

<p><b>Commonwealth of Pennsylvania</b></p>  <p><b>Pennsylvania Board of Probation and Parole</b></p>	<p><b>Volume III Chapter 3</b></p> <p><b>Procedure 3.02.12</b></p>	<p><b>New</b></p>
<p><b>Chapter Title</b> <b>Case Records, Decisional Processing</b></p>		<p><b>Date of Issue</b> <b>6/05/14</b></p>
<p><b>Subject</b> <b>SPECIALIZED SERVICES—REENTRY PAROLE AGENTS (RPA)</b></p>		<p><b>Effective Date</b> <b>6/19/14</b> <b>PUBLIC</b></p>

I. AUTHORITY

The chairman of the board is granted the authority to “direct the operations of the board and fulfill the functions established by the act... including organizing, staffing, controlling, directing, and administering the work of the staff.” 61 Pa.C.S. § 6112 (a)(1) & (a)(4).

II. PURPOSE

The purpose of this procedure is to explain the responsibilities of the reentry parole agents (RPA).

III. APPLICABILITY

This procedure is applicable to parole agents assigned as reentry parole agents (RPA).

IV. DEFINITIONS

All definitions are located in Procedure 3.2.01.

V. POLICY

It shall be the policy of the board to promote offender success by utilizing an evidenced-based comprehensive case management approach that supports the effective reintegration of offenders back to the community.

VI. PROCEDURE

Reentry parole agents (RPA) will ensure that inmates are transitioned from prison to the community with deliberate reentry planning. The RPA will provide, as necessary, assistance in developing individualized reentry plans that address the criminogenic needs of offenders based on assessments and interactions; connect offenders to community-based service providers; and facilitate workshops that promote positive behavior.

#### A. Specialized Housing Units

1. The RPA shall be assigned to work in certain specialized housing units such as the transitional housing unit (THU) or veterans services unit (VSU) where they exist.
2. The RPA shall work as a member of any team assembled to provide coverage of specialized housing units. Team members may include employees from the Department of Corrections (DOC) and/or volunteers.
3. The RPA shall work with team members in specialized housing units to satisfy established requirements which may include:
  - a. perform outreach to community service providers;
  - b. promote inter-agency collaboration;
  - c. tailor workshops and services to the needs of the inmates;
  - d. engage potential participants;
  - e. review inmate eligibility for participation based on established eligibility criteria;
  - f. assess inmate reentry needs with inmate input;
  - g. develop reentry plans;
  - h. provide/coordinate the services required to satisfy reentry plans;
  - i. conduct regular case reviews of participants; and
  - j. submit unit progress reports.
4. The RPA shall provide information regarding offender participation in specialized housing units in an e-mail sent to the institutional parole office for inclusion in the 13A (Parole Summary) to ensure that PBPP decision makers are apprised of offender's involvement.

#### B. RPA Responsibilities

1. The RPA shall facilitate offender workshops as assigned by the Bureau of Offender Reentry Coordination. These workshops may be conducted either inside or outside of specialized housing units. Workshops may include:
  - a. Orientation, and the workshop;
  - b. "Understanding and Living under Parole Supervision;" and/or
  - c. "Real Colors®" workshop.

2. The RPA shall work one-on-one with inmates as assigned by the Bureau of Offender Reentry Coordination. Generally speaking, the RPA shall focus their one-on-one interactions with high and medium risk offenders.
  - a. The RPA shall utilize the “Carey Guides” during their one-on-one interactions with offenders.
  - b. The RPA shall administer the case planning activity of the Carey Guides with every assigned inmate and discuss the outcome of this activity, LSI-R scores, and other available DOC assessments with the offender to develop a plan regarding which Carey Guide exercises will be utilized during one-on-one interventions. This plan should be developed collaboratively with the offender.
  - c. The RPA shall utilize core correctional skills such as “Motivational Interviewing” and cognitive-behavioral interventions.
3. The RPA shall document all contacts with offenders on the electronic PBPP-259. Notes shall include information such as: progress with participation in specialized housing units, delivery of board actions (positive or negative), one-on-one interactions, barriers, unmet needs, coordinated services after release, reentry plan details, Real Colors® temperament type, etc. The PBPP-259 entries shall provide field staff with a comprehensive accounting of these items.
4. The RPA shall respond to inmate request slips and staff inquiries regarding inmates assigned to them and/or specialized housing units in which the RPA is assigned. All other inmate request slips and staff inquiries must be referred to the institutional parole office. The RPA shall respond to inmate request slips within five (5) business days.
5. The institutional parole supervisors shall officially assign cases in ICMA to the RPA as identified by the Bureau of Offender Reentry Coordination upon receipt of a positive paroling board action. The RPA engage the offender in the release process as stipulated in procedure 3.02.08. The RPA also shall:
  - a. identify any barriers to release and work to address any barriers that may exist, to include detainers;
  - b. ensure that appropriate referrals are made as necessary;
  - c. coordinate with the DOC for the release process for hard-to-place, special needs, or mental health populations, to include transportation to the home plan when necessary;
  - d. break down the case files and distribute in accordance with established procedures.
6. The RPA shall submit reports regarding their work activities as directed by the Bureau of Offender Reentry Coordination.

VII. SUSPENSION DURING AN EMERGENCY

This procedure may be suspended during an emergency at the sole discretion of the chairman.

VIII. RIGHTS UNDER THIS PROCEDURE

This procedure creates no rights under law.

IX. RELEASE OF INFORMATION AND DISTRIBUTION OF PROCEDURE

A. This procedure does not contain information that impacts the security of board staff or parolees and may therefore be released to the public.

B. This procedure is to be distributed to all board staff.

X. CROSS REFERENCES

A. Statutes

1. Federal  
None

2. State  
a. 61 Pa.C.S. § 6112 (a)(1) & (a)(4)

B. PBPP Policies

3.02.08  
4.02.01

C. American Correctional Association Standards

**TBD**

D. Management Directives

None

E. Report of the Reentry Policy Council

**TBD**