted in the fall of 2005.

### Critical Incident Response Team

The Critical Incident Response Team (CIRT) team responds to incidents that occur in any of the Board's District Offices throughout the state. During this reporting period, OVA and the Board continued development of the post-incident response to ensure that support and services are delivered in a sensitive and streamlined manner to any Board staff directly impacted by a critical incident.

Due to retirements and departures, new members were recruited from the ranks of Board staff and participated in training to become certified crisis responders through the National Association of Victim Assistance. New employees continued to learn of the role of CIRT within the agency through the inclusion of an informational session at the Board's new employee orientation. OVA also presented a workshop on the development and use of CIRT within probation and parole agencies at the Middle Atlantic States Correctional Association (MASCA).

Researchers funded by the National Institute of Justice interviewed OVA and Board staff associated with the Board's CIRT program as

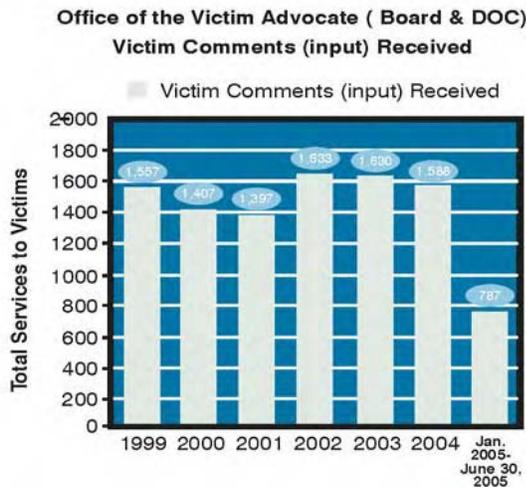
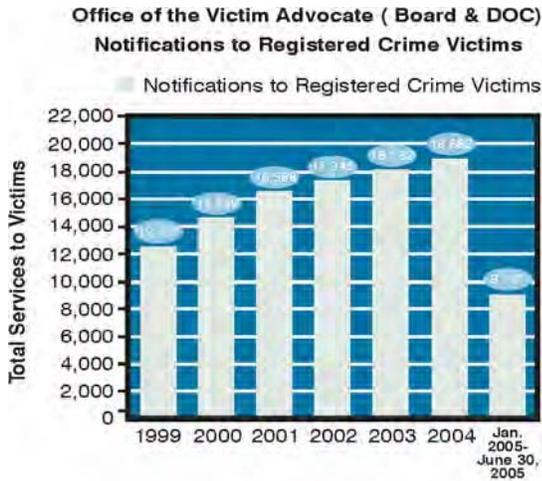
part of a nationwide study that examined stress among probation and parole officers. In the final report "Stress Among Probation and Parole Officers and What Can Be Done About it," the Board's CIRT program was identified as one of the several promising practices designed to assist in the reduction of work-related stress among parole professionals. The full report is available online at: [www.ojp.usdoj.gov/nij/pubs-sum/205620.htm](http://www.ojp.usdoj.gov/nij/pubs-sum/205620.htm)

### Keystone Crisis Intervention Team and Homeland Security

The Office of the Victim Advocate continues its' partnership with the Keystone Crisis Intervention Team (KCIT) within the victim services community in Pennsylvania. This group of trained professionals provides, upon request, crisis intervention services to victims and their communities in the aftermath of a victimization that overwhelms the local community's capacity to respond. The OVA primarily assists in the deployment aspect of KCIT, conducting assessments when requests are received, providing technical assistance and organizing teams to respond to communities throughout the Commonwealth.

The Victim Advocate takes a leadership position as chairperson of the Homeland Security Crime Victims Response Committee of the Office of Homeland Security. The work of this committee has brought together and established a strong foundation of key stakeholder groups who are committed to ensuring an immediate and long-term uniform response to the psychosocial needs of Pennsylvania citizens who may be impacted by an act of terrorism.

# Office of VICTIM ADVOCATE



## Prison Rape Elimination Act

The Federal Prison Rape Elimination Act of 2003 was enacted by the U.S. Congress to address the problem of sexual abuse of persons in the custody of U.S. correctional agencies. The Office of the Victim Advocate and the PA Coalition Against Rape (PCAR) continues to work with the DOC and the Board to develop policies and procedures that assist in the detection, investigation, prevention and reduction of inmate sexual assault. Efforts include educational materials for inmates on preventing the occurrence of sexual contact in prison, reporting sexual victimization and possible reactions they may experience if they are victimized.

## Statewide Representation for Victims

The Office of the Victim Advocate continues to provide representation on variety of statewide committees, task forces, commissions and councils for crime victims such as:

- PCCD's Victim Services Advisory Committee (VSAC) and various VSAC subcommittees which are addressing issues such as victim rights compliance and standards for victim service providers within Pennsylvania.
- The Governor's Commission on the Reduction of Gun Violence which was created by Governor Rendell and tasked with developing recommendations to reduce gun violence, injuries and homicide.
- Sex Offender Management Team under the leadership of the Sexual Offenders Assessment Board and funded by a grant from the U.S.

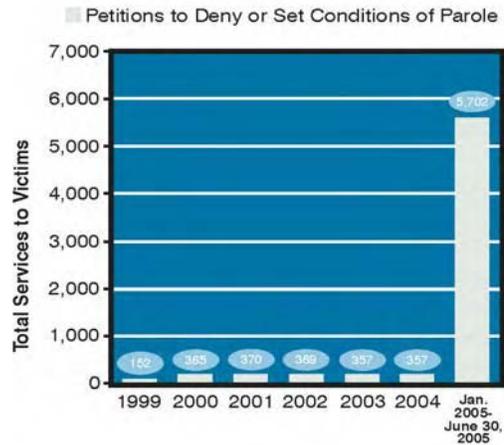
# Office of VICTIM ADVOCATE

Department of Justice to collect information and develop victim-centered strategies for community education and proven treatment models for sex offenders.

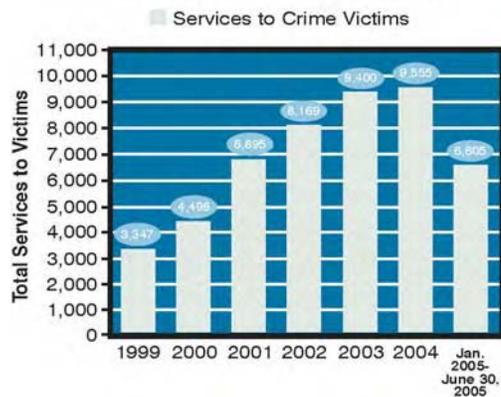
- **Advisory Committee to the Task Force on Geriatric and Seriously Ill Offenders**, which was established by Senate Concurrent Resolution 149 to review the status of these inmates in the state correctional facilities. The final report was issued in June, 2005.
- **Pennsylvania State Council of the Interstate Compact for the Supervision of Adult Offenders**

OVA's participation in these arenas provides the opportunity to work with colleagues and allied professionals to increase awareness of victim issues related to the criminal adult and juvenile justice systems.

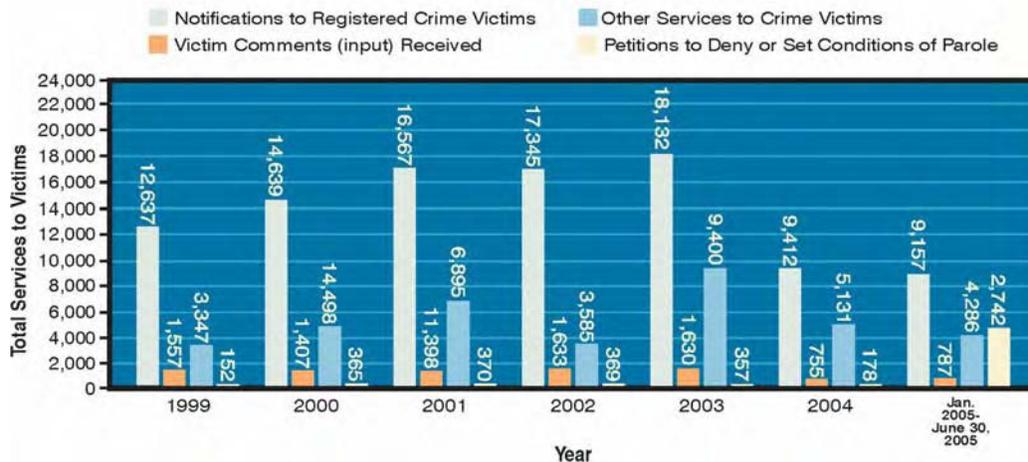
**Office of the Victim Advocate ( Board & DOC)  
Petitions to Deny or Set Conditions of Parole**



**Office of the Victim Advocate ( Board & DOC)  
Other Services to Crime Victims**



**Office of the Victim Advocate ( Board & DOC)  
Statistics 1999 to June 30, 2005**



## *Sexual Offenders* ASSESSMENT BOARD



*Diane Dombach*  
Executive Director

*Ms. Dombach is a licensed psychologist, with a bachelor's degree in psychology and a master's degree in clinical psychology from Millersville University. She began her career in 1971 in Lancaster County Probation and Parole, where she served for many years as Deputy Director. While at Lancaster County P&P, she served as Chairperson for the Domestic Violence Task Force, was a board member of the Mental Health Association, was a co-founder of Harb-Adult, Inc., a transitional living facility, and served as the P&P liaison to community organizations. Ms. Dombach has worked as a counselor for Crisis Intervention, as a psychologist for employee assistance programs, and has maintained a private practice in psychology. She was appointed Executive Director of the SOAB in 1997.*

The Sexual Offenders Assessment Board (SOAB), created through a joint effort of the General Assembly and the Governor's Office following a Special Session on Crime, was originally established under Act 24 of 1995, becoming what is commonly known as "Megan's Law." The law calls for the registration and assessment of all sex offenders convicted under the law. Following a Pennsylvania Supreme Court decision, *Commonwealth v. Williams*, all portions related to the classification of Sexually Violent Predator (SVP) were struck down. The Legislature restored "Megan's Law" under Act 18 of 2000, and effective July 8, 2000, the SOAB was again assessing convicted sex offenders as well as evaluating sex offenders referred for assessment prior to parole consideration by the Pennsylvania Board of Probation and Parole (Board).

A number of the provisions of Act 18 were challenged as unconstitutional; however, on September 24, 2003, the Pennsylvania State Supreme Court upheld all the major provisions of the new law. As a result, the Sexual Offenders Assessment Board began to receive court orders for assessments from county courts that had previously ruled certain provisions of the new law as unconstitutional.

On February 8, 2004, Act 21 of 2003 went into effect. Under this Act, the juvenile court system is mandated to refer to the SOAB for assessment those persons found to be delinquent for an act of sexual violence, which if committed by an adult would be a violation of 18 Pa. C. S. § 3121, 3124.1, 3125, 3126, and 4302, and who remain in an institution or placement pursuant to their adjudication 90 days prior to their 20th birthday. The purpose of the SOAB assessment is to determine whether the child is in need of involuntary treatment because of the child's difficulty in controlling his sexually violent behavior.

The SOAB is responsible for conducting assessments of certain convicted sex offenders in order that the court may determine if they meet the legal criteria for SVP classification, and therefore be subject to lifetime annual registration (on a quarterly basis), lifetime counseling (approved by the SOAB), and community notification. The SOAB assessment for the Board, an independent expert opinion, does not address the classification of SVP, but instead focuses on issues related to the risks, treatment, and management needs

## *Sexual Offenders* ASSESSMENT BOARD

posed by the individual sex offender being considered for parole.

Statute requires that the SOAB be comprised of psychiatrists, psychologists, and criminal justice professionals, all experts in the evaluation and treatment of sexual offenders. The SOAB members are appointed to four-year terms by the Governor. During this reporting period, the SOAB had a total panel complement of 69 members.

The SOAB is administered by an Executive Director, and supported by an administrative staff and investigators. The SOAB is housed under the Board by statute for support services.

### SOAB Growth

The SOAB assessed 1,025 sex offenders in FY04-05, bringing the total number of sex offenders assessed since July 8, 2000 to 3,731. Orders for assessments have been received from all 67 counties. The SOAB completed 462 referrals from the Board in FY 04-05, bringing the total number of Board pre-parole offender referrals to 2,239. The SOAB has investigated and assessed 34 adjudicated juvenile offenders under Act 21 of 2003, with five offenders having been involuntarily committed to treatment under the Act.

The SOAB staff includes fourteen investigators and five investigator supervisors, which are strategically located in six sites throughout the Commonwealth to enable the SOAB to respond to geographically fluctuating referrals in the most efficient manner. The SOAB also has eight administrative staff members to support the investigator staff compliment.

### Highest Standards for Assessment

In addition to the investigator and administrative staff members, a fulltime psychologist facilitates the work of the SOAB members on a daily basis, through the critique of all assessments for adherence to SOAB standards. The psychologist also consults with all SOAB members and assists in their ongoing training. The psychologist is an expert in the

evaluation and treatment of sexual offenders, including certification in the administration of the Hare Psychopathy Check List-Revised (PCL-R), a status achieved by few professionals nationwide.

The SOAB uses only tests and instruments relevant to the assessment at hand, and meeting the appropriate scientific standards. The SOAB, through the work of a national research expert, has established the reliability and validity of two such instruments on a Pennsylvania population. The SOAB and its staff continue to formally train quarterly, including training with national and international experts in the field of sexual deviance. The SOAB most recently trained with Dennis Doren, Ph.D., Robert McGrath, James Worling, Ph.D., David Delmonico, Ph.D., D. Richard Laws, Ph.D., David Thornton, Ph.D., R. Karl Hanson, Ph.D., Robert A. Prentky, Ph.D., William L. Marshall, Ph.D., and Anna Salter, Ph.D. All are international experts in the field of sex offender behavior and assessment. To provide additional information and instruction to its board members, the SOAB has expanded its regular quarterly training to one and one half day meetings.

### Community Outreach

To facilitate the work of the SOAB and enhance community safety, the SOAB has continued distribution of the work of the Community Notification/Community Education Committee by providing copies of the "Megan's Law" video and brochures to various community agencies throughout the state. To make the video available to the public, the entire video has been placed on the "Megan's Law" website and may be viewed in either Real Player or Windows Media Player formats.

The Executive Director and staff of the SOAB have also conducted training with a variety of agencies and organizations, including members of the court, defense and prosecutors, Children and Youth, probation and parole, victim advocates, police, and treatment providers. SOAB training is

# Sexual Offenders ASSESSMENT BOARD

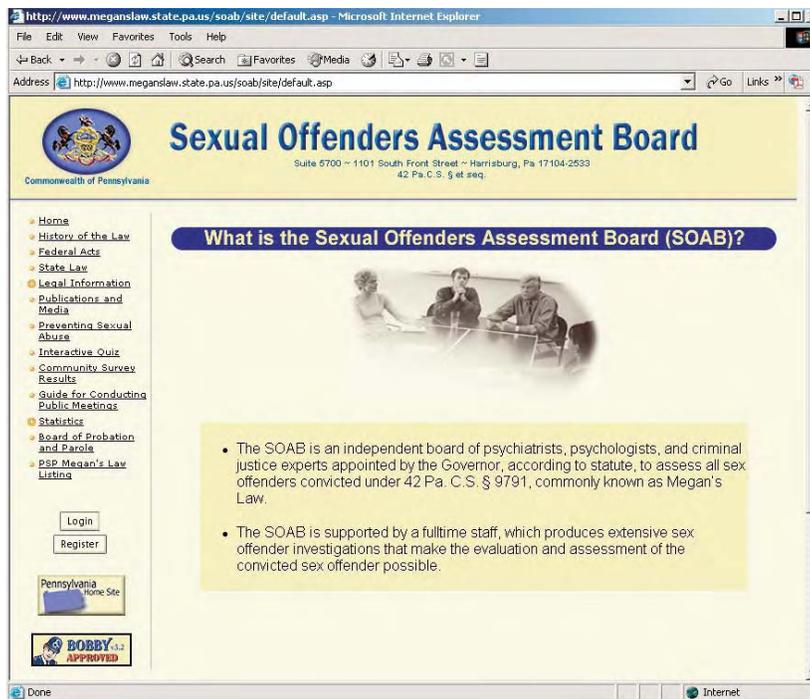
designed to enhance both knowledge of Pennsylvania's "Megan's Law," and overall broader knowledge of the appropriate assessment, treatment, and management of sex offenders, including potentially dangerous behaviors exhibited by sex offenders.

## Pennsylvania as a Leader

The SOAB continues to distinguish itself as a program of excellence, by utilizing a board of experts whose work is reviewed by a qualified psychologist, and whose assessment is made from a thorough investigation spanning the offender's lifetime. No valid and reliable assessment of any sex offender can be made without extensive information provided beyond the "self-report" of the sex offender. The SOAB investigation provides such information, gathered by a staff of investigators qualified to conduct such investigations. The Executive Director continues to attend, train, and consult with national and international experts, maintaining the scientific edge necessary to conduct the work of the SOAB.

A significant challenge for the SOAB remains the ongoing collaboration among "stakeholders" in the field of sexual deviance – including probation and parole agencies, corrections, treatment providers, the court, community organizations, and citizens – towards achieving the effective management of sex offenders in the community. The SOAB is currently serving as the Chair of a collaborative team assembled under Boarda Bureau of Justice Administration grant, where statewide adult and juvenile sex offender management practices are being studied. Through the grant, gaps in services and practices will be identified and strategies will be developed to ensure community safety through the effective management of sex offenders statewide.

*For more information on the work and programs of the SOAB, visit the website at:*  
[www.meganslaw.state.pa.us](http://www.meganslaw.state.pa.us)



# County Probation and Parole Officers' FIREARM EDUCATION AND TRAINING COMMISSION

*The Commission was established by Act 158 of 1994 to provide a uniform firearms training program for county probation and parole officers who are authorized to carry a firearm in connection with the performance of the duties of their employment. The Commission is charged with developing, establishing and administering training and education courses and other programs related to the initial firearms training and annual requalification of these officers. The Commission, which is funded through fees collected by the counties, was established under and is supported by the Pennsylvania Board of Probation and Parole.*



Chester A. Kope  
Executive Director

Mr. Kope received his Bachelor's Degree in Public Administration at Pennsylvania State University. He began his career with the Commonwealth as a Houseparent at Loysville Youth Development Center in Loysville, PA. He then worked as a unit supervisor for the Bureau of Support Services in the Department of Public Welfare. In October 1997, Mr. Kope was selected to be the Commission's Executive Director. He is also a member of the following organizations: Adult Chiefs Association, Pennsylvania Association on Probation, Parole, and Corrections, International Association of Law Enforcement Instructors, International Law Enforcement Educators and Trainees Association, and the American Society for Law Enforcement Training.

## Basic Firearms Training

During this reporting period, the Commission provided Basic Firearms Training to 107 county probation and parole officers from both adult and juvenile departments in 29 counties. Basic training provides 49 hours of instruction including classroom instruction on:

- Officer's Authority and Jurisdiction
- Use of Force
- Firearms Law
- Introduction to Firearms
- Shooting Fundamentals
- Firearms Safety and Care

The classroom training is followed by four days of firing range instruction, which is concluded by each officer shooting the Commission's Qualification Course of Fire.

## Continuing Education Courses

To maintain their Commission certification, on an annual basis all officers are required to successfully complete the Commission's Requalification Course of Fire and to attend a prescribed number of hours of Commission-approved in-service training.

During the reporting period, the Commission provided continuing education to officers by offering

## County Probation and Parole Officers' FIREARM EDUCATION AND TRAINING COMMISSION

a one-day in-service course titled "Officer Survival Mindset" and conducting the pilot and first follow-on Simunition® training. The "Mindset" course includes classroom training on officer's psychological readiness and firing range instruction including:

- Skills Development
- Cover and Concealment
- Immediate Action/Malfuncions Drills
- Tactical Exercises

Simunition® training is reality based force on force scenario training employing modified

and specialized equipment to provide officers with highly realistic training in use of force, building and door approaches, entries, tactics, team movement and communication.

In addition to the "Mindset" and Simunition® in-service courses, the Commission initiated development of additional continuing education training courses on Wounded Officer/One Handed Weapons Operations and Critical Incident/Report Writing which will be offered in the future.



33rd Basic Training Academy Students (October 2004)



34th Basic Training Academy Students (April 2005)

*County Probation and Parole Officers'*  
FIREARM EDUCATION AND TRAINING COMMISSION



35th Basic Training Academy Students (May 2005)



36th Basic Training Academy Students (May 2005)

*County Probation and Parole Officers'*  
FIREARM EDUCATION AND TRAINING COMMISSION



Simunition Pilot Course Students (September 2004)



Simunition Training Students (January 2005)

# Visit Us

For more information about our work  
and programs, visit us on-line:

Pennsylvania Board of Probation and Parole  
[www.pbpp.state.pa.us](http://www.pbpp.state.pa.us)

The Sexual Offenders Assessment Board  
[www.meganslaw.state.pa.us](http://www.meganslaw.state.pa.us)

The Office of the Victim Advocate  
[www.oa.state.pa.us](http://www.oa.state.pa.us)

County Probation and Parole Officers Firearm Education  
and Training Commission  
[www.fetc.state.pa.us](http://www.fetc.state.pa.us)

# *Mailing Addresses*

## FIELD AND INSTITUTIONAL OFFICES

### Central Region Offices

**Central Region Office**  
 901 North Seventh Street  
 Rear Building, 3<sup>rd</sup> Floor  
 Harrisburg, PA 17102

**Allentown District Office**  
 2040 South 12<sup>th</sup> Street  
 Allentown, PA 18103

Reading Sub-Office  
 Reading State Office Building  
 633 Cherry Street  
 Reading, PA 19602

(Berks, Bucks, Lehigh, Northampton, and Schuylkill counties)

**Harrisburg District Office**  
 1303 North 7<sup>th</sup> Street  
 Harrisburg, PA 17102

Chambersburg Sub-Office  
 630 Norland Avenue  
 Chambersburg, PA 17201

Lancaster Sub-Office  
 635 Union Street  
 Lancaster, PA 17603

York Sub-Office  
 53 East Market Street  
 York, PA 17401

(Adams, Cumberland, Dauphin, Franklin, Juniata, Lancaster, Lebanon, Perry, and York counties)

**Scranton District Office**  
 430 Penn Avenue  
 Scranton, PA 18503

(Carbon, Cloumbia, Lackawanna, Monroe, Pike, Susquehanna, Wayne and Wyoming counties)

**Williamsport District Office**  
 450 Little League Boulevard  
 Williamsport, PA 17701-4996

(Bradford, Centre, Clinton, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga, and Union Counties)

SCI Camp Hill  
 P.O. Box 8837  
 Camp Hill, PA 17001-8837

SCI-Coal Township  
 1 Kelley Drive  
 Coal Township, PA 17866-1020

SCI-Dallas  
 1000 Follies Road  
 Dallas, PA 18612-0286

SCI-Frackville  
 1111 Altamont Boulevard  
 Fackville, PA 17931-2699

SCI-Mahanoy  
 301 Morea Road  
 Frackville, PA 17932

SCI-Muncy  
 P.O. Box 180  
 Muncy, PA 17556-0180

SCI-Retreat  
 660 State Route 11  
 Hunlock Creek, PA 18621

SCI-Rockview  
 Box A, R.D. 3  
 Bellfonte, PA 16823-0820

SCI-Waymart  
 P.O. Box 256, Carbondale Road  
 Waymart, PA 18472-0256

Quehanna Motivational  
 Boot Camp  
 State Route 1101  
 HC Box 32  
 Karthaus, PA 16845

### Eastern Region Offices

**Eastern Region Office**  
**Philadelphia State Office Building**  
**Room 1005**  
**1400 Spring Garden Street**  
**Philadelphia, PA 19130**

**Chester District Office**  
 701 Crosby Street-Suite C  
 Chester, PA 19013

Norristown Sub-Office  
 1961 New Hope Street  
 Norristown, PA 19401

(Chester, Delaware, and Montgomery Counties)

**Philadelphia District Office**  
 State Office Building, 14<sup>th</sup> Floor  
 1400 Spring Garden Street  
 Philadelphia, PA 19130

Northeast Division  
 990 Spring Garden Street  
 Lower Level  
 Philadelphia, PA 19123

West Philadelphia Parole Center  
 5828-38 Market Street  
 Philadelphia, PA 19144

Philadelphia Northwest Division  
 220 - B Chelton Avenue  
 Philadelphia, PA 19144

Philadelphia County-Wide Division  
 State Office Building, 11<sup>th</sup> Floor  
 1400 Spring Garden Street  
 Philadelphia, PA 19130

Eagleville SAVE Unit  
 100 Eagleville Road, P.O. Box 45  
 Eagleville, PA 19408-0045

## Mailing Addresses FIELD AND INSTITUTIONAL OFFICES

SCI-Chester  
500 East Fourth Street  
Chester, PA 19013

SCI-Graterford  
Box 246  
Graterford, PA 19426-1610

Philadelphia County Prison  
House of Correction, 2<sup>nd</sup> Floor  
8001 State Road  
Philadelphia, PA 19136-2997

### Western Region Offices

**Western Region Office**  
**1403 State Office Building**  
**300 Liberty Avenue**  
**Room 1403**  
**Pittsburgh, PA 15222-1210**

**Altoona District Office**  
Cricket Field Plaza  
1304 7<sup>th</sup> Street-Rear  
Altoona, PA 16601-4702

(Bedford, Blair, Cambria, Clearfield,  
Fulton, Huntingdon, Indiana, Jefferson,  
Mifflin, and Somerset Counties)

**Erie District Office**  
221 E. 18<sup>th</sup> Street  
Erie, PA 16503-1971

(Crawford, Erie, McKean and Warren  
counties)

**Mercer District Office**  
P.O. Box 547  
Creekside Office Complex  
8362 Sharon/Mercer Road  
Mercer, PA 16137-0547

Butler Sub-Office  
207 Sunset Drive  
Suite 1  
Butler, PA 16001

Franklin Sub-Office  
1272 Elk Street  
Franklin, PA 16323-9998

(Armstrong, Butler, Cameron, Clarion,  
Elk, Forest, Lawrence, Merer and Venago  
counties)

**Pittsburgh District Office**  
6260 Broad Street  
Pittsburgh, PA 15206-4002

Beaver Falls Sub-Office  
600 Sixth Street  
Beaver Falls, PA 15010-4625

Greensburg Sub-Office  
333 Harvey Avenue  
Greensburg, PA 15601-1911

Mon-Valley Sub-Office  
335 Fifth Avenue  
McKeesport, PA 15132-2606

North Shore Sub-Office  
1121 West North Avenue  
Pittsburgh, PA 15233-1933

(Allegheny, Beaver, Fayette, Green,  
Washington, and Westmoreland counties)

SCI-Albion  
10745 Route 18  
Albion, PA 16401

SCI-Cambridge Springs  
451 Fullerton Avenue  
Cambridge Springs, PA 16403-1238

SCI-Cresson  
Old Route 22, P.O. Box A  
Cresson, PA 16699-0001

SCI-Fayette  
50 Overlook Drive  
Labelle, PA 15450-1050

SCI-Greene  
169 Progress Avenue  
Waynesburg, PA 15370-8608

SCI-Greensburg  
R.D. 10, Box 10  
Greensburg, PA 15601-0010

SCI-Houtzdale  
P.O. Box 1000  
Houtzdale, PA 16698-1000

SCI-Huntingdon  
1100 Pike Street  
Huntingdon, PA 16654-1112

SCI-Laurel Highlands  
5706 Glades Pike  
Somerset, PA 15501-0631

SRCF-Mercer  
801 Butler Pike  
Mercer, PA 16137-9651

SCI-Pine Grove  
189 Fyock Road  
Indiana, PA 15701-6542

SCI-Forest  
1 Woodland Drive  
Marienville, PA 16239-0307

SCI-Smithfield  
1120 Pike Street  
Huntingdon, PA 16652-0999

SCI-Somerset  
1590 Walters Mill Road  
Somerset, PA 15510-0001

### Administrative Offices

**PA Board of Probation and Parole**  
**Central Office**  
**1101 South Front Street**  
**Suite 5100**  
**Harrisburg, PA 17104-2517**