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| <p>Commonwealth of Pennsylvania</p>  <p>Pennsylvania Board of Probation and Parole</p> | <p>Volume III CHAPTER IV</p> <p>Procedure 4.02.02</p> | <p>Replaces No. New</p> |
| <p>Chapter Title SUPERVISION PRACTICES</p> | | <p>Date of Issue 06/17/09</p> |
| <p>Subject TRANSITIONAL COORDINATORS (TC)</p> | | <p>Effective Date 07/01/09 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.” Act of 1941, P.L. 861, No. 323 § 3 as amended Oct. 9, 1986, P.L. 1424, No. 134.

II. PURPOSE

The purpose of this procedure is to explain the duties and responsibilities of parole agents serving in the capacity of transitional coordinators (TC).

III. APPLICABILITY

This procedure is applicable to parole agents assigned as transitional coordinators

IV. DEFINITIONS

All definitions are located in Procedure 4.02.01.

V. POLICY

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

IV. PROCEDURE

Transitional coordinators will ensure that offenders are transitioned from prison to the community in a smooth fashion. The TC will provide, as necessary, assistance to institutional parole staff to enable offenders to develop individualized supervision plans that address the needs of offenders in areas such as drug and alcohol, mental health, legal, medical, employment and other referral services need upon release.

A. Investigations

- 1. Transitional coordinators may be assigned Investigation Request/Reports (PBPP-30) in accordance with established protocol as determined by the district director. Transitional coordinators shall complete all assigned Investigation Request/Reports (PBPP-30) in accordance with PBPP Procedure 4.01.10.**
- 2. Transitional coordinators are not to be assigned other types of investigations.**

B. Initial Supervision Requirements

- 1. Transitional coordinators shall interface with Institutional parole staff to ascertain release dates of offenders pending assignment to their caseloads.**
- 2. Transitional coordinators shall be responsible for completion of all Initial supervision requirements, in accordance with Procedure 4.01.03 for Pennsylvania parole cases, special probation and special parole cases assigned at the direction of parole supervision staff based on established criteria.**
- 3. The criteria for case assignment to transitional coordinators shall be developed by the district director and approved by the regional director. Subsequent changes to these criteria may be submitted to the regional director for approval by the district director as population demographics change.**
- 4. A copy of these criteria and any subsequent changes shall be submitted to the director, Bureau of Offender Reentry within thirty (30) days of adoption.**
- 5. Transitional coordinators will supervise medium and maximum supervision level offenders for a period of up to ninety (90) days. Cases may be transferred to a general caseload prior to ninety (90) days if their initial risk classification indicates a minimum level of supervision or in the opinion of the transitional coordinator and supervisor, the offender has stabilized in the community and all requirements relating to the initial supervision package are satisfied.**
- 6. Transitional coordinator supervision may exceed the ninety (90) day supervisory limit for medium and maximum supervision level offenders, if in the opinion of the transitional coordinator and supervisor, the offender has not stabilized in the community and is in further need of TC case management. The district director shall retain final approval for all extensions. The regional parole manager from the Bureau of Offender**

Reentry will monitor transitional coordinator caseloads to ensure that transfers to the general caseloads occur as efficiently as possible.

C. Supervision Requirements

1. **Transitional coordinators shall adhere to the following procedures, with addendum:**
 - a. **Case Records and Contents, Procedure 4.01.04**
 - b. **Assessments and Supervision Plan, Procedure 4.01.05**
 - 1) **Transitional coordinators shall review each offender's Reentry and Transition Accountability Checklist and make appropriate referrals with the assistance/advice from the Assessment, Sanctioning and Community Resource Agent, as required, utilizing the risk principle, correlated with identified offender risks and needs.**
 - 2) **Transitional coordinators shall administer the Level of Service Inventory – Revised assessment tool as necessary.**
 - c. **Levels of Supervision, Procedure 4.01.06**
 - d. **Offender Financial Obligations, Procedure 4.01.07**
 - e. **Offender Supervision Planning and Assistance, Procedure 4.01.08**
 - f. **Offender Supervision Reports, Procedure 4.01.09**
 - 1) **Transitional coordinators shall communicate on a bi-weekly basis with regional parole managers from the Bureau of Offender Reentry to review data elements contained on the Bi-Weekly Transitional Coordinator Caseload Report of all assigned cases for proper case flow and data integrity.**
 - 2) **Transitional coordinators shall initiate corrective actions for all identified data integrity issues with appropriate supervisory and/or clerical staff.**
 - g. **Supervision Tools, Procedure 4.01.11**
 - h. **Special Supervision Programs, Procedure 4.01.12**
 - i. **Probation and Parole Conditions, Procedure 4.01.13**
 - j. **Sanctioning Process, Procedure 4.01.14**
 - 1) **Offenders who are placed in a diversionary program as a result of the imposition of sanctions such as Half-Way Back or drug and**

alcohol inpatient treatment or both, shall be transferred to the program parole agent's caseload. Upon completion, the program parole agent shall request a discharge report from the program referencing the offender's progress and make a recommendation to the transitional coordinator and supervisor to determine if the

offender should be placed on the transitional coordinator or general caseload.

- 2) Transitional coordinators shall communicate with institutional parole staff to ascertain release dates of offenders pending re-assignment to their caseloads.

k. Cooperation with Law Enforcement, Procedure 4.01.16

l. Absconders and Delinquencies, Procedure 4.01.17

Offenders who abscond and are declared delinquent from a transitional coordinator caseload shall be reassigned to the transitional coordinator caseload, in the event upon apprehension or location, such offenders are not returned to custody.

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. **Parole Act, Act of 1941, P.L. 861, No. 323 § 3 as amended Oct. 9, 1986, P.L. 1424, No. 134 (61 P.S. § 331.3).**

B. PBPP Policies

None

C. American Correctional Association Standards

1. **3-3125**
2. **3-3154**
3. **3-3171**
4. **3-3194**
5. **3-3196**

D. Management Directives

None

E. Report of the Reentry Policy Council

1. **Incorporating Re-Entry into the organization's Missions and Work Plans.**
2. **Implementation of a Supervision Strategy**
3. **Job Development and Supportive Employment**