

FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

**COURT OF COMMON PLEAS
CRIMINAL TRIAL DIVISION**

2008 ANNUAL REPORT

**HONORABLE D. WEBSTER KEOGH
ADMINISTRATIVE JUDGE**

**HONORABLE SHEILA WOODS-SKIPPER
SUPERVISING JUDGE, CRIMINAL DIVISION**



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2008 Year in Review Overview

The calendar year of 2008 brought many challenges to the Court of Common Pleas as it met its goal of service and justice to the citizens of Philadelphia. While influx of new criminal cases remained steady the Court has remained steadfast in hearing and disposing criminal cases efficiently and timely while at the same time taking on new projects and programs.

The Court of Common Pleas disposed of 6, 959 cases in the List program (including 1, 072 in Gun Court) and 6, 314 cases in Majors. The Homicide Program disposed of 218 Homicide cases and 431 Major cases. Special programs also took on their share of disposing of 550 ARD cases and 14, 384 Traffic Court appeals. Various miscellaneous cases such as those assigned to out of town Judges; heard by non-criminal assigned Judges and others disposed of 580 cases throughout the year. In addition to these cases due to the active consolidation practices by the Court of Common Pleas Judges and staff, 2, 644 Municipal Court cases were added to the mix for a total of 32, 080 cases processed. This was accomplished as resources shrank, complexity of cases increased and all were asked to do more with less.

Along with this achievement of managing and disposing this staggering volume of cases the Court of Common Pleas, Criminal Division joined with their justice partners in the Federal program known as Fugitive Safe Surrender. This four day program re-created the criminal justice system as well as the criminal justice center in a local church in an effort to bring justice to the community where those with criminal case issues could in one fell swoop and in an atmosphere of relative safety and comfort dispose of any outstanding cases or warrants. This widely praised and successful program had never been tried in a city of the first class before and the hard work and dedication of the judiciary, the Court of Common Pleas staff and the rest of the Justice Partners was a tribute to all involved. The program served over 1,200 individuals in this 4 day period in a calm professional and courteous manner. It was all in all a feather in the cap of the First Judicial District.

All of these achievements could not have been accomplished without the hard work and dedication of the staff of the various units of the Court of Common Pleas Criminal Division which are outlined in the following pages.

2008 Year in Review
Trial Division – Criminal – PreTrial Service Division

The First Judicial District of Pennsylvania through its Pretrial Service Division operates a full service bail agency. The agency is responsible for many of the components, from arrest to adjudication, within the Criminal Justice process. The agency acts as the informational gatekeeper for all arrested and charged individuals and is responsible for the monitoring, supervision and enforcement of released individuals.

The mission of the agency is to service the judiciary, administration and employees of the First Judicial District and public by providing a responsible program of pretrial release alternatives and enforcement mechanisms. The agency has four main units: Arraignment/Accounting, Electronic Monitoring, Supervision and the Warrant Unit. A brief description of each unit is provided below.

Arraignment/Accounting

Arraignment Interviewing operates 24 hours a day, 7 days a week at 1401 Arch Street. Information is collected by an interviewing staff for all arrested adults regarding their personal history, references, employment, family ties, financial history and their criminal history. This information is then used to calculate a release guideline. The entire package is presented to a judicial authority or Arraignment Court Magistrate for a bail determination.

The role of the unit is to facilitate the judicial decision maker by providing detailed personal information, charge severity and the likelihood for pretrial misconduct in order for the decision maker to arrive at a bail determination. All adults charged with misdemeanors or felonies in Philadelphia are interviewed by employees of this unit at six Detective Divisions and Police Headquarters via video located at 1401 Arch Street. During calendar year 2008, the unit interviewed and processed 57,027 individual defendants prior to their Preliminary Arraignment.

In addition to the above, the unit also is responsible for the acceptance and processing of bail and fines. Payments are also accepted for Domestic Relation Matters and Traffic Court Scofflaws if the payment will permit a release from custody. There is a bail acceptance cashier window located at

the Criminal Justice Center and a remote site in the lobby of the County Jail in the Northeast. The prison site allows sureties to post bail at the incarceration site expediting the release process.

Presently, the Prison site is open Monday through Friday from 10:00 a.m. to 6:00 p.m., while the Criminal Justice Center is staffed 24 hours a day including weekends and holidays. Below are the bail acceptance statistics for 2008:

Total Bails Accepted	26,669
Total Bail Posted Amount	\$21,440,085.70
Total Fines/Cost Payments	103
Total Fines/Cost Posted Amount	\$14,477.41

The Accounting Unit, which has been reassigned to the agency in the past year, is the third component of this operation. Accounting is responsible for receiving and processing all payments made by offenders under the supervision of the Adult Probation and Parole Department. The unit has established a voice mail box and e-mail address to respond to payment inquiries and contracted with a collection agency to increase revenue. Payments received are for restitution, fines and costs and Supervision Fees. Payments are collected in person at 1401 Arch Street during traditional business hours or can be mailed to the payment center. Payments can be accepted by cash, check, money order or credit card. In 2008 the unit collected **\$7,048,313.63**.

Electronic Monitoring Unit

The Electronic Monitoring Program is currently supervising seven hundred and sixty-five (765) defendants on active electronic monitoring. The current caseload consists of all Pretrial and Post-Trial cases that have been ordered by the Judiciary to Electronic Monitoring. Active electronic monitoring involves the installation of an ankle bracelet on an individual and a monitoring device attached to the residential phone line. The active system transmits a continual signal via the transmitter worn by the defendant to field monitoring device (FMD) attached to the defendants home phone. The defendant is monitored twenty four (24) hours a day as continuous signals

are sent to the host computer which is located at 1401 Arch Street, 4th floor. Schedules are provided for employment, court/attorney visits and other verified and judicially approved appointments. This process is on-going as defendants are added or removed daily.

The First Judicial District of Pennsylvania through its Pretrial Service Division operates the Electronic Monitoring Unit twenty-four (24) hours a day, seven days a week. Staff assigned to the monitoring room are responsible for all alert processing, data entry of schedules, enrollments, notification of the Warrant Unit on all confirmed alerts and maintains the daily inventory of all electronic monitoring equipment. The staff must respond to each and every alert from the FMD. These alerts range from trivial where a defendant is a few minutes late returning home to the serious such as a willful violation. Regardless each alert must be checked, logged and cleared by the staff. A total of approximately 2,500 alerts happen weekly. The office of the Electronic Monitoring Coordinator and support staff are responsible for all the Administrative functions related to the Electronic Monitoring Program.

In 2008, the Electronic Monitoring Unit assumed the responsibility for the monitoring of defendants that were released through the City of Philadelphia sponsored Special Release Program. During this same year, we were also given the responsibility for monitoring defendants that are participating in the DUI Treatment Court Program. DUI Treatment Court participants are installed on traditional monitor alcohol consumption. The staff in the Electronic Monitoring room are responsible for the monitoring of B.A.C. (Blood Alcohol Content) readings that are received throughout the day. The additional responsibility of supervising this population has also required staff of the Electronic Monitoring Unit and Warrant Unit personnel to receive specialized training in this area. Our unit also continues to monitor participants in the Drug Treatment Court Program and have been actively involved with this population for the past five years. We continue to monitor defendants for several Adult Probation Department initiatives which include Intermediate Punishment (IP) and Gun Court supervision. A new population assigned in 2008 was Traffic Court appeal cases that stipulated house arrest supervision. These cases are supervised by Pretrial Officers.

A major accomplishment in 2008 was the replacement of our manual scheduling process with a fully automated transfer of schedules to the

monitoring room from Pretrial and Probation Officers. This new system has greatly reduced the amount of scheduling errors and has also allowed us to focus on other duties that need to be performed daily in the Electronic Monitoring Room.

The Electronic Monitoring Unit has been very proactive during the past year in the testing of G.P.S. (Global Positioning Systems) monitoring. We have currently tested seven vendors for both one piece and two piece units. A goal for 2009 in this area is to continue testing products as they are improved and provide the most updated information to the Judiciary should our program expand to include this type of monitoring. As technology continues to advance, the growth and success of our program will depend on our ability to evaluate new trends and incorporate them into our existing program.

These responsibilities include but are not limited to:

1. Interpretation of all Court Orders received for defendants being placed on active Electronic Monitoring. The unit receives approximately 50 orders weekly or approximately 2,600 per year.
2. Conducts phone interviews on all contacts that have been provided to the Court for possible placement on Electronic Monitoring.
3. Coordination of all home investigations and installations with the Warrant Service Unit.
4. Handles all telephone communication from the Judiciary, Attorneys, Prison Officials and Family Members.
5. Preparation of the daily prison release list for all defendants in custody that have been ordered to Electronic Monitoring.
6. Maintains daily statistical information of all defendants that are currently on Electronic Monitoring and the method of their release.
7. Provides daily communication between the Electronic Monitoring Unit and all Pretrial Officers and Probation Officers that supervise defendants on Electronic Monitoring.
8. Provides daily arrest activity to Pretrial Officers and Probation Officers on all defendants under our supervision.

Supervision Unit

The Records and Notification Unit is responsible for intake interviews of all defendants required to report to the Pretrial office after preliminary arraignment. These are defendants who receive a bail of ROSC (Release On Special Condition) Type I or II at the Preliminary Arraignment. During calendar year 2008 a total of 8,365 were required to report for orientation and assignment to a Pretrial Officer for supervision and monitoring. A total of 3,150 defendants were also sent to this unit by the court for financial interviews and investigation to determine eligibility for appointment of counsel to either the Defender Association or court appointed counsel. A total of 1,139 defendants were found to be eligible for court appointed counsel or the Defender Association.

In addition to defendants who report in person, this Unit fields numerous daily phone calls from defendants, family members, and attorneys requesting information regarding court appearance dates, how and where to surrender for a bench warrant, and how to avail themselves of other services. These include requests for continuances based on absolute verification of serious hospitalization or incarceration in other jurisdictions. Other requests involve financial interviews for Traffic Court and inquiries and processing of bail using real estate that has been investigated and certified for that purpose. Another responsibility of this unit is to provide pretrial history information for the City's Emergency Release Hearings that are scheduled at least two times per week. All division records regarding intake interviews and other related court events are maintained in the file room of this unit.

The Supervision Unit is responsible for the monitoring and supervision of all defendants ordered to adhere to specific conditions of release including ROSC Type I and II, Intensive Direct Supervision, and Electronic Monitoring House Arrest. Each defendant in this process is assigned a Pretrial Officer. Defendants ordered to ROSC bail are typically medium risk in terms of charge severity and court/social history. During calendar year there was an average daily caseload of 4,094 in both active and violation status. These defendants must report for initial orientation and thereafter in conjunction with each court appearance. In-person reporting can be increased by order of the court or by digression of the assigned Pretrial Officer. These defendants report by phone once or twice a week to the

division Interactive Voice System that records their check-in and is relayed to the supervising officer.

Pretrial Officers assigned to monitor defendants ordered to EM House Arrest and Direct Supervision are the most experienced employees of the unit due to the high charge and flight risk associated to this type of defendant. A great deal of communication between the assigned Judge, the attorneys and other related agencies is required. Accountability to record keeping is of the highest nature. During calendar year 2008, for this form of release, there was an average daily caseload of exactly 600 in both active and violation status.

Warrant Unit

The Warrant Unit is responsible for enforcement of all adult criminal bench and adult probation and parole violation warrants for the First Judicial District. With an agreement with the Pennsylvania State Police (PSP) the Unit is responsible for the enforcement of all Traffic Court and Domestic Relations warrants related to Child Support and Custody. This unit also operates twenty-four hours a day, seven days a week which includes both administrative staff and investigative personnel who perform fugitive investigations for individuals wanted on these warrants. The Administrative Staff processes correspondence from Law Enforcement Agencies and Departments throughout the Commonwealth as part of the Commonwealth Law Enforcement Assistance Network (CLEAN) in order to confirm the validity of criminal bench and probation violation warrants for individuals detained in those jurisdictions. Warrants are lodged for defendants who are being held on new charges and are being remanded to the County Prison for inmates who are already incarcerated. Warrant Unit investigative personnel are dispatched to accept custody of fugitives wanted on First Judicial District warrants who are not being held on any other criminal charges. Due to time response requirements mandated by law the staff must continually monitor the “CLEAN” terminal for hit request from other counties.

The Warrant Unit has a major role in the First Judicial District House Arrest Program starting with the home investigation prior to installation of the home device. Transportation from the prison to the residence along with the installation and maintenance of the Electronic Monitoring equipment is also part of their duties. Any violations of house arrest are reported to the unit and arrest procedures are initiated. Specific alerts identified as “high priority” require the unit to respond immediately as there is a zero tolerance

policy for violations in these cases. The Warrant Unit maintains an office at the Criminal Justice Center, manned by investigators and administrative staff, to facilitate individuals who surrender on criminal bench warrants in order to safely have the warrant lifted, establish a new court date and, in most instances, avoid arrest. In calendar year 2008 the unit processed 16,698 individuals who surrendered peacefully and at a minimum cost to the courts.

The Warrant Unit has established excellent working relationships with the Local State and Federal Law Enforcement Community and has participated in a number of cooperative initiatives. The United States Marshal Service conducted sweeps for known fugitives as part of Operation Falcon I and II and Warrant Unit Investigators played a key role in the operation. The Federal Bureau of Investigations has developed a mapping program- 'Pinpoint', which utilizes Police and Warrant Unit data in order to identify fugitives wanted in the vicinity of known F.B.I. informants. The Warrant Unit provided manpower for city wide manhunts related to the murder of Philadelphia Police Officers and other high profile homicides utilizing Pinpoint.

The Philadelphia Police Department has requested Warrant Unit participation in a number of Police District or Detective Division efforts to address violent crime in those specific areas. Deputy Commissioner Kevin Bethel has submitted the names of Warrant Unit Lieutenants, Sergeants and Investigators for Police Commendations for their efforts in the 17th Police District in 2008. The Warrant Unit was major participant in the U.S. Marshal's Fugitive Safe Surrender Program and the subsequent fugitive sweeps in the 1st and 17th Districts.

Unit members continue to participate in the F.B.I. Violent Offenders Task Force and the U.S. Marshal's Fugitive Task Force. In 2008, the Warrant Unit arrested 4113 individuals wanted on Traffic Court warrants owing fines in excess of \$8,202,583.75. About 5,989 individuals were arrested on Criminal Bench and/or Probation warrants. In addition to the criminal matters the unit arrested 821 individuals on Domestic Relation matters and 805 individuals surrendered to the Domestic Relation Unit due to their active notification and intervention.

The ultimate mission of the Warrant Unit is to reduce the warrant inventory and to maintain the integrity of the Judicial Process. The Unit continues to participate in the Law Enforcement Network which creates a cooperative effort to locate and apprehend fugitives. The internet and other computer technology have provided new techniques which we are just beginning to utilize. A fugitive was located and arrested by the Warrant Unit through his Face book account. Satellite tracking of cellular phones is another tool we have utilized through the cooperation of the F.B.I. and U.S. Marshal's Service. A streamlined procedure for processing and hearing cases for individuals who surrender on bench warrants at the Criminal Justice Center could double or even triple the number of warrants adjudicated on a daily basis, as exemplified in the Fugitive Safe Surrender Program. The Warrant Unit has created an efficient and effective way to accomplish enforcement which, in essence, has created a **“one stop shop”** for warrant service.

2008 Accomplishments

- Maintained continual 24 hours a day 7 days a week coverage in the Warrant Unit, Bail Acceptance Unit, Electronic Monitoring and Arraignment operations.
- Interviewed and process 57,027 clients for arraignment.
- Bail Acceptance processed 26,669 bonds for a total of \$21,440,085.70 in bail fees collected.
- The Accounting Unit collected \$7,048,313.63 in payments.
- Electronic monitoring continues to monitor 765 pre/post trial electronic monitoring defendants 24 hours a day 7 days a week.
- During 2008, 8365 clients reported for Type I and Type II pretrial orientation as a condition of release; 3150 clients were interviewed for counsel appointment and an average of 4094 pretrial defendants were supervised daily by pretrial officers.
- The Warrant Unit processed 16,698 defendants who surrender peacefully on Warrants in the Intake Unit of the CJC.
- There were 4113 defendants arrested on Traffic Court Warrants who had a total of \$8,202, 583.75 outstanding fines and cost owed.
- The Unit arrested 5,989 defendants on bench warrants and probation detainers and 821 defendants on Domestic Relation Warrants. An additional 805 defendants surrendered peacefully on their Domestic Relation Warrant due to intervention and notification practices.

2009 Goals

- Continue 24/7 coverage for major departments.
- Increase automation and streamline specific functions.
- Increase collections.
- Decrease outstanding warrants through arrest or surrender.
- Streamline the bench warrant surrender function to allow more defendants to surrender safely on outstanding warrants.
- Enhance and grow the Electronic Monitoring Program to include more defendants to help reduce prison overcrowding and costs. In addition technical upgrades of the software and hardware for this system will allow better and more accurate reporting to reduce the number of false alerts that must be responded to each time.
- The implementation of a set GPS monitoring system to track defendants real time without less staff and cost.
- Increase Traffic Court and Family Court warrant service to increase revenue collection for the First Judicial District.
- Continue to improve training and knowledge transfer on law enforcement techniques to better equip and enable the Warrant Officers serving potentially life threatening warrants to better enable them to carry out their dangerous and unpredictable tasks.
- Expanded Bail Intake hours at the Prison to increase bail revenue.
- Creation and implementation of a new program to assist those female inmates who are pregnant to provide structured EM Release before child birth in order to allow interaction between mother and child at a much lower cost to the prison system.
- Develop better DUI Detection equipment used in the monitoring of DUI defendants.
- Continue to provide professional and courteous customer service to the public.

2008 Year in Review

Trial Division – Criminal – Active Criminal Records

Below you will find an overview of the Active Criminal Records Department along with each unit's accomplishments in 2008 and objectives in 2009. This document will reveal this department's demanding mission and its unwavering commitment to accomplish that mission regardless of challenges encountered. Our accomplishments are testaments to the quality of staff that make up the Active Criminal Records Department.

Like many other agencies this department is confronted and challenged by ongoing reduction in staff. A refrain heard often these days is, "Do more with less." Active Criminal Records has done just that. Entering 2008, the Department had 74 employees. By the end of the year, that number fell to 66. Staff reduction has been daunting in relation to accomplishing our mission. Ours is a peoplepower driven enterprise. Thus the reduction in people is a reduction in power. However, our department has looked at this challenge as an opportunity to innovate. We have compensated for the loss of staff by increasing the use of technology and improving organizational design with positive results.

This Department also experienced a change in administration last year. In June 2008, the longtime Director of Active Criminal Records, Joseph Lanzalotti, ended a productive and successful tenure leading this Department to assume the role of Common Pleas Court Criminal Division Deputy Court Administrator. Mr. Lanzalotti had been Director for over 20 years and has been a mainstay of the Criminal Division. He has been replaced as Director by Keith Smith, the former Supervising Trial Commissioner thus further solidifying the combination of Active Criminal Records and Criminal Listings, a merging of two formerly separate departments that occurred in 2006.

With the induction of in 2008 of the Honorable Pamela Pryor Dembe and Supervising Judge Sheila Woods-Skipper of the Criminal Trial Division this has worked to make this transition smooth for both of our Judges and remain as productive as ever.

Units Active Criminal Records (ACR)

Active Criminal Records (ACR) is comprised of five units: Data Entry, Criminal Listings, File Security, Post Trials Unit, and Criminal Motions. All units are located on the second floor of the Criminal Justice Center, 1301 Filbert Street, Philadelphia, PA. *Active Criminal Records mission is to contribute to the smooth and efficient operation of the Criminal Courts of the First Judicial District by executing administrative and quasi-judicial tasks in coordination with other judicial partners.*

Data Entry

The Data Entry Unit has many daily responsibilities in the First Judicial District. Since CPCMS (Common Pleas Cases Management System) has been integrated throughout the state of Pennsylvania, the tasks of validating defendant criminal case information has become more abundant and critical. Incorrect identifiers or data information entered into CPCMS could affect employment, sentencing imposition, prior records scores, legal issues and various other hardships for individuals.

The Unit performs high level of quality control assurance for all new arrests, migration issues and participant identifiers. We work in conjunction with the District Attorney's Office in the creation of bills of information. We staff special program courtrooms in the Criminal Justice Center such as the Section Calendar Pre-Trial program and Homicide Pre-Trial program, where we randomly assign judicial authority. Additionally we staff Motion Court, List Track Program, and Bench Warrant hearing courtrooms.

There are approximately 150 new arrests daily that are passed electronically from PARS (Preliminary Arraignment Reporting System) to our CPCMS. In PARS, the data is entered by law enforcement agencies, District Attorney's Charging Unit, Pre-Trial Services Bail Interview Unit, and Municipal Court's Data Clerk. The Data Entry Unit reviews each individual file to assure that identifier information such as state identifier (SID), address, offenses, bail, offense tracking number (OTN), date of birth, attorney, district control number and calendaring information has been passed correctly into CPCMS. If any of the above identifying information such as the SID has not been passed we further research using the CLEAN system for information and update CPCMS accordingly.

This Unit performs the task of reviewing a transfer queue daily of approximately 100-120 Municipal Court cases that have been held for court, juvenile certified adult or a Municipal Court to Common Pleas Court appeal all of which require a Common Pleas Court case docket number to be created. After the creation of the docket number the information is electronically passed via the “DA Link” interface to the District Attorney’s Office for their review. After the DA’s Pre-Trial Unit reviews, approves, and submits the Bills of Information it is sent back to a queue in CPCMS and we accept and print 75-150 Bills of Information daily.

In Motion Court an average day list consists of an average of 75 Motion Court cases and about 100 Traffic Court cases that require updating in CPCMS. In the Bench Warrant Hearing room we lift approximately 70-80 bench warrants for both Common Pleas and Municipal Court. In the Track Room List Program, we schedule anywhere from 30 to 40 cases for trial listings using the “find a date search” in CPCMS. In the Section Calendar and Homicide Pre-Trial Program courtrooms, we are responsible for the random assignment of the judicial authorities and event track management, as well as scheduling the calendar events into CPCMS. This important function of random judicial assignment allows the First Judicial District to avoid the appearance of judge shopping in the public’s eye and avoids any conflict scheduling issues among the judges over case assignment.

We produce case management reports through CPCMS and review them daily to ensure data integrity and judicial accountability. These various reports also allow us to quality control inside CPCMS by updating, maintaining, and monitoring specific case information, case processing status, case status, dispositions, event tracks and scheduling issues.

The Data Entry unit is spread out throughout the CJC manning courtrooms as well as quality controlling and data entry in the main area on the second floor of the Criminal Justice Center. Changes in technology and ongoing changes in CPCMS mean constant training and learning by the employees of this unit. Their duties are far from defined as new challenges and programs arise continuously. This Unit though does take on any new challenges and performs ancillary duties too numerous to dictate in this report. However, some further duties and tasks performed by the Data Entry Unit include but are not limited to:

- Photo number/change back corrections.
- SID numbers changes.
- Merge and Unmerge data in CPCMS for court records.
- Public Defender court appointments.
- Address migration issues.
- Process Municipal Court Appeals.
- Process Juvenile Certified Adult Petitions.
- Administrative Closures.
- Update yearly Police schedules.
- Process ARD expungement eligibility list.
- Docket early parole petitions.
- Community Court – update all court proceeding data into CPCMS.
- Update all court proceedings from Family Court at 34 S. 11th street into CPCMS.
- Create Common Pleas Court files.
- Provide customer service at the information counter and telephone inquiries.
- Prepare and Calendar Crash court list for Prison hearings.

2008 Accomplishments

- Corrected over 1000 defendant identifiers including State Identification numbers (SID), Local Identification Numbers (PID).
- Merged/Unmerged approximately 1,680 participant account records.
- Played an integral part in the Philadelphia Fugitive Save Surrender Project (FSS) by processing more than 1200 fugitive bench warrant hearings and guilty pleas at a makeshift offsite location.
- Processed and quality controlled 63,571 new arrests.
- Review, consolidate and transferred 18,000 Municipal Court cases to Common Pleas Court.
- Created 16,775 Common Pleas Court docket numbers.
- Processed 22,000 Traffic Court tickets from summary appeals.
- Assigned Judicial authority to approximately 5,889 major cases
- Updated 117 Philadelphia Police squad schedules into CPCMS to help reduce police overtime.
- Coordinated with the **311** Call Center by validating correct telephone number information for 3,092 Court employees.
- Provided training in CPCMS for Family Court, Civil Employees and Judicial staff.

2009 Goals

- Development of a FJD CPCMS training module whereby FJD employees can receive training in information systems applications.
- Development of new CPCMS applications for the FJD.

Criminal Listings

The Office of Common Pleas Criminal Listings Unit is responsible for overseeing all case inventory management for the Criminal Trial Division. In addition, it is also responsible for providing support and assistance to the judiciary and their staff, attorneys, defendants, witnesses, court employees, criminal justice partners and the general public. This Unit is comprised of three sub Units: trial commissioners, court appointments, and scheduling.

Trial Commissioners

These individuals act in a para-judicial capacity and assist the criminal court judiciary by performing some administrative court functions and assignments. Trial commissioners preside in courtrooms in the Criminal Justice Center and at the Curran-Frumhold Correctional Facility (CFCF) where criminal cases are assigned for court or administrative proceedings including bench warrant hearings, Gagnon I hearings; Traffic Court appeals pre-trial conferences, special release hearings, probation/parole payment plan hearings and formal arraignments. In addition, they are responsible for conducting the review and assignment of criminal cases to judges. Trial Commissioners are also responsible for case management and administrative functions, including statistical report generation, which assure the proper case flow in the Criminal Division.

Appointment Unit

The Appointment Unit is responsible for processing counsel appointments to assure that indigent defendants are represented at scheduled court events. Appointments for homicide and non-homicide criminal cases and appeals are processed in accordance with Local Rule 406. This Unit also maintains each Municipal and Common Pleas Court judges' list of certified court appointed attorneys for misdemeanors, felonies, homicides and non-homicide PCRA. Appointments processed by this Unit for cases to be heard in Common Pleas, Municipal and Family Court (Domestic Relations and Adult Preliminary Hearings in Juvenile Court). This Unit also processes relief of counsel due to conflicts and performs all CPCMS data entry and related clerical functions associated with the appointment process including close interaction with the FJD Fiscal Department, the Philadelphia Bar Association and the Pennsylvania Supreme Court.

Post Trial Scheduling Unit

This Unit is responsible for the scheduling of Common Pleas Court and Municipal Court violation of probation hearings, GAGNON I and II hearings, sentencing and post trial motions. These matters are scheduled in conjunction with the Probation/Parole Department, judges and judicial staff. This Unit is also responsible for the reassignment of cases where the sentence exceeded the tenure of the judicial authority.

2008 Accomplishments

- Presided at 16,000 arraignment hearings and 20,000 Traffic Court Appeal hearings
- Presided at over 500 Payment Plan Conferences collecting over \$20,000
- Participation in the Philadelphia FSS by conducting several hundred bench warrant hearings
- Processed appointment of counsel for over 12,000 felony and misdemeanor trials and appeals plus over 500 homicide trials and appeals
- Applying new processes by which violation of probation/parole cases are listed, consolidating them by judge

2009 Goals

- Institution of the Advanced Review and Consolidation program, a review process that will increase the number of non-trial dispositions thus reduce court cost
- Institution of the Accelerated Violation of Probation Program (AVOPP), an innovative way to conduct technical violation of probation hearings by 1) focusing attention on technical violators to prevent direct violations and 2) concentrating these hearings before one judge to enhance judicial economy

File Security

The File Security Unit is comprised of two operations: File Maintenance and Information Services.

The File Security File Maintenance Operation is responsible for the security and integrity of all criminal records entrusted to Active Criminal Records. Core support and services include:

- Maintaining an extensive file inventory of active Municipal and Common Pleas court records.
- Assembling and forwarding case records to legal proceedings located in the Criminal Justice Center and community police districts.
- Utilizing an electronic bar-scanning feature that tracks court records to and from their destinations.
- Assisting court personnel and judicial staff with inquiries regarding court records.
- Quality controlling files returning from judicial proceedings for accuracy and completeness.

The File Security Unit Information Services Operation provides core support and public information via direct and/or telephone contact regarding court case information. Core support and services include:

- Responding annually to over 100,000 telephone requests and 50,000 personal inquiries for case listing information.
- Management of access to and release of active court case information.
- Providing efficient customer service to the general public, legal community, defendants, criminal justice partners, and agencies.
- Assisting visitors and callers in navigating through various aspects of criminal justice proceedings.

2008 Accomplishments

- Number of CP files pulled :
78,000
- Number of MC files pulled :
192,000
- Number of information calls received :
125,637
- Number of inquirers at information counter :
72,135
- Number of file requests at counter :
2,000
- Number of Fugitive Safe Surrender CP files pulled:
324
- Number of Fugitive Safe Surrender MC files pulled:
849
- Number of files managed in file library
123,000

2009 Goals

- Development of intradepartmental work plan whereby employees in other departments can be redeployed based on need
- Increased use of technology including automated telephone service

POST TRIAL

The Post Trial Unit's principal function is to receive and docket all criminal case appellate filings to the Superior, Commonwealth and Supreme Courts of Pennsylvania. All Judicial filings pertaining to the appellate process including orders for 1925(b) Statements and opinions **must** be filed with the Post Trial Unit in order to assure accurate transmittal to the appropriate appellate court.

The appellate process begins with the filing of the Notice of Appeal (hereinafter 'NOA'), by the *pro se* defendant, the defense counsel or the Commonwealth. Please note that the Post Trial Unit accepts all NOA on a conditional basis only. Final determination as to the appropriateness of the filing resides solely with the appellate court.

File preparation is initiated by the filing of the NOA. The Post Trial

Unit commences the search for the official court file by contacting the Clerk of Courts. Also, the Unit begins the process of securing the Notes of Testimony if properly ordered via the Court Reporters Office. Notes of Testimony for trials should be available on the Court Reporting System (CRS). When the record is located, the file is preliminarily prepared in anticipation of the filing of the opinion. Once the opinion has been filed, the record will be finally certified and transmitted to the appellate court within one to two days. If the record is not available, after a suitable period, the Post Trial Unit will notify all relevant parties of the unavailability of the file. A reconstructed record will be prepared with all available documents and the file will be transmitted to the appropriate appellate court.

All post sentence motions (hereinafter 'PSM') including but not limited to: Motion for New Trial, Motion to Withdraw/Challenge Validity of Guilty Plea, Motion for Reconsideration of Sentence (trial and VOP), Motion to Correct Illegal Sentence, Motion for Credit Time, Motion for Judgment of Acquittal, Motion in Arrest of Judgment will be filed and docketed to CPCMS by Active Criminal Records personnel upon filing. All motions which activate the PSM time frame will be sent to the assigned Judge. If the assigned Judge schedules a court date for consideration of the motion, the Post Trial Unit must be notified immediately. Otherwise, once the time frame for the motion has elapsed, all appropriate parties will be notified of the Dismissal of the Motion by Operation of Law.

In addition, the Post Trial Unit is the central repository for docketing and filing of all motions seeking Post Conviction Relief and *Habeas Corpus* release. All requests for post conviction relief should be requested via the Post Trial Unit. The Unit will preliminarily review and recommend possible disposition. Should reassignment of the PCRA be necessary, the Post Trial Unit will notify the Supervising Judge. In addition, the Post Trial Unit will notify Criminal Appointments of the need for counsel, if eligibility by the petitioner is established. The Post Trial Unit will set the initial conference date for counsel to review the file as well as the first scheduled court listing. All future listings should be updated by the courtroom personnel in accordance with the court's calendar. The court record will ideally be located in the File Library for ACR except during those periods of time that the case is: a) scheduled for a court listing, b) with judicial staff for review or c) with the Clerk of Courts personnel. When the case is ready for final dismissal, the court may be required to send notice to the petitioner. (See

Pa.R.Crim.P. 907). A copy of the 907 notice should be sent to the Post Trial Unit for docketing and inclusion in the criminal case file. Upon final disposition of the case, the court is required to send the petitioner, by certified mail a copy of the written order disposing of the case. All other interested parties may be notified by regular or interoffice mail. As always, the order with appropriate proof of service should be made part of the official case record.

2008 Accomplishments

- Approximately 1900 appeals were filed to our appellate courts in 2008.
- Post Trial Unit prepared, certified and transmitted approximately 1400 cases to our appellate courts in 2008.
- Approximately 1000 petitions seeking Post Conviction Relief were filed in 2008.

Goals for 2009

- Implementation of a computer application that will allow judiciary to review on demand the number of appeals to the appellate court which have been filed.
- Enhanced filing/review practices by clerical staff in order to facilitate reduction in supplemental documents having to be sent to appellate courts.
- Electronic transmission of notes of testimony to the appellate court.
- Reduce/eliminate sending a paper copy of the electronic docket to Commonwealth an Defense Counsel when record is certified and transmitted to appellate courts advise both parties via e-mail of availability of electronic docket on line.
- Development of a uniform protocol for trial evidence to be forwarded to Post Trial Unit for certification/transmittal to appellate courts.
- Continued reduction in review/processing time of PCRA filings.
- Revise all standard response letters to pro se litigants for more timely and accurate response to pro se mail.
- Development of a report which would identify and total new filings for PCRA on a monthly, semi-annual and annual basis.

Criminal Motions

The Criminal Motions Court Unit in the Criminal Justice Center is the central location for judiciary and their staff, criminal justice partners, attorneys, and the public to file all court documents such as motions, answers to motions, briefs, appeals, orders and judicial opinions regarding criminal and quasi-criminal matters in the Common Pleas and Municipal Courts of Philadelphia.

Personnel in the Criminal Motions Court Unit are responsible for the time stamping, filing and docketing of all written pretrial, trial, post trial, post sentencing, and miscellaneous motions. In addition, they are responsible for calendaring and scheduling all miscellaneous motions in the Criminal Motions courtrooms. Miscellaneous motions include, but are not limited to, motion for private detective license, expungements, motions for return of property, and drug forfeiture petitions. Staff is responsible for accepting and receipting all payments on motions filed by private counsel and pro se litigants. The Unit accepts cash, money orders and major credit cards as well as checks from private counsel.

This Unit also quality controls the TIMMS System (Traffic Information and Management System) extracting and updating information daily for Traffic Court appeals. The Unit averages approximately 60 cases per day. Each case must be reviewed for accuracy. Constant edits and updates are needed.

Lastly, the Unit also prepares court files for the three high volume Motion Court courtrooms. These files are essential and critical in the courtroom as efforts are made to resolved all of this legal matters and motions in a timely and efficient manner.

Judicial Orders, Findings of Fact and Conclusions of Law, and Opinions are to be filed at the Motions Counter. These documents must have a Certificate of Service attached pursuant to Pennsylvania Rule of Criminal Procedure 576.

Due to the large volume of filings and requests from the Offices of the District Attorney and the Public Defender, the Motion Unit has developed over the years a strong working relationship with those two organizations that allows us to provide excellent customer service to them. Lastly, we also receive a large volume of mail from incarcerated pro se litigants that requires the Unit to docket and distribute the pro se petitions, and in some situations respond back to the litigants.

2008 Accomplishments

- Filing fees receipted at the Criminal Motions Counter: \$55,595 (+4.5% from 2007)
- Accepted increased role relating to calendaring motions hearings in CPCMS for individual Judges.
- Processed 41,000 criminal motions and appeals.

2009 Goals

- Participation in the design of a Criminal Electronic Filing System similar to civil system to allow electronic filings of criminal motions.
- With AOPC, development of Criminal Motions Court calendar to better identify criminal motions court transactions
- In the early part of 2009, protocols will be established to assist victims of identity theft, whose good names were used by criminal cohorts. The Motions Unit will coordinate with the District Attorney's Office to smoothly process court orders and schedule relevant hearings in order to efficiently assist these victims.

2008 Year in Review
Trial Division-Criminal-Courtroom Operations

The essence of this Department resides in the effort to assist the judiciary of this District in the performance of their very demanding duties on a daily basis. The office is comprised of employees classified as Director, Michael Spaziano, Supervisors, Secretary, Court Interpreter, Tipstaff 2 and Tipstaff 1.

In calendar year 2008, members of this office were engaged in assisting in the disposition of over 14,500 Common Pleas cases including 887 Major Felony jury trials and 166 Homicide juries. Innumerable motions, sentences, violation hearings and every other possible activity associated with a Common Pleas court calendar in a major metropolitan jurisdiction were scheduled and disposed with the assistance of members of Courtroom Operations.

Supervisors

The employees in this classification directly supervising line personnel according to all FJD rules and regulations and are responsible for the performance, training and evaluation of the employees. Many documents and records are prepared and maintained in the normal business flow of the District and are shared with other justice partners in order to ensure adequate staffing resources. Each of these vastly experienced supervisors is well versed in every aspect of Courtroom Operations and are fungible in their duties and responsibilities. As a result of their abilities and talents, many, if not all of the highlights of the year contained in the “Accomplishment” section below were instituted by these employees.

Secretarial

A secretary is assigned to Room 401 of the Criminal Justice Center and another is assigned to the Receptionist Desk serving the CJC judiciary on the 13th floor at the Judicial Reception Desk. These employees are responsible for the various functions involved with the management of a professional office environment.

Court Interpreters

This 4 employee Unit of Courtroom Operations is supervised by Mr. Frank Rivera-Cruz, and provides real time translation from the Spanish language to the English language (or vice versa) for the Criminal Trial Division. Each employee is certified by State Authority.

Tipstaff 2

Members of this job classification perform a wide variety of functions, services and maintenances to assist the judiciary of the District in the performance of their duties.

As the primary liaison between the Court and all other Agencies, Offices and Departments that comprise the “justice partners”, these employees are sworn or affirmed to act “...with fidelity to the Court, according to the best of my ability with strict impartiality between litigants, witnesses, jurors and counsel...”, while at the same time, establishing and maintaining effective working relationships with all participants to the process.

The justice partners would include but are not limited to;

- All other FJD Departments
- The District Attorney
- The Defenders Association
- The Private Bar
- The Philadelphia Sheriff
- The Philadelphia Police Department
- The Clerk of Quarter Sessions
- The Jury Commissioner

Acting as the first point of public contact with the Court for defendants, witnesses and complainants, it is the further duty of the Tipstaff 2 to ensure the safety, care and comfort of the jurors, as well as to warrant the dignity and decorum of the process for all involved.

Facilitating the overall functioning of the courtroom during legal activities, the Tipstaff 2 is also charged with adhering to the many regulations, policies, rules and business practices that have been enacted by the

leadership of the District in order to ensure the fair, equitable and timely disposition of criminal charges.

This requires performing a varied and complex duty encompassing a multi-faceted knowledge of many court related subject matters, but especially case flow management. This skill set begins at the early review of a docket days in advance of the scheduled Hearing and continues through to disposition of any and all Post Trial issues.

Further duties and responsibilities would include but are not limited to;

- Data entry related to the Common Pleas Case Management System
- Case flow management.
- Scheduling and Calendaring of Court events.
- Reporting directly to the Court.
- Accounting directly to the Court.
- Maintaining and supplying computer, fax, printer phone and other Court equipment.
- Training in Safety, CPR, Defibrillation, Shelter in Place, CJC Evacuation and Emergency Policies.
- Providing general information to participants.
- Limited courtroom security.
- Ordering, requisitioning or arranging actions required for courtroom maintenance, supplies or services.
- Preparing, marking, recording and maintaining necessary records of court procedures.
- Resource management of other FJD Departments and outside Agencies.

Tipstaff 1 Summary Statement

The Tipstaff 1 is under the direct supervision of the Court and the Tipstaff 2, and assists the Tipstaff 2 in most duties itemized above. Members of this job classification are mainly responsible for assisting the Court and Tipstaff 2 in all phases of the jury process, but especially the care, comfort and safety of the Jurors, before and during selection, during the trial and after verdict (to ensure payment and the safe exiting of the CJC).

Hours of Operation

The office of Courtroom Operations is staffed Monday through Friday from 7:00 am until 5:00 pm, or until the closing of any individual court day. However, supervisory staff and employees remain available to the judiciary on a 24 hour schedule, on Saturday, Sunday or any Holiday with the approval of the Administrative Judge of the Trial Division. Courtroom Operations is available at any time for any length of time in order to facilitate any trial or hearing to fruition.

Staffing Responsibilities, Criminal Justice Center and City Hall

A Courtroom Operations Tipstaff 2 is present whenever a member of the judiciary is sitting in the CJC, where all criminal matters must be adjudicated. The judiciary of the Criminal Trial Division currently consists of 44 Judges who are assigned to one of the 47 Courtrooms in the CJC. The Family Court, Orphans Court, Civil Trial Division and specially presiding Judges are also staffed by Courtroom Operations whenever their presence is required in the CJC, usually due to a docket containing criminal matters, or where any Civil Trial Division or Orphans Court litigant is in custody.

The administration of the Civil Trial Division is responsible for the staffing of the Courtrooms in City Hall, with the one exception being the Landlord/Tenant Court. Upon exigent circumstances due to illness or other unavailability of Civil Division staff, this office supplies a Tipstaff 2 to the Civil judiciary upon request.

Election Court, Grand Jury Selection and all Ceremonial Sessions are also coordinated and staffed by this office. Non-judicial assignments include the operation of the two "Jury Flow" rooms on the second floor of the CJC, the operation of the Video Courtroom which is located in Room 1106 of the CJC and the staffing of the Trial Commissioner in Courtroom 505.

2008 Accomplishments and Improvements

Fugitive Safe Surrender

This federally instituted program was the total re-creation of the CJC security and FJD warrant withdrawal process held over a 4 day period at the True Gospel Tabernacle at 16th and Mifflin Streets in South Philadelphia. Including a Saturday, from 6:00 am until after 7:00 pm each day, members

of each FJD Department administered to 4 satellite courtrooms established at the church.

The participation of this office began when a Courtroom Operations Supervisor was named as a member to each of the 5 sub-committees and ended only when all FJD property was returned to the appropriate place. The file flow, defendant flow, hardware requirements, supplies, paperwork, file preparation and everything else necessary to operate these courtrooms, including employee transportation, food, additional electricity, phones, computers and printers was planned in advance and vetted through each of the varied Departments and their superiors for approval, and was ultimately instituted to near perfection in this well received project.

Courtroom Operations was officially recognized by the civilian and judicial leadership of the District as delivering the most integral part of this Project.

Courtroom 1106 Video Program

The connectivity for the FJD and all other Institutions is available in Courtroom 1106. Each year, this program continues to expand the number of often problematic cases that are disposed via videoconferencing. In 2007, 687 matters were resolved producing a savings of \$277,015 in Sheriff transportation costs.

Election Court

Due to the changing voting laws and legislation, the District was required to design and institute a Court process regarding “emergency petitions” commencing at the November 2007 election cycle. On the Election Day this session was staffed from 6:00 am until 10:00 pm. in Courtroom 676 City Hall, without incident or delay. Further refinements will be implemented for the Primary this coming May.

Case Consolidation

Defendants who had multiple cases in any individual judicial calendar were targeted by supervisory staff for earlier disposition. Their activity began at the Pre-Trial Conference stage, trial impediments were addressed and removed, multiple cases were consolidated on a single day and each trial was addressed, in a series, if necessary. The judicial economy resulting from this program was recognized and appreciated by the Court Administration.

Extradition Via Video

In 2008, the entire Extradition Process of the Court was conducted via videoconferencing by and between Courtroom 504 and the Curran-Fromhold Correctional Center. 410 defendants were extradited to the various requesting jurisdictions last year. Further, there were 973 Extradition Conferences conducted. This program ultimately suppressed the Sheriff Transportation List by a total of 1,383 inmates for the year.

This new business plan reduced the “day to disposition” for inmates facing extradition from over 80 days to slightly below 40 days, according to the records retained by the Philadelphia Department of Corrections. Given the incredible cost of incarceration, (around \$100 per day, per inmate); the “EVV” program has a significant dollar savings associated with it.

Jury Lunch Order

At the direction of the Administrative Judge, Courtroom Operations revamped this costly but required function. New forms and practices were introduced and enforced resulting in the ability to continue in the necessary expenditure, but at a greatly reduced cost.

Transportation List, Interpreter and Probation Officer Review

Each day, the Tipstaff 2 is required to review the docket for the following day to ascertain the necessity of the defendant, employees or any other services required. Working closely with the two Counsels representing, the Tipstaff presents relevant information to the Presiding Judge. A pre-determination is made based on certain realities and the needs of the Court. Cancellations are entered or forwarded to the appropriate Department so that effort, time and money are saved by the District and/or appurtenant agencies. There is no dollar amount of savings available for presentation.

Grand Jury Selection

Conducted in City Hall, these groups of 300 jurors are empanelled into the sitting Grand Jury in a most expeditious and professional manner. These refinements in the process have been well received by the participating judiciary.

Rule 631A Waiver Program

As judicial time is the most precious, this Program was designed to relieve the judiciary of most of their energy expended in jury selection. Upon agreement of the defendant and both Counsel, Counsel and supervisory staff will conduct the more consuming aspects of jury selection. The required presence of the Presiding Judge would be to make the necessary legal rulings on jury service, such as hardship, challenge for cause, etc. Each jury selected in this way will result in an additional block of time the judiciary has available for other matters in furtherance of the agenda of the Court.

Supervisory staff has been ready, willing and able to launch this pilot program but at each opportunity so far the disposition of the case was changed from Jury Trial to Plea or Waiver Trial.

It is anticipated that this program will have its' first successful completion of the 631A Waiver Program early in 2009.

Intermediate Punishment and Expedited Arraignment Video Dispositions

Courtroom 705 is the Expedited Case Management Courtroom for all Felony Waiver Program cases. Wiring, other hardware and software have been installed or ordered to institute the acceptance of guilty plea via video for all incarcerated defendants who qualify for the Intermediate Punishment Program or who have been offered a "time served" sentence.

The timeliness of these one day track pleas will result in a significant reduction of the "days to disposition" for these matters, reduce the time to needed treatment for drug offenders and result in a generating significant savings for the PDOC.

Municipal Court Case Consolidation

The Tipstaff proactively seeks matters "active" in the Municipal Court docket, and upon agreement of Counsel and the defendant, adds these matters onto the calendar of the day, for disposition. This year, this Program resulted in over 2,500 case and sentence consolidations.

Miscellaneous Departmental Information

- Zero overtime expenditure for the 5th year in a row.
- Reduced usage of “Sick Time”.
- Exceeded expectations for the FJD Combined Campaign.
- Exceeded expectations for the FJD Blood Drive.
- Staff named to Sub-Committee, Peaceful Surrender.
- Coordinate and host Studies Program participants from Grade School through Graduate School.
- Participates in the Philadelphia Mentoring Program.

2009 Goals

- 631A Waiver Program.
- 705 Video Program.
- 1103 Video Program.

2008 Year in Review
Trial Division – Criminal – Adult Probation and Parole Department

INTRODUCTION

The Philadelphia Adult Probation and Parole Department (APPD) is the largest Department within the Criminal Trial Division of the First Judicial District of Pennsylvania. The Honorable D. Webster Keogh, to whom the Probation Department reports, is the Administrative Judge of the Trial Division. The Chief Probation Officer, Robert J. Malvestuto, oversees APPD and reports directly to Joseph Lanzalotti, Deputy Court Administrator, Trial Division. The President Judge is the Honorable Pamela P. Dembe.

APPD is a community corrections agency within the Philadelphia Criminal Justice System whose mission is to provide services to the Court protect the community, create opportunities for offenders to improve their lives and assist victims of crime. The agencies mission is implemented as follows:

- **SERVE THE COURT** – Provide pre-sentence investigation reports, mental health evaluations, and other information needed for the judicial decision-making process.
- **PROTECT THE COMMUNITY** – Monitor offenders granted probation or parole to ensure compliance with the rules and regulations of probation and parole, and Court-imposed special conditions. Through collaboration with community agencies, assist offenders in developing their potential.
- **SERVICE TO VICTIMS** – Provide services to victims of crime including developing victim impact statements, providing direct and referral services to victims, providing information to victim service providers and participating in victim service networks to promote the rights of victims.

STANDARDS COMPLIANCE

The State Board of Probation and Parole promulgates American Correctional Standards which county Probation Departments in Pennsylvania are obligated to meet. For 2008, there were 227 such standards, all of which were met by APPD. The level of compliance with these standards is tied to the SBPP Grant-In-Aid program, which subsidizes 39.46 % of the salaries of staff in certain classifications.

STAFFING AND WORKLOAD

Salaries for staff represented by the American Federation of State, County and Municipal Employees (AFSCME) are determined in part through collective bargaining. FJD determines the salaries of non-represented employees.

↓CATEGORY	COUNT
STAFF	
Managers	45
Probation Officers	294
Support Staff	50
Part-Time Staff	23
Vacancies	27
APPD WORKLOAD	
OFFENDERS SUPERVISED	48,052
CASES SUPERVISED (discrete dockets/Judges)	59,144

PROGRAMS – SPECIALIZED UNITS AND FUNCTIONS

- **ALCOHOL HIGHWAY SAFE DRIVING UNIT (AHSD) –**
This unit supervises 2,200 offenders and coordinates and monitors the completion of all statutorily mandated conditions for D.U.I. offenders. This unit is also responsible for DUI Treatment Court, which began in 2007. By the end of 2008, 50 offenders had gone through the program. 100 DUI offenders were on electronic monitoring.

- **ACCELERATED REHABILITATIVE DISPOSITION (ARD)**
This is a diversionary program available to certain first time non-violent offenders at the discretion of the District Attorney's Office. This unit supervises 2,850 offenders.
- **CENTER FOR ADULT EDUCATION** – This program is a joint effort between APPD and The Center for Literacy (CFL), a private, non-profit philanthropic organization. APPD provides office space and supplies. CFL provides on-site evaluations and referrals to educational programs, which consist of instruction from basic literacy through GED preparation. 1,022 offenders were referred for help.
- **COMMUNITY SERVICE** – This program arranges all Court-ordered community service for offenders so conditioned. APPD has developed well-monitored site placements with responsible organizations. APPD receives reports on hours of service by offender and maintains computerized records of completion. 706 offenders were referred with 464 offenders completing the program.
- **COURT MENTAL HEALTH CLINIC** - 1,966 Mental Health Evaluations were ordered by the judiciary to determine the offenders' competency to stand trial and assist in their own defense. Evaluations are also ordered for involuntary commitment cases, amenability to treatment determinations and special requests from trial Judges. The clinic honors APPD requests for mental health evaluations on supervised offenders and provides training for the judiciary regarding mental health issues.
- **DNA** – 2,042 samples were collected from offenders convicted of felonies in accordance with Pennsylvania Act 185-2004. Testing is conducted in accordance with State Police Standards by a technician from Compliance Oversight Solutions Ideal, LLC, a contracted vendor. The Pennsylvania State Police supplies collection kits and receives the results.

- **DOMESTIC INTERVENTION SUPERVISION** – Specially trained experienced officers supervise offenders involved in family violence; diagnosed with mental retardation or afflicted with a serious physical illness which interferes with traditional supervision. Domestically violent offenders are visited at home by teams of Probation and Police Officers during non-traditional hours in a program known as Targeted Patrol. 577 offenders are supervised by this unit.
- **DRUG DETECTION CENTER** – APPD operates an on-site drug detection laboratory which is staffed by a contracted vendor. The lab uses two testing methods: urinalysis and eye scan. 61,213 drug tests using the urinalysis method were taken.
- **FACILITIES AND GRANT MANAGEMENT** – Several staff who have other duties share this responsibility which consist of:
 - Building Management - 1401 Arch Street Philadelphia, PA 19102
 - Vehicle Fleet Management
 - Equipment and Supplies – ordering, storing, inventory, distribution and repair.
 - Criminal record checks on supervised offenders for compliance with DPW standards.
 - Supervision of part -time clerical employees
 - Ensure compliance with federal, state, and local grants
 - Maintain messenger service
 - Management of Service Contracts
- **FORENSIC INTENSIVE RECOVERY (FIR)** – This program was developed in conjunction with the District Attorney, Public Defender and Philadelphia Health Management Corporation. Offenders in this program have the dual diagnosis of drug/mental health problems. The APPD FIR unit supervises 1,020 such offenders.
- **FRAUD UNIT** – Supervises offenders convicted of defrauding the Department of Public Welfare, Insurance Companies and Unemployment Compensation. This unit is funded by the District Attorney’s Office. 5,550 offenders are so sentenced.

- **FUGITIVE SAFE SURRENDER** – A faith-based initiative in which a fully-functioning component of every criminal justice agency in Philadelphia was assembled in a church for the purpose of receiving and processing offenders wishing to turn themselves in to clear outstanding warrants. 1,200 offenders turned themselves in over 4 days in the highly-advertised program. The offenders represented all manner of legal status's and situations. Most matters were disposed of on site, including violation of probation hearings and Municipal and Common Pleas open criminal matters.
- **GENERAL SUPERVISION** – The vast majority of offenders supervised by APPD are allocated to non-specialized caseloads based on offender residence location. While specialized caseloads are of needs smaller, caseloads in general supervision are large by any standard, averaging at least 160 offenders per officer.
- **GUN COURT PROGRAM**– This initiative began on January 10, 2005. APPD provides strict supervision for offenders convicted of Violation of the Uniform Firearms Act (VUFA). All must perform community service and participate in violence awareness programs. Gun Court Probation Officers participate in targeted patrols of high crime areas with the Philadelphia Police Department. A research component is evaluating the program. 877 offenders are supervised by this unit.
- **INTAKE UNIT** - responsible for probation case initiation for all offenders so sentenced, numbering 23,634 annually. Technicians use the Monitor program to accomplish this process, which involves entering docket information and interviewing the offender, collecting and entering demographic information. All new Probation Officers do a rotation in this unit as it is the best training ground for understanding the business of probation. Student interns and externs are also assigned there. Unit staff works closely with the Clerk of Quarter Sessions.

- **INTERMEDIATE PUNISHMENT (I.P.) UNIT** –A probation sentence established by statute. Supervision is restrictive. Offenders have substance abuse problems and scored in the upper range of the Sentencing Guideline calculation. Supervision for some 950 offenders includes:
 1. Inpatient Drug and Alcohol Treatment
 2. House Arrest with Electronic Monitoring – 166 of the total.

- **MENTAL HEALTH UNIT** – Offenders in this unit are stipulated by the sentencing judge or referred by Probation Officers. Offenders have documented psychiatric difficulties and require mental health treatment. This unit works closely with the Court Mental Health Clinic to identify treatment options and develop supervision plans for the offenders. 1,121 offenders are supervised in this unit.

- **MONITORED SUPERVISION UNIT** –This unit provides a structured alternative to incarceration. Offenders are monitored electronically and referred for needed treatment. Offenders who violate their monitoring conditions are subject to arrest by the Warrant Unit of Pre-Trial Services. 250 offenders are supervised in this manner.

- **OPERATIONS SUPPORT** – These specialized technical staff handle the administrative transactions generated by certain frequently-occurring case events.
 - **RECORDS MANAGEMENT**
 - Maintains and catalogs approximately 100,000 master files, each of which contains all documents accumulated for any offender supervised by APPD whose cases have expired.
 - Creates new cases via the Monitor caseload management computer application resulting from parole petitions and requests for courtesy supervision from other jurisdictions.
 - Responds to subpoenas for archived case information.
 - Responds to requests from other agencies for information on active and expired cases.
 - Processes a number of Monitor transactions, including case transfers, expirations and quality control printouts.
 - Microfilms expired cases on an aging schedule.
 - Created 5,323 docketed and expired 31,436 docketed.
 - **VIOLATION OF PROBATION MANAGEMENT**
 - Generate and track arrest warrants requested by officers for offenders who have violated or absconded from supervision.
 - Schedule and attend daily warrant hearings for arrested and incarcerated offenders.
 - Track potential open-bill violations through the trial phase, identify direct violations and request violation hearing on ‘ready’ cases as determined by our assessment of offenders’ legal profile.
 - Field inquiries from agencies nation-wide regarding our offenders apprehended in other jurisdictions.
 - Issue and track warrants requested by State Parole agents on certain shared-supervision cases; schedule and attend warrant hearing.
 - 14,531 warrants were issued with 10,857 warrants lifted.
 - 19,616 in violation status were submitted for hearings of which 23% were disposed.

- **OUT OF COUNTY/STATE** - Caseloads consist of residence of other jurisdictions who are convicted of criminal offenses in Philadelphia. Such offenders are supervised by the Probation Department in the county of residence, with administrative monitoring by officers in this unit. The process for transferring supervision to other states is particularly complex. APPD receives reports from the supervising jurisdiction, which sometimes requires intervention by our officer. Cases are returned to APPD for cause. This unit monitors 545 offenders.
- **PAROLE UNIT** – Responsible for the timely issuance of petitions to sentencing Judges based on local parole eligibility rules. The Release Information Network (RIN) is a networked computer application used by APPD and the Public Defender to support the paroling process. The PD submits parole petitions for cause to sentencing Judges independent of APPD. The Parole Unit receives and acts on both approved and denied petitions received from sentencing Judges. The pernicious problem of prison overcrowding mandates that the Parole Unit stays current in these matters. RIN imports a daily electronic download of the prison population. The Parole Unit conducts prison interviews. 5,690 parole petitions were submitted to the judiciary for approval.
- **PRESENTENCE UNIT** – staffed by experienced Probation Officers, this unit conducts background investigations examining and evaluating the offender’s criminal and psycho-social history. Investigators compose reports for requesting Judges to assist in sentencing. 2,242 Presentence reports were completed and 2,146 sentencing guidelines.

- **PROBATION CASE MANAGEMENT SYSTEM (PCMS)** – a broad system centered on Monitor, a networked software application to which most employees have some level of access. Monitor is used by Probation Officers to enter data on all aspects of case supervision and by many supporting units as well. Managers use Monitor to audit cases and otherwise oversee the operation of their units. Technically proficient staff maintain liaison with the vendor and conduct ongoing weekly and ad hoc phone conferences to support and improve the program.
- **PROB-START (Probation Supervision Through Analysis, Research and Training)** – An overarching management construct built on Monitor; started after Monitor had been in use long enough to yield informative results to targeted queries. Management identifies reviews and acts on trends which were previously transparent. The Chief Probation Officer selects a topic of importance in case supervision which is analyzed by the research team. Concurrently, Managers, Supervisors and Officers audit cases for instances of the ProbSTART topic. Group case conferences are held and management and line staff present and explain pertinent cases. Identified practices are lauded or remediated. They serve as the basis for policy development and department-wide training.
- **REENTRY INITIATIVES** - The Mayor’s Office for the Reentry of Ex-Offenders (M.O.R.E.) offers reentry services to offenders at all stages of the criminal justice system. APPD staff participates in this Office’s standing committees and refers offenders to their job training and placement services.

- **SEX OFFENDERS UNIT** – Supervises all offenders convicted of sexual offenses through intensive supervision, urinalysis, counseling referrals, and monitoring stay away orders and inappropriate living arrangements. The officers initiate Megan’s Law registration for those offenders convicted of designated sex offenses. Officers in this Unit participate in targeted patrols with the Philadelphia Police Department. 103 female sexual offenders are assigned to one officer to specifically address their issues. Computer technology monitors and blocks internet usage by sex offenders. There are 975 offenders in this unit.
- **SPECIAL PROJECTS AND RESEARCH** – Provides APPD with operational information not otherwise available. Two degreed professionals conduct fruitful studies and receive support and liaise with the University of Pennsylvania and Temple University. With U of P we have developed a validated statistical model which we will use to assess the relative risk of each offender we supervise.
- **STRATEGIC ANTI-VIOLENCE UNIT (SAV-U)** – This initiative was undertaken in 2006 in collaboration with the University of Pennsylvania, whose Jerry Lee Center for Criminology developed a statistical model for identifying, in the aggregate, perpetrators and victims of homicide or attempted homicide within the APPD offender population.. The SAV-U pilot project was operational in January, 2007. Two of the officers were trained in group Cognitive Behavioral Therapy (CBT). They facilitated a twelve week program focusing on emotional and life skills for a sample of the unit’s offenders. Currently, 97 offenders are supervised in this unit.

- **TRAINING UNIT** – This multifaceted unit arranges for and conducts training which complies with the Pennsylvania Board of Parole and Probation mandate of 40 hours for professional staff and 16 hours for support staff. FJD subsidizes certain graduate studies for which training hours are credited. The Training Unit studies and develops policy for the department and is writing a new Operations Manual by which APPD will document, manage and teach the change in work practices flowing from myriad new administrative and technical systems. Also established was the Armed Officer Program, a pilot project which fully armed 10 Probation Officers/Supervisor after extensive screening and training. These Officers supervise high-risk offenders placed under our supervision for firearm-related charges by the Philadelphia Gun Court.
- **VICTIM SERVICES UNIT** – Two dedicated probation officers assist victims of crime. These officers reach out to all victims of sexual offenses and survivors of homicide attempts. They compose victim impact statements for presentence reports and coordinate services with support agencies.
- **WEAPONS RELATED INJURY SURVEILLANCE SYSTEM (WRISS)** – APPD identifies offenders who have been victims of shootings. The Philadelphia Police Department receives information from physicians and hospitals on injuries by firearms. APPD uses it to impact the number of offender-involved shootings, of which there were 233.
- **YOUTH VIOLENCE REDUCTION PARTNERSHIP (YVRP)** –A multi-agency effort to reduce violent crimes among high-risk/at-risk juveniles and adults age 24 or younger. Probation Officers conduct Targeted Patrol with Police Officers, visiting homes between 4:00 p.m. and midnight. in the 12th, 19th, 22nd, 24th, 25th and 39th Police Districts. 914 offenders are so supervised. The American Probation and Parole Association (APPA) presented its Distinguished Annual Program Award to APPD in 2007 in recognition of the success of YVRP.

HIGHLIGHTS OF 2008

- **YVRP AWARD** - The American Probation and Parole Association (APPA) presented its Annual Distinguished Program Award to APPD in 2008 in recognition of their success.
- **ARMED OFFICER PROGRAM** - A pilot project which fully trains and arms 10 Probation Officers and their Supervisor.
- **RISK MODEL** – With the University of Pennsylvania develop a validated statistical model which will assess the relative risk of each offender of the entire APPD client base.
- **SEX OFFENDERS** - Training in and implementation of new computer technology which monitors and blocks internet usage by sex offenders.
- **PROB-START** - An overarching management construct built on Monitor to allow management to review, identify and act on trends which were previously transparent. Group case conferences are held and staff present and explain pertinent cases. Identified practices are lauded or remediated. This will be the basis for policy development and department-wide training.
- **FUGITIVE SAFE SURRENDER** – A faith-based initiative in which a fully-functioning component of every criminal justice agency in Philadelphia assembled in a church for the purpose of processing offenders to clear outstanding warrants. Many APPD matters were disposed of on site closing the matter.
- **COGNITIVE BEHAVIORAL PROGRAM** – Offered to offenders in the Strategic Anti-Violence Unit.
- **LOW RISK STUDY** – Random trial study of Penn Risk Model which further validated the model.