

<p>Commonwealth of Pennsylvania</p>  <p>Pennsylvania Board of Probation and Parole</p>	<p>Volume III Chapter 4</p> <p>Procedure 4.01.01</p>	<p>Date Revised: Replaces 4.22 Issued 08/01/04 4.01.01 01/14/08 Bulletin 4.01.01-01 12/13/13 2/28/2011</p>
<p>Chapter Title SUPERVISION, REENTRY</p>		<p>Date of Issue 2/14/2011</p>
<p>Subject SUPERVISION GLOSSARY</p>		<p>Effective Date 8/10/16 PUBLIC</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 terms used in Chapter 4, Section 1.

III. APPLICABILITY

This procedure is applicable to all board staff.

IV. DEFINITIONS

A. Abbreviations

- 24/7 Unit: Operations Monitoring Center
- Act 35-1991: Supervision Fee
- Act 97-1989: Urinalysis Fee
- Act 185-2004: DNA Collection
- AOPC: Administrative Office of PA Courts
- AOR: Automated Offender Record
- BCC: Bureau of Community Corrections
- CAC: Citizen Advisory Committee
- CBT: Cognitive Behavioral Therapy
- CC: Concurrent Sentence

CCC: Community Correction Center
CF: Contract Facility (DOC)
CHRIA: Criminal History Record Information Act
CON I: Supervisor Conference
CON II: District Director Conference
CPC: Community Parole Center
CPV: Convicted Parole Violator
CS: Consecutive Sentence
DOC: Department of Corrections
DV: Domestic Violence
EM (EME): Electronic Monitoring (Equipment)
FMD: Field Monitoring Device
FOC: Facts of Crime
FOCF: Field Offender Case File
GPS: Global Positioning Satellite
ICAOS: Interstate Compact for Adult Offender Supervision
JNET: Justice Network
LSI-R: Level of Service Inventory - Revised
OMC: Operations Monitoring Center
OVRT: Offender Violence Risk Typology
PBPP: Pennsylvania board of Probation and Parole
PSI: Pre-Sentence Investigation
PSP: Pennsylvania State Police
RST: Risk Screening Tool (DOC instrument)
RTAC: Reentry and Transition Accountability Checklist
SID No: State Identification Number
SORNA: Sex Offender Registration and Notification Act, which is Title 1 of the federal Adam Walsh Child Protection and Safety Act of 2006.
SORT: Sex Offender Registry Tool. The SORT application is a centralized sex offender management system that is used by the SORNA jurisdictions.
STG: Security Threat Group
SVP: Sexually Violent Predator. This is a designation made by the sentencing court.
TPV: Technical Parole Violator

UCV: Un-convicted Parole Violator

VPB: Violence Prevention Booster

VSG: Violation Sanctioning Grid

B. Words and Phrases

Abandoned or Unclaimed Property: Is property that has been seized by parole agents, or otherwise came into the possession of parole staff, in the course of their professional duties, and has not been claimed by the rightful owner.

Absconder: An offender who makes himself/herself unavailable for supervision.

Act 35-1991: Statutory requirement that requires all offenders under supervision in Pennsylvania pay a monthly supervision fee to either the county adult probation department or to the board.

Act 97-1989: Statutory requirement, for offenders convicted of drug related crimes or test positive as an inmate, in which an offender is given a screening test prior to release, which must be negative for controlled substances or designer drugs. The board is to conduct random screening tests during supervision for which the offender has responsibility for the costs of the tests.

Administrative Appeals: An appeal of a revocation decision. The board must receive this appeal within 30 days of the mailing date of the board's order. The scope of the appeal is limited to whether the decision is supported by substantial evidence, an error of law has been committed or a violation of constitutional law has occurred.

Administrative Conference:

CON I: A conference held with the offender, the supervising parole agent and his immediate parole supervisor/designee to determine if a violation(s) was committed by the offender and, if so, the appropriate action to be taken.

CON II: A conference held with the offender, the supervising parole agent, the district director/deputy district director/designee and, whenever possible, the parole supervisor assigned to the parole unit, to determine if a violation(s) was committed by the offender and, if so, the appropriate action to be taken.

Administrative Review: Appeal of a revocation decision regarding sentence recalculation.

Aggregate (Sentence): Two or more consecutive sentences that have been combined in which the aggregate minimum term is the sum of all consecutive minimum terms and the maximum term is the sum of all consecutive maximum terms.

Automated Offender Record (AOR): The computer application that contains electronic offender records.

Boot Camp Case: An offender whose minimum sentence is abrogated by law on boot camp placement and is released by statute without a parole interview.

Category 1, 2, 3 Offenders: Offender Violence Risk Typology (OVRT) categorization used for parole consideration, offender programming and supervision levels.

Category 1	Risk
Non-Violent Instant Offense with no prior Violent History	All levels of Risk
Non-Violent Instant Offense with prior Violent History	Low Risk
Violent Instant Offense with no prior Violent History	Low Risk
Category 2	Risk
Non-Violent Instant Offense with prior Violent History	Medium Risk
Violent Instant Offense with no prior Violent History	
Category 3	Risk
Non-Violent Instant Offense with prior Violent History	High Risk
Violent Instant Offense with no prior Violent History	High Risk
Violent Instant Offense with prior Violent History	All levels of Risk

Citizen Advisory Committee: A voluntary committee, organized in each district, which advises the board of the issues and concerns of the citizens of the Commonwealth regarding probation and parole.

Citizen Volunteer: A voluntary citizen who gives their services to actively engaging themselves in helping to reintegrate offenders into the community.

Community Correction Center (CCC)/ Community Correction Residency (CCR): A residential facility operated and staffed by the Department of Corrections, Bureau of Community Corrections.

Community Parole Center (CPC): Any residential facility operated or contracted by the Department of Corrections, Bureau of Community Corrections.

Concurrent Sentence: Sentences being served simultaneously.

Consecutive Sentence: A sentence to be served immediately following the termination of another sentence.

Constructive Possession: Real property, vehicles or personal property that the offender possessed or it can be demonstrated the offender had access to.

Continuing Program Grant Requests - requests for Grant-In-Aid Continuing Program Funds for salaries of eligible incumbent professional adult probation and parole personnel positions established by the agency as of June 30 of the year prior to the current grant year, including any new program positions that were approved and funded by the board during the prior grant year.

Contraband Per Se: Is anything that the mere possession of is illegal whether or not the person possessing the item is on probation or parole. (For example, illicit drugs and paraphernalia)

Contract Facility (CF): A residential facility contracted to house pre-release inmates and parolees and, in some instances, provides treatment.

Convicted Parole Violator (CPV): An offender who violates parole by committing a new crime and receiving a conviction in a court of record.

Crime Victim: As defined by Pennsylvania Crime Victim Bill of Rights, a person against whom a crime has been perpetrated which may include, but is not limited to:

1. A parent or legal guardian of a minor victim except when the parent or legal guardian of the child is the alleged offender;
2. A parent or legal guardian of an incapacitated adult victim;
3. A family member of a homicide victim. In addition to immediate family, this includes but is not limited to, stepparents, stepbrothers, stepsisters, stepchildren, fiancés or paramours.

Criminal History Record Information Act (CHRIA): Pursuant to Title 18, Chapter 91, §9101 to 9183, this act requires criminal justice agencies to maintain complete and accurate criminal history record information and take steps to protect the confidentiality of these records.

Critical Incident: A critical incident is any situation that forces an employee to face vulnerability and mortality or that potentially overwhelms a person's ability to cope. Critical incidents are usually sudden and unexpected. They can jeopardize one's sense of self-control and disrupt one's beliefs and values. They can affect a person physically and/or emotionally. Death, serious bodily injury or threat of death or serious bodily injury shall, in all cases, be considered a critical incident. A critical incident requires Response Center activation and mobilization of a critical incident response team.

Curfew: A period of time(s) in which the offender is required to remain within a specified location, usually the offender's approved residence.

Delinquency: The period of time during which an offender absconds from supervision and the board takes administrative action to declare the offender delinquent.

Delinquent For Control (DCP): PA parole cases in which the board has instructed the parole supervision staff to follow the disposition of criminal charges which occurred during a period of parole supervision.

Derivative Contraband: Is that which the possession of by a parolee with a special condition not to possess that item is a violation of probation or parole. (For example, a firearm, knife, or cell phone)

Designer Drug: A drug produced by minor modification in the chemical structure of an existing drug, resulting in a new substance with similar pharmacologic effects, especially one created to achieve the same effect as a controlled or illegal drug.

Detained Parolee: A detained parolee is a parolee who has been arrested and is in official detention pursuant to a board warrant, but has yet to be recommitted as a parole violator.

District: A geographical area of the State that is designated, pursuant to Section 331.10 of the Parole Act, 61 P.S. § 331.10, to have immediate charge of the supervision of cases of probation and parole within its boundaries.

Diversion Program: Programs that are available to place offenders who violated their parole in lieu of re-incarceration.

Domestic Violence: is a pattern of behavior reinforced by violence and/or the threat of violence, which can include physical, psychological, sexual, economic, and emotional abuse, perpetrated by one person against an intimate partner or family member, with the goal of establishing and maintaining power and control over the victim. Not all acts of domestic violence are necessarily violations of criminal law. However, all incidents of domestic violence should be viewed as a pattern of behavior, not an isolated criminal event.

For purposes of this chapter, domestic violence victims include the current or former intimate partners upon whom the offender commits acts of domestic violence, whether or not those acts rise to the level of criminal culpability.

Domestic Violence Protocol: A protocol to supervise offenders with a history of domestic violence who meet specific criteria.

Dual Supervision: An offender that is under the supervision of more than one authority.

Electronic Monitoring (EM): A tool used to monitor an offender's compliance to home arrest or curfews. The tool consists of a Transmitter (XMIT), most often worn on the ankle of the offender that transmits a signal to a Field Monitoring

Device (FMD) that is connected to a telephone in the offender's residence. The FMD then forwards information, via telephone lines, to a PBPP computer.

Eligible Salaries - those salaries which are to be paid to professional adult probation and parole personnel positions from county funds, provided that the positions have been approved for funding by the board.

Eligible Staff Positions - professional adult probation and parole personnel positions added since January 1, 1966, the salaries of which are to be paid in whole or in part from county funds.

Exclusion Zone: A geographic area where the offender is prohibited to travel (i.e., schools, playgrounds, or victim's location, etc.) which triggers notification to the vendor's monitoring center if the area boundaries are crossed by the GPS offender to whom the zone applies.

Extradition: A surrender of an alleged criminal from one state to another having jurisdiction to try the charge.

Facts of Crime: A narrative of the offense describing, in detail, the elements of the crime. This information is most often contained in a police report, a criminal complaint, an affidavit of probable cause, a pre-sentence report and/or a classification report.

Field Offender Case File (FOCF): The case file containing offender documents and maintained in the field office.

Forfeiture: Is the process by which seized property becomes the property of the Commonwealth to be destroyed or otherwise disposed of.

General Conditions: Terms or requirements of parole promulgated by the board and codified in 37 Pa. Code § 63.4. These conditions apply to all offenders.

Global Positioning Satellite (GPS) System: An electronic monitoring system with cellular communication capability that works through the use of a device attached to the offender. The system utilizes a global positioning satellite receiver that provides near real time tracking of offender locations and reporting of offender alarm notifications through e-mail or text message.

Inclusion Zone: A geographic area in which the offender must stay during a predetermined period of time (i.e., home or work location) which triggers notification to the vendor's monitoring center if the area boundaries are crossed by the GPS offender to whom the zone applies.

Ineligible Salaries - includes: (1) salaries or portions of salaries which are to be paid to professional adult probation and parole personnel positions from sources other than county funds. If only part of a professional adult probation and parole personnel position's salary is paid from sources other than county funds, the balance of the salary shall be considered as eligible salary; (2) salaries which are paid to positions which have not been approved for funding by the board; (3) salaries paid to professional adult

probation and parole personnel positions established prior to January 1, 1966.

Ineligible Staff Positions - professional adult probation and parole personnel positions: (1) established prior to January 1, 1966; (2) positions added since January 1, 1966, but whose full salaries are to be paid from sources other than county funds; (3) new positions added during prior grant years, but not approved by the board for new program grant-in-aid funding during those years; (4) additional professional adult probation and parole positions, to be hired during the current grant year, which have not been approved for funding by the board.

Interstate Compact for Adult Offender Supervision (ICAOS): An agreement among states and territories for the orderly transfer of adult parole and probation supervision across state boundaries.

Justice Network (JNET): A collaborative effort among Commonwealth agencies to build a secure integrated justice computer network.

Major Incident - An incident involving an offender that seriously impacts public safety and may require substantial attention or involvement by board staff, and/or board resources; and/or, an incident which involves extraordinary or inordinate supervision issues that in all likelihood will trigger media interest.

Maximum: The expiration date of a sentence.

Minimum: The date in an indeterminate sentence in which the offender is eligible for parole.

Minor: Any person under the age of 18.

Near Real Time: The delay introduced for electronic communication and automated data processing between the occurrence of an event and the delivery of the processed data, and implies that there are no significant delays.

Offender: Any person who has violated the law and is subject to the parole or probation supervision of the board.

Offender Alarm Notification: Notifications sent to the offender by the vendor's monitoring center alerting the enrollee of an area of non-compliance in accordance with the rules or schedule established for offenders on GPS monitoring.

Official Version: A narrative of the offense describing, in detail, the elements of the crime. This information is most often contained in a police report, a Criminal Complaint, an Affidavit of Probable Cause, a Pre-Sentence Report and/or a Classification Report.

Operations Center: The Operations Center monitors offenders on Electronic Monitoring. They also monitor JNET for new criminal arrests, PFA, Warrant, Disposition, and Driver Change of Address notifications. They monitor the

CLEAN terminal for absconder arrests and other law enforcement messages sent via CLEAN. After normal work hours they monitor the 1-800 line and triage calls from offenders, agents, supervisors, and other agencies along with the public.

Parole: The conditional release of an offender from a correctional institution to serve the remainder of the un-expired sentence in the community under supervision.

Parole Supervision Staff: Professional staff assigned the supervision duty of offenders.

Partial nudity: Defined in a special condition as exhibiting the breasts, nipples, genitalia, buttocks, midriff, or pubic area of an individual.

Pornography: Reference the definition for sexually explicit.

Pre-Release: All actions and records of those actions that occurred prior to the release of the offender to parole supervision.

Pre-Sentence Investigation (PSI) Report – An investigation conducted at the request of a court having criminal jurisdiction that shall include information regarding the offender’s criminal history record, the circumstances of the offense(s), and the character of the offender sufficient to assist the judge in determining sentence.

Realistic Threat: – A threat to the safety of any individual that may result from the disclosure of the reason(s) for denial. The threat must be reasonable, accurate and from a credible source and disclosure of such information is likely to threaten the safety of any individual. The assessment or risk is case-specific and includes an evaluation of the offender, victim/at-risk individual(s) and circumstances to be supportable if challenged

Re-check: Re-verification of a previously approved investigation to make certain that the plan remains suitable for effective parole supervision.

Repeat Violent Offender: An offender is identified as a repeat violent offender if any of the following Category 3 criteria are met:

- Violent Instant Offense and Violent History regardless of LSI-R risk level (high, medium or low).
- Violent Instant Offense, no Violent History and high LSI-R risk level.
- Non-Violent Instant Offense, Violent History and high LSI-R risk level.

Sanction(s): Action(s) taken to address the occurrence of a probation/parole violation in lieu of incarceration.

Search: An examination of real property, vehicle or personal property that is in the possession or under the control of the offender.

Security Threat Group (STG): Group, gang or inmate organizations that have been determined to be acting in concert so as to pose a threat to the safety of staff, public safety, the secure and orderly operation of a correctional institution or are predatory upon other inmates.

Sexually explicit: Defined in a special condition as actual or simulated depiction of the following: (1) sexual intercourse, including genital – genital, oral – genital, anal – genital, hand – genital or oral – anal intercourse; (2) bestiality; (3) masturbation; (4) sadistic or masochistic abuse; (5) exhibition of the genitals or pubic area of any person; and (6) nudity.

SID Number (State Identification Number): A number assigned by the Pennsylvania State Police to each person arrested within the commonwealth.

Significant Event: An action, behavior or circumstance which, when factored into the LSI-R assessment changes the offender's supervision level (increase or reduction). Examples of significant events include but are not limited to: loss of employment. Substance abuse relapse, completing a significant period of sobriety, change in accommodation, change in family circumstances such as a death, marriage or divorce, or the offender's completion of one or more significant case plan goals.

Special Condition: A specific and individualized condition of probation/parole imposed upon an offender by the board, the sentencing court and/or field supervision staff. The special condition is in addition to the General Conditions 37 Pa. Code § 63.5.

Special Parole – A conditional release from a sentence imposed by a court having criminal jurisdiction, when sentenced to a maximum period of less than two years, where the court may by special order direct supervision by the Board pursuant to 61 Pa. C.S. § 6132(a)(2)(i) & (ii) and 37 Pa. Code §§ 65.1 – 65.7. The court having criminal jurisdiction retains revocation authority.

Special Probation – A probation imposed by a court having criminal jurisdiction where the court by special order directs supervision by the Board pursuant to 61 Pa. C.S. § 6133(a) and 37 Pa. Code §§ 65.1 – 65.7. The court having criminal jurisdiction retains revocation authority.

Specialized CCC/CF: Specialized Community Corrections Centers and Contract Facilities provide a structured transition from incarceration to the community for violent parolees as ordered by the board.

Technical Parole Violator: An offender who violates probation or parole by a breach of the terms and conditions, other than a new misdemeanor or felony crime.

Temporary Lodging: A specific location, including street address, where a sexual offender is staying for a limited time when away from the sexual offender's residence for seven (7) or more calendar days.

Transient: An individual required to register who does not have a residence but nevertheless resides in Pennsylvania in a temporary habitat or other temporary place of abode or dwelling, including, but limited to a homeless shelter or park.

Treatment:

Inpatient: Treatment provided in which the offender resides at the program.

Partial: Treatment provided in which the offender resides in an approved residence and attends treatment either daily or several times per week.

Outpatient: Treatment in which the offender resides in an approved residence and attends treatment on a lesser frequency than partial.

Treatment Discharge Summary: Report submitted by a treatment provider on any offender for program treatment related to Sex Offender, Mental Health, Violence, Domestic Violence and AOD that reflects psychological information or characteristics of violent behavior, or any diagnosis.

Un-convicted Parole Violator: An offender who violates parole by allegedly committing a new crime while on parole, but has yet to plead guilty or nolo contendere or to be found guilty by a judge or jury in a court of record.

Urinalysis: Screening tests for the presence of controlled substances, designer drugs or alcohol that are conducted by collecting and testing urine samples.

Violent History: An offender who has met one of the below criteria:

- a. Violent conviction past 10 years. PA state-sentenced offenders - for current offense, count from date of reception at DOC. Special Probation/Special Parole and Interstate cases - count from date case was accepted by PBPP.
- b. Prior conviction or adjudication for board-designated violent offense at age 15 and under.
- c. Possession or use of a deadly weapon in commission of a *convicted offense* (final conviction can be violent or non-violent) within the past 10 years.
- d. Probationer or parolee violated for use or possession of a gun (TPV or CPV) within the past 10 years.

Wanted Notices: A form used to alert parole supervision staff and other law enforcement agencies of the status of a delinquent offender.

C. Electronic Forms:

PBPP-10: Release Orders

PBPP-11: Conditions of Parole

PBBB-11A: Special Condition(s) of Parole

PBPP-15: Board Action

PBPP-16: Citizens Volunteer Application

PBPP-22: Supervision Plan/Report
PBPP-26: Agreement Concerning Use of Offender as a Confidential
Witness/Informant
PBPP-30: Investigation Request/Report
PBPP-30DV: Domestic Violence Checklist
PBPP-30H: Home Provider Agreement
PBPP-30HS: Sex Offender Home Provider Agreement
PBPP-39: Order to Recommit
PBPP-50: Field Work Sheet
PBPP-56: Confiscation Log
PBPP-62A: Delinquency Request Form
PBPP-81: Un-convicted Violator Report
PBPP-130: Classification Summary
PBPP-131: Final Discharge Certificate (Congratulatory)
PBPP-140: Release Order
PBPP-142: Warrant to Commit and Detain
PBPP-145: Daily Supervision Report
PBPP-227: Return of Parole Violator Report
PBPP-234: Acceptance for State Supervision
PBPP-235: Conditions Governing Special Probation or Parole
PBPP-243: Travel Permission
PBPP-257C: Criminal Arrest and Disposition Report
PBPP-257H: Supervision History
PBPP-257N: Notice of Charges and Hearings
PBPP-257NP: Notice of Charges and Hearings, Special Probation and Parole
PBPP-257T: Technical Violation Arrest Report
PBPP-259: Record of Interview
PBPP-261: Visitor Log
PBPP-269: Final Discharge Certificate (non-congratulatory)
PBPP-283A: Authorization for Use or Disclosure of Personal Information
PBPP-331: Transmittal Letter
PBPP-336: Special Conditions of Parole
PBPP-337: Release from Conditions of Probation/Parole
PBPP-348: Warning of Violation/Instruction

- PBPP-353: Resistance & Control Report
- PBPP-382: Summarization Report
- PSP 4-218: Sex Offender Registration Notification

V. POLICY

It is the policy of the board to use uniform definitions of terms throughout the agency.

VI. PROCEDURE

Apply the definitions, abbreviations and form designations found in this procedure to all procedures within Chapter 4, Section 1 whether or not the abbreviations, words and phrases or form designations appear capitalized or in lower case.

VII. SUSPENSION DURING AN EMERGENCY

Not applicable.

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

None.

B. PBPP Policies

None.

C. American Correctional Association

None.

D. Management Directives

None.

E. Report of the Reentry Policy Council

None.