

<p><b>Commonwealth of Pennsylvania</b></p>  <p><b>Pennsylvania Board of Probation and Parole</b></p>	<p><b>Volume III</b> <b>Chapter 4</b></p> <p><b>Procedure</b> <b>4.04.02</b></p>	<p><b>Date Revised:</b> <b>11/01/01</b> <b>02/01/07,</b> <b>03/31/08</b></p>
<p><b>Chapter Title</b> <b>SUPERVISION, REENTRY</b></p>		<p><b>Date of Issue:</b> <b>03/17/08</b></p>
<p><b>Subject</b> <b>PROBATION SERVICES RECORDS AND REPORTS</b> <b>ON SPECIAL PROBATION/PAROLE OFFENDERS</b></p>		<p><b>Effective Date</b> <b>08/10/16</b> <b>PUBLIC</b></p>

**I. AUTHORITY**

The board shall have exclusive power to supervise any person placed on probation by any judge of a court having criminal jurisdiction, when the court by special order directs supervision by the board. Prisons and Parole Code, 61 Pa. C.S. § 6133(a).

The board shall have exclusive power to supervise any person placed on parole, when sentenced to a maximum period of less than two years, by any judge of a court having criminal jurisdiction, when the court may by special order direct supervision by the board. Prisons and Parole Code, 61 Pa. C.S. § 6132(a)(2)(i), (ii).

Acceptance of a case for supervision or presentence investigation from a county which, on December 31, 1985, maintained adult probation offices and parole systems, will be at the board's discretion. 37 Pa. Code § 65.1.

**II. PURPOSE**

To maintain an accurate record of all special probation/parole offenders supervised by the board and to provide for the preparation and distribution of appropriate reports.

**III. APPLICABILITY**

This procedure is applicable to all board employees who are involved with the administration and supervision of special probation/parole offenders, all courts having criminal jurisdiction, and all special probation/parole offenders.

**IV. DEFINITIONS**

**All definitions are located in Procedure 4.01.01**

**V. POLICY**

It is the policy of the board that reports relevant to special probation/parole supervision occurrences will be prepared and submitted in an accurate and timely manner.

## VI. PROCEDURE

### A. **Final** Supervision Plan/Report (PBPP-22)

The final Supervision Plan/Report (PBPP-22), along with a Transmittal Letter (PBPP-331), shall be submitted to the sentencing judge of the court having criminal jurisdiction within thirty (30) calendar days of expiration of the special probation/parole.<sup>1</sup> One (1) copy of the **PBPP-22 and one (1) copy of the PBPP-331** shall be retained in the field offender case folder (FOCF) and one (1) copy of each **shall be scanned to email and sent, via email**, to the **Case Management Division, Central Office Records Unit at PM, OBS Case Closure Materials**.

### B. Arrest Report (PBPP-257AR)

When an offender is arrested, an Arrest Report (PBPP-257AR) shall be prepared. The PBPP-257AR and a Transmittal Letter (PBPP-331) with appropriate recommendations/**attachments** shall be forwarded to the sentencing judge of the court having criminal jurisdiction within five (5) business days of an arrest and/or notification of an arrest (technical violations and/or new criminal charges).

One (1) copy of the **PBPP-257AR and one (1) copy of the PBPP-331** shall be retained in the (FOCF).

### C. Reports Involving Visiting, Senior, Retired, or Deceased Judges

All required reports shall be submitted to the president judge of the court having criminal jurisdiction of the special probation/parole.

#### 1. Exceptions

- a. For special probation/parole originating from the First Judicial District, Philadelphia Court of Common Pleas, all reports shall be submitted to the Administrative Judge, Trials Division.
- b. For special probation/parole originating from the Fifth Judicial District, Allegheny County Court of Common Pleas, all reports shall be submitted to the Chief Probation Officer, Allegheny County Adult Probation Services.

### D. Other Reports

**Copies of the** following reports shall be retained in the (FOCF), but **SHALL NOT** be forwarded to the sentencing judge/president judge of the court having criminal jurisdiction.

1. Investigation Request/Report (PBPP-30).
2. Special field reports between district office/sub-office only.
3. Routine initial and semi-annual Supervision Plan/Reports (PBPP-22).

## VII. SUSPENSION DURING AN EMERGENCY

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

## VIII. RIGHTS UNDER THE PROCEDURE

This procedure creates no rights under law.

## IX. RELEASE OF INFORMATION AND DISTRIBUTION OF PROCEDURES

- A. This procedure does not contain information that impacts the security of Board staff or **offenders** and may therefore be released to the public.
- B. This procedure is to be distributed to the following: all board staff; president judge of each court of common pleas judicial district; chief **Adult** probation officers; board of county commissioners/county chief executive officer.

## X. CROSS REFERENCES

### A. Statutes

#### 1. Federal

None

#### 2. State

**a. Prisons and Parole Code, 61 Pa. C.S. § 6132(a)(2)(i), (ii)**

**b. Prisons and Parole Code, 61 Pa. C.S. § 6133(a)**

**c. 37 Pa. Code §§ 65.1**

### B. PBPP Policies

None

### C. American Correctional Association Standards

#### 1. **4-APPFS-2A-13 (Ref. 3-3144)**

### D. Management Directives

None

### E. Report of the Reentry Policy Council

None