

<p>Commonwealth of Pennsylvania</p> 	<p>Volume III Chapter 4</p> <p>Procedure 4.01.08</p>	<p>Date Revised: Replaces 4.7 08/01/04 12/01/04 4.01.08 01/14/08, 9/8/09</p>
<p>Pennsylvania Board of Probation and Parole</p>		
<p>Chapter Title SUPERVISION, REENTRY</p>		<p>Date Issued: 11/06/2014</p>
<p>Subject SUPERVISION OFFENDER REENTRY SERVICES</p>		<p>Effective Date: 11/20/2014 PUBLIC</p>

I. AUTHORITY

The chairman of the board is granted the authority to “[d]irect the operations, management and administration of the board” and to “[p]erform all the duties and functions of chairperson, 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 supervision planning and assistance provided during probation/parole supervision.

III. APPLICABILITY

This procedure is applicable to all board staff.

IV. DEFINITIONS

All definitions are located in Procedure 4.01.01.

V. POLICY

It shall be the policy of the board that a supervision plan be jointly developed with every offender supervised by the board. The supervision plan shall be based on the level of service inventory revised (LSI-R) and address imposed **supervision conditions and offender needs**. The supervision plan should be continually reviewed and adjusted, accordingly to **the offender’s criminogenic needs and risk to recidivate**.

VI. PROCEDURE

A. Offender Supervision Planning

The development of a supervision plan is a joint effort between the parole agent and the offender using the information derived from the LSI-R assessment. The supervision plan identifies jointly developed goals for the offender to accomplish within a specific period of time. For additional information concerning the processing of the Supervision Plan/Report (PBPP-22), refer to Procedure **4.01.05** Assessment and Supervision Plan.

B. Community Collaborative Reentry Efforts

The board is committed to long-term strategies that reduce recidivism. Directly addressing offenders' criminogenic needs and the operation of a variety of evidence-based reentry programs have the intent of helping offenders successfully reintegrate into the community and, ultimately, promote increased public safety.

Partnerships shall be explored with a full range of stakeholders in both the public and private sectors, including, but not limited to: criminal justice agencies and entities (law enforcement, prosecutor offices, defense bar, judiciary, corrections), human service providers, victims' organizations, offender advocacy groups, service organizations, all levels of government, business, education, health care, faith community, organized labor, employment and training agencies, and offenders' families.

Parole supervision staff shall endeavor to establish, support and maintain a cooperative working relationship with public and private service agencies to address the needs of the offender. Methods to achieve this include:

1. District Resource Directory

Assessment sanctioning and community resource agents (ASCRA) are responsible for the maintenance of the District Community Resource Directory. The directory shall be updated annually or more frequently as new information becomes available. ASCRA are responsible for updating listings of available **services**, employers, educational/vocational training assets, etc. within the district.

2. Referrals for **Treatment / Services**

The parole supervision staff shall assist offenders by referring them to community **treatment/service** providers that will meet their needs. When making a referral, the parole agent must be very specific about the referral, giving the offender information about the nature of **the treatment/services** offered by the agency, any costs for these **services** or **third-party coverage**. **Also provide the offender with the** exact agency address and directions to locate the agency, and the hours of operation. Referral information, start dates, progress and completion dates are maintained in the automated offender record.

3. **BCC Contracted Reentry Services**

The PA DOC, Bureau of Community Corrections and the board developed these reentry services to provide treatment for offenders who could not otherwise receive these services through community resources or third-party coverage.

a. **BCC Reentry Services Referral form**

A BCC Reentry Services Referral form is completed by parole supervision staff and emailed to [CR, BCC Services Referral](#) for review and funding approval. Cognitive behavioral referrals are reviewed by the ASCRA prior to submission to BCC. The funding response will be returned to the requesting parole supervision staff by close of the following business day. If an immediate placement is needed, parole supervision staff may call the BCC Referral Unit at (717) 728-4060 ext 2, during regular business hours, to provide the required information to the BCC Referral Unit staff. The BCC Referral Unit will complete the referral request form, identify the provider and effective date of services, and forward the approved referral request form to the appropriate entities (i.e.: requesting parole supervision staff, service provider, contract facility coordinator, etc.)

b. Issuing Parole Instruction (PBPP-348I)

Parole supervision staff will issue the offender a Parole Instruction (PBPP-348I) directing the offender to report to the service location by a specific date. The service provider will notify all interested parties by close of business when the offender reports or fails to report by the deadline as indicated on the BCC Reentry Services Referral form. All continuing communications regarding change in offender status such as non-compliances, arrest, address change, etc. should be communicated through email by sending a reply to all from BCC's original approval email notification.

c. CCC/CCF Residents

Residents of a CCC/CCF may be eligible for these services (except for day reporting) unless the service is offered at the CCC/CCF location. Parole supervision staff will send an email to the CCC/CCF counselor advising that an appointment has been scheduled. Parole supervision staff will also provide the offender with an extra copy of the PBPP-348I to give to center staff. It is the offender's responsibility to request time to attend scheduled appointments.

d. Special Probation/Parole Cases

Special probationers are eligible for certain contracted reentry programs. If attendance is mandated by special condition, parole supervision staff shall obtain concurrence from the sentencing court.

1) Outpatient Sex Offender Treatment

Contractors will provide outpatient sex offender treatment to include individual and group counseling, monthly case management conferences with parole supervision staff, access to psychiatric evaluations, prescription medications and the completion of one sexual history polygraph test. Based on the offender's need, the provider is permitted to administer a denial,

sexual history or maintenance polygraph examination. Initial funding is approved for six (6) months. Funding for treatment beyond six (6) months must be preapproved by the DOC and PBPP.

Eligibility – An offender must be mandated for sex offender evaluation or treatment on his/her paroling action (PBPP-15), special condition imposed by the sentencing court or has been stipulated for placement through progressive sanctioning.

2) Day Reporting Services

Contractors will provide up to six (6) months of day reporting center services for referred offenders. Services may include assessments, case management conferences, attendance verification, structured cognitive AOD programming, AOD testing, workforce development and other cognitive behavioral interventions as needed.

Eligibility – An offender may be recommended for day reporting services upon release from an SCI or as part of progressive sanctioning.

3) Housing Assistance Program

Contractors will provide housing coordination for the purpose of assisting the offender and, where necessary, their dependents, in attaining independent living by securing safe and affordable housing that is conducive to effective parole supervision. Funding is available for rental payments and security deposits made directly to landlords. Initial funding is approved for six (6) months. Funding for assistance beyond six (6) months must be preapproved by the DOC and PBPP.

Eligibility – An offender is unable to secure housing or an approved home plan. Offenders will need a confirmed source of income in order to sustain the residence long-term. Offenders mandated through a paroling action (PBPP-15) for placement in a residential program are not eligible for referral at the time of release, but may become eligible once placed in a CCC/CCF.

4) Mentoring

Contractors will facilitate mentoring services for offenders to focus on addressing the need for pro-social relationships and community involvement. Funding for these services may not exceed six (6) months in duration without preapproval by the DOC and PBPP.

Eligibility – Based on the LSI-R assessment, the offender has a moderate-high need in at least two of these sub-categories:

leisure/recreation, companions, attitudes or emotional/personal or mentoring services has been stipulated through progressive sanctioning.

5) Transitional Offender Workforce Development Services

Contractors will provide employment, education and vocational support opportunities. These services should be individualized and structured to assist each offender with employment searches, job placement and job retention abilities according to their assessed needs and should range in duration from six (6) to twelve months.

Eligibility – The offender should be unemployed or underemployed and has a moderate-high need indicated on the LSI-R education/employment subcategory or services have been stipulated through progressive sanctioning.

6) Family Reunification

Contractors will provide family reunification services in a nonclinical setting to help address the impact of the offender's incarceration on the family. Programming should address areas including, but not limited to, parenting skills, spousal/significant other support groups, effective communication strategies, identification of reasonable expectations, establishing pro-social goals, and breaking the cycle of incarceration. Services should not exceed nine months in duration unless granted approval by the DOC and PBPP.

Eligibility – The offender has a moderate-high need indicated on the LSI-R family/martial subcategory or has been stipulated for placement through progressive sanctioning.

7) Outpatient Alcohol and Other Drug (AOD) Services

Contractors will provide six (6) to twelve months of services to offenders with a recent history of problematic alcohol or drug use when outpatient AOD treatment is the appropriate level of care. Programming must focus upon assessment, the development of individualized treatment plans / goals, incorporating group therapy and individual counseling that is based upon cognitive behavioral and/or motivational enhancement therapy models and aftercare planning.

Eligibility – Offender has been mandated for a drug and alcohol evaluation or treatment on his/her paroling action (PBPP-15), or has been stipulated for placement through progressive sanctioning, or has incurred a drug or alcohol related misconduct while at a CCC/CCF.

8) Cognitive Behavioral Interventions

Contractors will provide six (6) to twelve months of group cognitive behavioral therapy to high/moderate risk offenders that address antisocial attitudes, values, beliefs, thinking and/or other criminal cognitions.

Eligibility – An offender has been stipulated for placement through progressive sanctioning and assessed with an LSIR score of 28 or greater, or a score of 20-27 with a high/very high need indicated in at least two of the following subcategories: criminal history, companions, attitudes or emotional/personal.

Parole supervision staff will forward the completed BCC Reentry Services Referral form for cognitive behavioral services to their designated ASCRA by email or office inbox.

- a) If the offender will be placed into a PBPP cognitive behavior group, the ASCRA will return the BCC form to parole supervision staff and note the PBPP group the offender will be scheduled to attend.
- b) If the offender meets all qualifications and is being referred to the BCC, the ASCRA will make a note on the form requesting the BCC Referral Unit to provide the program information to parole supervision staff.
- c) The ASCRA shall email the completed referral form to [CR, BCC Services Referral](#) and include the assigned agent/parole supervisor in the email distribution.

9) Outpatient Mental Health Services

Service providers will provide mental health case management and outpatient mental health treatment services for offenders transitioning to the community. Providers will provide assessment, case management, group and individual therapy, medication compliance/adjustment and permanent or temporary disability assistance. Funding can be provided for up to twelve (12) months. Funding for services beyond twelve (12) months must be preapproved by the DOC and PBPP.

Eligibility – Offenders with a current mental health diagnosis to assure continuum of care services are occurring at an appropriate level.

10) Batterers' Intervention Services (BIS)

Contractors will provide batterer's intervention services (BIS) based upon the Duluth Model of domestic violence intervention

or use curriculum approved and deemed appropriate by the PA Coalition Against Domestic Violence (PCADV).

Eligibility – Offenders recently released from a correctional institution in need of continuing BIS, has an imposed condition of supervision or has been stipulated for placement through progressive sanctioning.

4. Veteran's Services

An offender with veteran status may be eligible for services through the US Department of Veterans Affairs (VA). When necessary, parole supervision staff may provide offenders with copies of VA forms to aid in acquiring proof of discharge (SF-180 Request Pertaining to Military Records) and Application for Health Benefits (VA form 10-10EZ).

a. Available services include

- 1) Assistance in obtaining a copy of discharge papers (DD-214).**
- 2) Substance abuse treatment.**
- 3) Mental health treatment.**
- 4) Vocational and independent living skills programs.**
- 5) Community transitional residence programs.**
- 6) Hospice care.**
- 7) Per diem housing grants and VA supported housing.**
- 8) Post-traumatic stress disorder (PTSD) critical care teams.**
- 9) Veteran's crisis national hotline 1-800-273-8255 ext 1.**
- 10) Veteran's chat service, available 24 hours per day at www.veteranscrisisline.net.**

b. Eligibility Guidelines

- 1) An honorable or general under honorable conditions discharge from the military after 24 consecutive months of service. The final determination regarding eligibility will be made by the Department of Veterans Affairs.**
- 2) Special benefits for combat veterans.**
- 3) Willingness to participate in all aspects of treatment and programming by adhering to the Department of Veterans Affairs' policies, rules and regulations.**

4) Serving an active term of community supervision.

c. Interstate Transfer of Veterans for Medical or Mental Health Services

An offender who is a veteran of the United States military who is also eligible to receive health care through the US Department of Veterans Affairs, Veterans Health Administration and who has more than 90 calendar days of supervision remaining at the time that the interstate request is made and is in substantial compliance with his/her Pennsylvania terms of supervision and is referred for medical and/or mental health services by the Veterans Health Administration to a regional Veterans Health Administration facility in the receiving state shall be eligible for reporting instructions and transfer of supervision provided:

- 1) parole supervision staff provides documentation of the medical and/or mental health referral; and**
- 2) the transfer of supervision will be accepted if the offender is approved for care at the receiving state's Veterans Health Administration facility.**

The receiving state is required to issue reporting instructions no later than two (2) business days following receipt of such a request.

5. Support and Use of Community Agencies

ASCRA's interface with existing local social service agencies, hospitals, clinics, courts, community resources and faith-based entities in helping to meet the needs of offenders and assist them in the use of these resources. ASCRA's also work to develop additional resources and new programs, as needed, with community-based resources and agencies. For additional information, reference **Procedure 4.02.01** Assessment Sanctioning and Community Resource Agents.

It is important for parole supervision staff to be acquainted with community service providers and to support and cooperate fully with those agencies. This includes maintaining regular contact with the agencies and, if requested, speaking on behalf of an agency. In some instances, it may also be appropriate for agency staff members to serve on boards of directors or advisory boards of those agencies not under contract with the commonwealth.

6. Community Service

Community service is productive and meaningful work provided by offenders that may benefit 501(c)(3) tax-exempt organizations such as: government agencies, schools, churches, and charitable and non-profit organizations. Community service is imposed through a court order or

may be used as a progressive sanctioning option. See Appendix A for a sample intergovernmental agreement.

- a. The parole agent shall contact the community service agency quarterly, to determine the number of hours contributed and the quality of the service performed.
- b. The agent shall record the total number of community service hours completed by the offender. Community service hours imposed and completed are tracked by parole supervision staff through the offender's automated record.
- c. If parole supervision staff is aware of a potential problem between the offender and community service agency, meet with the agency representative and/or the offender to determine the nature and cause of the problem and attempt to resolve it in everyone's best interest.
- d. Failure to complete community service, as with any special condition of supervision, shall be reported by parole agent in writing to the releasing authority.

7. Contracting For Services From Community Agencies

When funds are authorized and there are sufficient needs, the board may contract with community agencies to provide services to offenders. When provided with contract services, this information is maintained in the offender's automated record.

8. Offender Employment

- a. Employment is an integral part of an offender's successful adjustment in the community. Parole supervision staff shall make concerted efforts to assist offenders in securing employment and upgrading their employment based on the offender's capabilities. The **ASCRA** shall ensure that employment groups are conducted on a regular basis within the district and sub offices. The parole supervision staff or other resources can **assist ASCRA agents in facilitating** these groups. These groups will provide the offender the knowledge and motivation for securing meaningful employment. The automated offender record will be updated to reflect correct employment code, employer information and/or group referrals.
- b. The parole supervision staff shall also maintain a close liaison with the commonwealth employment or vocational rehabilitation services, or both, labor unions, the private business sector and the various community programs that may provide referrals for offenders.
- c. Federal Bonding Program

When bonding of an offender is required for employment, information shall be provided about the federal bonding program. This information may be secured from the appropriate commonwealth agency responsible for employment services.

9. Educational/Vocational Training Needs

- a. Based on offenders' needs and capabilities, parole supervision staff should assist and encourage them to prepare more adequately for meaningful employment by:
 - 1) Securing their general equivalency diploma, (if not a high school graduate).
 - 2) Securing additional education through night school courses, attendance at community colleges, etc.
 - 3) Participating in vocational training opportunities.
- b. Parole supervision staff should be aware of educational opportunities and the availability of financial grants and loans for education or training pursuits, and provide such information to offenders. Information regarding offenders' educational and vocational status is maintained in the automated offender record.

10. Financial Assistance

During the course of supervision, parole supervision staff shall assist needy offenders in obtaining financial assistance, by referring them to county public assistance offices, and any other public or private agencies offering grants or cash assistance programs. Parole agent's referrals are recorded in the automated offender record.

11. Use of Leisure Time

Recognizing the importance of offenders engaging in positive leisure time **and other pro-social** activities, parole supervision staff shall become familiar with community organizations that provide such activities. Parole supervision staff shall encourage, motivate and guide offenders to participate in meaningful leisure-time activities that are of interest to them.

C. Services to Former Offenders

Some former offenders may continue to experience problems and seek the assistance of parole supervision staff. When possible, parole supervision staff should provide assistance to the former offender by referring them to appropriate agencies in the community. A brief description of each occurrence that assistance was given to former offender(s) shall be forwarded to the director of the Bureau of Offender Reentry.

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 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

61 Pa.C.S. § 6112
Executive Order 2013-03

B. Board Policies

4.01.03

4.01.05

4.02.01

C. American Correctional Association Standards

1. 4-APPFS-1A-01

2. 4-APPFS-1A-03

3. 4-APPFS-2A-07

4. 4-APPFS-2A-08

5. 4-APPFS-2A-09

6. 4-APPFS-2A-11

7. 4-APPFS-2C-06

8. 4-APPFS-2D-01

9. **4-APPFS-2D-02**

10. **4-APPFS-2D-03**

D. Management Directives

None.

E. Report of the Reentry Policy Council

None.