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# 2000

# Annual Report

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Adult Probation and Parole Department  
First Judicial District of Pennsylvania  
Court of Common Pleas  
Trial Division  
Philadelphia, Pennsylvania

Honorable Alex Bonavitacola, President Judge  
Honorable John W. Herron, Administrative Judge, Trial Division  
Honorable Legrome D. Davis, Supervising Judge, Criminal  
Joseph J. DiPrimio, Esq. Court Administrator  
Joseph A. Cairone, Court Administrator, Criminal Trial Division  
Robert J. Malvestuto, Co-Chief Probation Officer  
Frank M. Snyder, Co-Chief Probation Officer

# **Adult Probation and Parole Department 2000**

## **Co-Chief Probation Officers**

*Robert J. Malvestuto  
Frank M. Snyder*

## **Deputy Chief Probation Officers**

*Nayada D. Bellinger  
Charles E. Gregonis*

## **Directors**

*Joan Bedell  
Patricia L. Blow  
James H. Harkins  
Linda M. Mathers  
Edward V. Quinn  
Anthony R. Sasselli  
Donald X. Taylor*

## **Associate Directors**

*Frank T. DeFrancesco  
Kathleen M. Intenzo  
Robert Meenan  
Maureen B. Murphy  
Kevin W. Reynolds  
Richard V. Vinci  
C. Bernie White*

## **Mission Statement**

*The Adult Probation and Parole Department is a community corrections agency within the Philadelphia Criminal Justice System and derives its authority from the Philadelphia Court of Common Pleas and Municipal Court for the expressed intent of providing services to the courts, protecting the community, providing opportunities to offenders to improve their lives, and assisting victims.*

### **Service to the Court**

*The agency will provide presentence investigation reports, mental health evaluations, and any other information to assist in the judicial decision making process.*

### **Protection of the Community through Supervision of Offenders**

*The agency will ensure compliance of offenders with the rules and regulations of probation and parole and with court imposed conditions.*

*The agency will provide appropriate supervision and services for offenders aimed at reducing criminal activity. These services are intended to aid offenders in meeting their basic needs and developing their potential skills, through collaboration with community agencies.*

### **Services to Victims**

*The agency will provide a broad range of services for the benefit of victims and the community.*

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**❖❖❖ Office of the Chief Probation Officers ❖❖❖**  
**Robert J. Malvestuto ❖ Frank M. Snyder**

In 2000, the Philadelphia Adult Probation and Parole Department (APPD) provided supervision and services to over 46,000 people who were sentenced to probation or paroled from county prisons by Judges of the Common Pleas and Municipal Court. The department operated with nearly 400 employees structured into two divisions: Supervision Services and Administrative Services.

The Co-Chiefs were responsible for ensuring that their branch fulfilled the department's overall mission and goals. Co-Chief Probation Officer Frank M. Snyder supervised sub-components of APPD's Supervision Services (actual service delivery divisions), including: General Supervision I, General Supervision II, Special Supervision, and FOCIS, as well as the Special Projects Division and Presentence Investigation. Co-Chief Probation Officer Robert J. Malvestuto supervised sub-components of the department's Administrative Services branch, including: Operations, Prison Population Management, Parole, Records Management, Violations/Wanted Cards, and Intake. Deputy Chief Charles Gregonis supervised the Office of Integrity and Accountability.

**❖ 2000 Highlights ❖**

*Relocation:* In early June, APPD and Pretrial Services Division relocated to new headquarters at 1401 Arch Street, situated one block from the former 121 North Broad street offices. APPD management, in particular Deputy Chief Probation Officer Charles Gregonis, prepared the new facilities and coordinated all logistics involved with the relocation project. APPD staff have responded positively to the new offices, equipped with automated interview booths, improved security measures, and other amenities designed to enhance employee comfort and productivity.

*Case Management Improvements:* In conjunction with the relocation efforts, APPD conducted a streamlining of records by re-structuring case management procedures. Prior to the relocation, APPD retained both a Master File and a Duplicate File on each case, representing over 50,000 duplicate files. To simplify the case management process, and also to reduce paper waste and storage needs, the Master File was converted to the main Case File, and the Duplicate Files were shredded and discarded. Both files were carefully screened to ensure that the new, sole Case File holds all documentation pertinent to that case.

*Drug Testing:* With the move to 1401 Arch Street, APPD implemented enhanced drug testing procedures. A full service urine collection station was built on the eleventh floor, and a contract was developed with Penn Services. APPD's Urinalysis Subcommittee developed policies and procedures to govern this new service. Beginning on October 30, 2000, urine collections were provided by certified lab technicians, allowing Probation and Parole officers to dedicate greater amounts of time to the interviewing/case management process. The number of urines collected rose approximately 30% as a result of this new service. A drug test software program was developed by Frank Johnson, MIS team leader, to manage the electronic transmission of drug results from the laboratory to APPD, with results sent directly to Supervisors' workstations for their retrieval.

*Collections:* The Accounting Unit, with the enforcement of Probation Officers, continued to set new all-time collection records by increasing \$208, 107 over the 1999 record, for a total annual collection of \$5,918,172.

*Training:* The Training Unit also established a new record, providing 20,315 hours of training to department employees and meeting state standards for training.

*State Standards:* For the first time, APPD met 100% of all applicable State Probation and Parole Standards.

**❖❖❖**  
**Special Projects**  
**❖❖❖**

Following the departure of the Director of the Research and Planning Division in 1999, the division's areas of responsibility were re-allocated.

The Special Projects Division assumed oversight of all areas designed to enhance the quality of probation and parole supervision, including: the Training Unit, Grant Management, Research and Development, State Standard/Operations Manual, Treatment Coordination, Police Liaison, Community Service Unit, and Department committees including but not limited to: Executive Training and Education Committee, VOP Subcommittee, Urinalysis Subcommittee, and Gun Policy Subcommittee.

## **Training**

In 2000, the FJD made a firm commitment to reviewing APPD training practices, and developed a Training Executive Committee as the governing body with representatives from APPD line staff and management staff, as well as FJD Court management staff. The Training Unit supports all Committee activities and projects. The Committee has developed eleven Subcommittees charged with enhancing various areas of APPD training, operations, policies and procedures, and recommending appropriate updates.

Following completion of a department-wide needs assessment, several new training courses were developed and implemented in 2000. A selection of cognitive, procedural and skill-based programs were offered to staff at all levels. These programs provided staff with the opportunity to enhance personal skills, learn new policies, procedures, and techniques, and to engage in self-improvement. Both in-house staff and consultants were used in course development and delivery.

The training hours achievement for calendar year 2000 received a great boost the week of July 31 through August 4, when the department was closed to outside visits during the Republican National Convention. Mandated by the Office of the Administrative Judge, the Adult Probation Department offered continuous training programs each day of the week. A total of nineteen courses resulted in the achievement of a record 796 hours of training during that one week.

The year 2000 ended with APPD's best training record ever. A total of 20,315 Training hours were achieved through employee attendance at more than 158 In-Service courses, 246 unit and/or committee meetings and 143 External training workshops, conferences, and/or graduate and undergraduate courses.

The 20,315 hours of training were achieved as follows:

Management Staff - 4,881 hours achieved  
Professional Staff - 13,185 hours achieved  
Support Staff - 2,249 hours achieved

The Training Unit met the applicable requirements for compliance with State Standards. APPD can be proud of this accomplishment and the extra effort put forth by the Training Unit and the many employees who served as Adjunct Trainers to help the unit reach its goal.

## ***Training Hours Record Keeping***

In calendar year 2000, the Training Unit switched to the ABRA record keeping program for maintaining employee training records. The use of the ABRA program provided a training record keeping system consistent with that of the First Judicial District's Office of Human Resources and allows for the creation of a larger variety of training reports. It also resulted in the Training Unit assuming responsibility for the development of training reports. A variety of training hours reports were provided to department employees on a quarterly basis, and individual training records were made available upon request.

## **Grant Management**

The Division continued to monitor and report on existing grants as required, and to research and apply for additional funding opportunities when possible. Division staff completed the following in 2000:

### ***Intermediate Punishment (IP) Grant:***

- ▶ All IP quarterly, final and additional grant reports required by PCCD were submitted
- ▶ Monthly meetings of the IP Executive Committee were coordinated and hosted by APPD
- ▶ APPD Intermediate Punishment and Management Staff met on a regular basis on IP-related management issues

### ***Hospitality House (HH) Day Reporting project:***

- ▶ All HH Day Reporting quarterly, final and additional grant reports required by PCCD were submitted
- ▶ The HH Day Reporting grant application for 2001 was reviewed and submitted
- ▶ Project management meetings were held as needed to coordinate referrals to the HH Day Reporting program

### ***Miscellaneous Grants***

- ▶ Division staff assisted in applying for and securing PCCD funding to support court automation initiatives.

### **Research and Development**

The Division continued to coordinate all research-related efforts for the department. Division staff continued to complete and submit Intermediate Punishment Outcomes data for the PCCD-funded study being conducted. Division staff assisted external researchers who were considering or actually conducting approved research using APPD data, such as researchers from Pennsylvania State University evaluating restitution program effectiveness, and researchers from Temple conducting a joint study with the University of Pittsburgh on juvenile probationers who transition into the Adult Probation system. Division staff assist the Co-Chief Probation Officers by conducting research on various topics upon request.

### **State Standards, Operations Manual and Website**

The Division has assumed responsibility for ensuring APPD compliance with Probation and Parole State Standards. In October 2000, the Pennsylvania State Board of Probation and Parole conducted the annual compliance audit. Division staff provided required documentation.

The Special Projects Division also assumed responsibility for updating and maintaining the APPD Operations Manual. Since the Manual reflects many policies and procedures mandated by state standards, the Division developed a system for integrating the respective practice and its corresponding standard in the Operations Manual, and the updates are being inserted in the manual on a regular basis. Complete references to all state standards will be integrated into the Operations Manual on a continuing basis.

Division staff updates the APPD Website on a quarterly basis, maintaining accurate information in the site's telephone directory and associated text. The information available includes, but is not limited to, APPD's organizational structure, mission statement, brief descriptions of each Division's activities, and how to contact each Division's Director and Associate Director.

### **Treatment Coordination**

The unit continued to send representatives to the monthly FIR meetings held at Philadelphia Health Management Corporation (chaired by Barry Savitz of CODAAP). Coordination of treatment services remains constant through the FIR officers and the Intermediate Punishment unit. Linda Mathers regularly serves as a resource for all Probation Officers seeking assistance with treatment referrals for offenders.

The unit also continues to host monthly IP Executive Committee meetings at APPD. These meetings serve as a forum for interagency communication, program development and/or problem solving.

Linda Mathers teamed with representatives of Philadelphia's Behavioral Health System to present on treatment related issues at several conferences, including PAPPCC's session on "Managed Care and its Impact on the Behavioral Health System."

### **Community Services Unit**

The Community Service Unit assumes responsibility for helping to place clients in meaningful assignments as a way to fulfill court-imposed community service requirements. This unit partnered with existing local service agencies and community-based organizations to develop and maintain placement opportunities for clients. The unit serves as liaison between the agency staff, the client, and the Probation Officers involved, and anticipate, resolve and prevent any issues which may arise. In 2000, this unit's activities were especially instrumental in the introduction of the Court's new Scofflaw Court initiative. Scofflaw Court seeks to reprimand citizens who failed to respond to jury duty summonses or who failed to appear for jury duty. Such individuals are served notice (based on a lottery system) to appear in Scofflaw Court, where they can plead their cases. Community service was often used as part of the sentence for those individuals found guilty of failing to meet their civic responsibilities. The Community Service Unit staffed the courtroom to provide such individuals with information on how to complete their community service sentences, and also monitored compliance with these sentences.

### **Police Liaison**

Two division representatives continued to serve as APPD Police Liaisons by regularly attending Philadelphia COMPSTAT meetings on Thursday mornings. When possible, representative Probation Officers were asked to attend for those COMPSTAT meetings scheduled to cover the PO's assigned district or specific areas of responsibility. A division representative served on Police interagency task forces, such as the "Thefts from Auto" committee.

Division staff are responsible for coordinating external agency arrests and interviews. Arrest warrants are received from agencies such as the Immigration and Naturalization Service, Philadelphia's District Attorney's Office, the Philadelphia Police Department, and from other Counties and States.

### **APPD Subcommittees**

#### **VOP Subcommittee**

In 2000, the VOP subcommittee directed comprehensive efforts in preparing for an APPD transition to a new VOP policy, a policy developed by this committee after extensive research to determine how the existing VOP procedures could be improved. The committee developed a new automated VOP template form that includes NCIC, adult criminal history, and Juvenile summary reports to assist the Judiciary in gaining fuller understanding of each offender's criminal history prior to making a VOP decision. Implementation of this new VOP form required training all APPD staff, clerical and professional, in how to complete the new templates and also in how to retrieve and interpret NCIC and Juvenile reports. New computers and two part-time staff were procured solely for the purpose of retrieving NCIC reports for use by APPD officers.

In addition, the committee developed a "First and Last" policy requiring that officers attend the first hearing for each offender, and then if there are open bills pending, to attend only the last VOP hearing after all open bills have been adjudicated (unless requested by the Judge to attend interim hearings). An e-mail notification system was developed to facilitate PO communication with the Judiciary regarding re-scheduling of VOP hearings when open bills were continued or adjudicated.

The Training Division and VOP Committee members completed department-wide training on the VOP template and First and Last Policy in May 2000. Since May, VOP Committee members have conducted follow up training and evaluations to ensure that the new VOP forms and procedures were appropriately implemented.

#### **Urinalysis Project**

The Urinalysis Committee engaged in intensive planning efforts to develop an RFP for vendors, and to recommend vendors to operate a new Urinalysis Collection system. The Committee reviewed vendor proposals and recommended vendors for selection. The First Judicial District entered into contract with Penn Services (with Medtox Laboratories conducting urine tests) on October 30, 2000. The new, centralized Urine Screening Center is situated on the eleventh floor of APPD, staffed by two full-time and two part-time Penn Services technicians (three male and one female).

The number of tests has increased significantly since the implementation of the new system, and officers are more consistently complying with court-ordered random drug screening stipulations. For the first two months of operation (October 30 - December 31, 2001), 5,005 urine tests were collected, resulting in 1,857 positive urines (37.16%).

Urinalysis procedures have been repeatedly refined, and now include:

- ▶ Urine Test software installed on all interview booth computers so Officers may order the test directly, therefore making the offender accountable should the individual choose not to appear for the urine sample on the eleventh floor.
- ▶ Identification procedures, using newly procured Pinnacle Identification System. Offenders are identified upon arrival for urine sample to ensure integrity in the testing process.
- ▶ Delineated protocols for ordering urines on court-ordered offenders.
- ▶ Safety procedures in event of incidents involving collection staff and offenders.
- ▶ Test Result software installed on all Supervisors' and management computers for retrieval of urinalysis results and statistical reports. Continued collection and data management using this software will assist APPD management in identifying drug use patterns among APPD offenders.

Committee members assisted the Training Unit and MIS representatives with training APPD staff regarding the use and implementation of the required computer applications.

The system, due to unexpectedly high volumes of daily tests, requires ongoing review and adjustments. The Urinalysis Committee continues to meet weekly to address new issues and draft appropriate protocols. The committee members during 2000 were: Linda Mathers, Joan Bedell, Kevin Reynolds, Maureen Murphy, Bernie White, Gary Cenna, Denise Hanratty, Kristina Crosby, Patrick Austin, and Michael Briscoe.

### **Gun Policy Subcommittee**

The First Judicial Firearm Surrender Policy committee was formed in 2000 as an APPD response to handgun violence in Philadelphia. As Philadelphia leads all major cities in the percentage of homicides committed by handguns, APPD is determined to improve its restriction of firearms by

APPD offenders. The committee's work has focused on the creation of a more clearly defined restriction on the possession of firearms, distribution of the legal and verifiable means of divestment of a firearm and a creation of a specific format for bringing firearm violations to attention of the sentencing Judge. Policy and procedure changes are being integrated into the Operations Manual with completion and training to begin in 2001.

### **Special Projects**

The division continued to manage special projects as requested by APPD Co-Chief Probation Officers. Such projects in 2000 included:

- ▶ Development of a "Move Handbook" outlining building rules and regulations for APPD Staff upon relocation to 1401 Arch Street
- ▶ Development of Form Templates for (but not limited to): VOP Summaries, Intercounty Transfers, Interstate Transfers, Early Termination of Probation Cases, Gun Policy and Gun Policy VOPs.



## **Office of Professional Responsibility**



The Office of Professional Responsibility which reports directly to Deputy Court Administrator Joseph A. Cairone has four major areas of responsibility:

- Departmental Collections
- Facilities
- Personnel Services
- Professional and Personal Accountability/Labor Relations

The responsibility of all four functions have been designed as service support systems to enhance the overall quality of work life for the entire staff of the Adult Probation and Parole Department. The objectives are to ensure that revenues are enhanced,



the physical plant is comfortable and supportive of staff, personnel services are administered in a fair and consistent manner and that professional standards, FJD policies and procedures are adhered to consistently throughout all of the subdivisions of the Adult Probation and Parole Department.

### **Departmental Collections**

The collection efforts are administered by the Accounting Unit which receives and processes all payments made by offenders under APPD supervision for restitution, fines and cost payments and supervision fees. Payments are made in person by offenders at APPD's payment center and can be mailed directly to the payment center. The processing of all third party collections is facilitated separately by the support staff within the Office of Professional Responsibility. All third party payments are made directly to the vendor with bulk checks forwarded to APPD on a monthly basis. In turn, these funds are forwarded to the Clerk of Quarter Sessions to be applied to the outstanding fines and cost accounts.

During the calendar year 2000, departmental collections totaled \$5,834,630.88. With additional third party collections of \$62,541.62, the grand total was \$5,918,172.50, representing a \$208,107.07 increase over 1999's collections. Considering APPD relocated during the year causing a considerable drop in our monthly reporting for the last half of the year, and also considering that APPD's mass mailing system required a major overhaul with several months of nonfunctioning, collection rates remained high. APPD still managed to improve upon the 1999 level of collections.

The Victims Compensation Fund collection project continued to be very successful for the year 2000 with total collections of \$367,134.61. This is \$67,134.61 above APPD's set goal of \$300,000. This rate places APPD in one of the highest compliance rates in the Commonwealth for the collection of victims compensation fine and represents a major improvement over APPD's previous compliance rates.

The following charts reflect the individual collection rates for all major categories of collections for calendar year 2000:

Restitution Collections - 2000		
MONTH	RESTITUTION	RESTITUTION PAYMENTS
JANUARY	\$257,520.43	3,770
FEBRUARY	\$339,325.77	4,153
MARCH	\$401,403.67	4,514
APRIL	\$270,404.22	3,532
MAY	\$318,967.10	3,972
JUNE	\$285,780.41	3,287
JULY	\$287,249.84	3,351
AUGUST	\$318,179.98	3,846
SEPTEMBER	\$284,029.28	3,676
OCTOBER	\$342,046.79	4,354
NOVEMBER	\$306,204.76	3,701
DECEMBER	\$281,505.71	3,166
TOTAL	\$3,692,617.96	45,323

Supervision Collections - 2000		
MONTH	SUPERVISION	SUPERVISION PAYMENTS
JANUARY	\$57,175.54	1,255
FEBRUARY	\$64,789.41	1,494
MARCH	\$75,154.02	1,672
APRIL	\$55,680.44	1,308
MAY	\$60,318.16	1,403
JUNE	\$46,372.51	999
JULY	\$44,471.17	1,036
AUGUST	\$49,970.65	1,087
SEPTEMBER	\$47,250.74	1,061
OCTOBER	\$63,099.09	1,348
NOVEMBER	\$59,579.84	1,326
DECEMBER	\$60,275.27	1,286
TOTAL	\$684,136.84	15,275

Fines & Cost Collections - 2000		
MONTH	FINES & COST	FINES & COST PAYMENTS
JANUARY	\$109,445.07	2,669
FEBRUARY	\$138,267.63	3,152
MARCH	\$147,416.24	3,470
APRIL	\$126,958.95	2,853
MAY	\$179,643.50	3,102
JUNE	\$91,170.46	1,926
JULY	\$110,643.43	2,236
AUGUST	\$115,522.44	2,568
SEPTEMBER	\$109,617.57	2,353
OCTOBER	\$123,811.77	2,632
NOVEMBER	\$120,292.30	2,629
DECEMBER	\$105,086.72	2,315
TOTAL	\$1,477,876.09	31,905

Third Party Collections - 2000		
MONTH	THIRD PARTY COLLECTIONS	THIRD PARTY PAYMENTS
JANUARY	\$8,752.18	208
FEBRUARY	\$6,271.07	152
MARCH	\$2,769.88	78
APRIL	\$6,727.34	160
MAY	\$4,589.43	130
JUNE	0.00	0
JULY	\$8,613.21	212
AUGUST	\$11,236.98	226
SEPTEMBER	\$4,985.03	108
OCTOBER	\$5,051.42	130
NOVEMBER	\$1,194.75	38
DECEMBER	\$3,350.33	109
TOTAL	\$63,541.62	1,551

Grand Total for 2000 Collections		
MONTH	TOTAL COLLECTIONS	TOTAL PAYMENTS
JANUARY	\$432,893.22	7,902
FEBRUARY	\$548,653.88	8,951
MARCH	\$626,743.81	9,734
APRIL	\$459,770.95	7,853
MAY	\$563,518.19	8,607
JUNE	\$423,323.38	6,212
JULY	\$450,977.65	6,835
AUGUST	\$494,910.05	7,727
SEPTEMBER	\$445,882.62	7,198
OCTOBER	\$533,942.68	8,464
NOVEMBER	\$487,271.65	7,695
DECEMBER	\$450,218.03	6,876
TOTAL	\$5,918,172.50	94,054

# ADMINISTRATIVE SERVICES



## Management Services



During the year 2000, the Office of Professional Responsibility was assigned the task of “tenant representative” for the duration of the renovations to 1401 Arch Street and the eventual relocation to the new facility in June 2000. This was a massive project which became the main function of the Office of Professional Responsibility and its staff for the entire year. The project was completed on time and within the original budgetary allocation.

The new location for APPD is 1401 Arch Street, the former headquarters of the United Gas Improvement Company (UGI). The building was completely gutted in order to allow the incorporation of many functional changes to improve the service delivery capacities of APPD and also improve upon the level of comfort for all staff.

This historically certified building was built in two parts, the first being completed between 1897 and 1899 (eastern portion), and the second part (western portion) was built in 1926. In 1932 the first Girl Scout cookies were baked in the display kitchen in the street level window. The United Gas Improvement Company controlled gas production, sales and research for most of the country and in 1935, was broken up by President Franklin D. Roosevelt in his anti-monopoly legislation. After that, it remained at the Philadelphia Gas Work up until 1972. The large wrought-iron doors at the entrance were made by Yelling Iron Works, a particularly famous ornamental iron works company in Philadelphia. The building still retains, on its roof, sign designating it as One City Plaza.

The new work space for APPD has new and enlarged professional workstations and offices, state of the art technology and phone service, dedicated elevators, dedicated service for personal computers and installation of computers for all staff, card access security, and restricted movement for offenders and separate interview rooms for increased security.

The latter half of the year 2000 was dedicated to setting up the new building, coordinating the systems furniture, new office furniture and equipment, and finalizing details in the building.

As all of the above was an ongoing process, Facilities Management continued to provide standard building support functions such as:

- ▶ Processing ongoing complaints and requests for repair and maintenance service.
- ▶ Scheduling fleet vehicles for Field Visits.
- ▶ Coordinating telephone Service regarding number changes and problems with service.
- ▶ Maintaining messenger/mass mailing system for the building.
- ▶ Ordering, processing and billing of all supplies and equipment.
- ▶ Managing maintenance and service contracts for equipment.

Upon finalization of the renovations and relocation project, Facilities Management resumed normal operations and began the task of reorganizing the services that are necessary for the smooth functioning of APPD’s new offices.



# Personnel Services



The mission of Personnel Services is to provide services for department employees' needs and to provide support for departmental administration in all areas of personnel administration. In 2000, duties included: counseling and advising, record maintenance, distributing paychecks, disseminating information and various other personnel-related functions. Personnel staff continued to provide the following services to APPD employees:

## Counseling/Advising

- ▶ Advise departmental administration and all other staff on all aspects of personnel services, including rules and regulations. FJD and department policies, attendance regulations, benefits, deferred compensation, etc.
- ▶ Process all new hires, separations, promotions, duty-related injuries, leaves of absence, FMLA, etc.
- ▶ Consult with administrative staff in developing internal policies consistent with FJD policies.
- ▶ Coordinate FLEX benefits enrollments and assist employees in completing forms. Also, provide benefits information and assistance throughout the year.
- ▶ Provide salary/budget information for grant preparation.
- ▶ Provide statistical information for APPD's Administration reports, state compliance, etc.
- ▶ Provide salary information and attendance updates to employees as needed.
- ▶ Meet with new employees and newly promoted Supervisors regarding rules, regulations, and policies.

## Record Maintenance

- ▶ Personnel files, attendance records, and salary histories are maintained for all department staff. These are updated as data are received.
- ▶ Process all dockings and overtime as required.
- ▶ Distribute and collect employee performance evaluations, and forward completed reports to Court Human Resources.

## Other Functions

- ▶ Meet with attorneys regarding lawsuits against the department by former or current employees.
- ▶ Attend Unemployment compensation hearings.
- ▶ Meet with representatives of City Controller's Office as required for attendance audits.
- ▶ Issue informational correspondence, such as position vacancies, policy or regulation changes, and conduct policy training when necessary.

- ▶ Prepare statistical surveys and reports as required. Reports issued to CPO: EEO, and various statistical reports.
- ▶ Issue reports to CPO and Office of Professional Responsibility: Compensation time earnings, Lateness, and Work schedules.
- ▶ Issue other statistical reports when requested by APPD Administration.
- ▶ Coordinate interview schedules and assemble packages for interviews for all candidates for employment with APPD. Candidate packages include thumbnail biography, short work history, criminal record check, and any other information which assists the interviewers.
- ▶ Conduct clerical interviews.
- ▶ Distribute paychecks. FLEX benefits checks, W2 forms, and Catastrophic Leave information.
- ▶ Distribute all internal position vacancy announcements and collect applications.
- ▶ Coordinate distribution, collection and processing of all surveys which originate at Court Administration.
- ▶ Coordinate activities such as Combined Campaign.

## Highlights

- ▶ Personnel procedures were automated in 2000. Attendance recording was networked with Court Human Resources providing next-day updates.
- ▶ Streamlined the issuance of employee evaluations, thereby reducing the average time for an evaluation from 2-3 days to 1 day.
- ▶ Processed over 14,000 compliance background checks for Department of Public Welfare.

## Professional and Personal Responsibility/ Labor Relations

In this capacity, the Office of Professional Responsibility (OPR) acts as the onsite labor specialist for APPD as it relates to ASFCME, District Council 47, Locals 2186 and 810 represented employees.

The office is charged with ensuring the uniform application of work rules, the dissemination of information regarding FJD and APPD policy and procedures, and reviewing performance standards and the evaluations as they relate to merit based promotions, increments and longevities. Caseload audits are carried out when necessary, or when requested by Supervisors and/or managers.

Investigations concerning workplace behavior, time and attendance issues, and use of district electronic and communication equipment, as well as physical inventory are conducted and monitored on a monthly basis. Complaint resolution issues and progressive disciplinary measures are recommended.

The following charts reflect the budget for FY2001, and also a chart showing department expenditures for the year 2000.

**Adult Probation and Parole Department  
PERSONNEL EXPENDITURES  
July 1, 2000 - June 30, 2001**

Program	Staff Positions	City	State	Federal	Total
Grant in Aid					
Continuing Program	228	\$4,298,056	\$4,691,935		\$8,989,991
Match	62	\$2,366,218			\$2,366,218
Federal					
Restrictive IP	10			\$422,242	\$422,242
Victims	3			\$107,853	\$107,853
State Welfare					
Welfare Fraud	8		\$288,868		\$288,868
Insurance Fraud	1		\$38,473		\$38,473
Unemployment Fraud	1		\$41,967		\$41,967
City of Philadelphia					
General Fund	64	\$1,717,898			\$1,717,898
Supervision Fee	2	\$46,701			\$46,701
<b>Department Totals</b>	<b>375</b>	<b>\$8,428,873</b>	<b>\$5,061,243</b>	<b>\$530,095</b>	<b>\$14,020,211</b>

**Adult Probation and Parole Department  
EXPENDITURES  
Calendar Year 2000**

Category	General Fund	Grant	Supervision Fees	Other	Total
Personnel					\$14,325,909.00
Contracts	\$482,596.00	\$438,220.00	\$102,022.00	\$1,419,944.00	\$2,442,782.00
Supplies	\$86,870.00	\$0.00	\$8,272.00		\$95,142.00
Equipment	\$958.00	\$24,582.00	\$176,542.00		\$202,082.00
<b>Total Expenses</b>					<b>\$17,065,915.00</b>

  
**Presentence Division**  


The Presentence Division and Court Mental Health Clinic assist the Philadelphia Adult Probation Department in meeting its mission statement by providing information to assist in the judicial decision making process.

Presentence reports are prepared by the division's twenty-seven investigators. These reports carefully assess for the Court the character of the offender and the nature of the offense. In addition, a criminal history is compiled and a sentencing guideline prior record score is calculated. Together, the presentence reports, criminal histories, and prior record scores serve as a tool to aid the Judge in imposing a sentence in the best interest of the community, the victim, and the offender.

Mental Health evaluations are ordered to determine the status of the offender's mental health. These evaluations are used by the judiciary to resolve questions of competency, committability, amenability to treatment, and to provide the court with other psychological assessments needed for sentencing.

***Highlights***

The relocation of APPD offices provided Presentence with a first, personal cubicles and computers. The improved conditions provided stability and better communication among the entire staff. Investigators were able to meet the growing demands of PSI requests, even with a reduction in staff.

All Presentence staff completed training requirements in 2000. All clerical staff completed at least the sixteen (16) hours required. All professional staff for the first time completed the required forty (40) hours necessary to meet state standards.

Presentence's commitment to mentoring has yielded highly positive results. Several college interns have been placed in the division and made significant contributions. Three such interns recently completed the necessary steps towards becoming Probation Officers, and two were hired by APPD.

January	223	238
February	257	290
March	317	299
April	249	256
May	313	260
June	290	280
July	210	217
August	210	220
September	239	212
October	257	279
November	264	222
December	204	177
Totals	3,033	2,950

<b>Presentence and Mental Health Court Orders - 2000</b>	
Presentence	Mental Health



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**Operations Division**  
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The Operations division handles many of the functions which directly support the supervision of probation and parole cases by Probation Officers. It consists of the following units: Intake, Parole, Records, and Violations. The Director of the division is responsible for the prison population management function.

**Prison Population Management**

In October of this year, the Operations Division was given responsibility for those functions which directly effect the prison population, including Jackson vs. Hendricks hearings, Special Release hearings, liaison with the Deputy Managing Director's Office, and related duties. This is part of the ongoing effort to monitor and, where feasible, check the growth of the prison population. In the last quarter of the year, 11 JvH hearings were held at which 1,650 inmates were considered for alternatives to incarceration, 527 of which were APPD offenders.

The Operations Division also works on compliance with timely hearing rules which govern detainers and violation hearings, and which affect the prison population. Under certain circumstances, detainers can be removed or "certified" by the Deputy Managing Director for Criminal Justice Prison Population Management. In 2001, Operations will become even more involved in monitoring the certification of detainers.

**Violations Unit**

The Violations unit handles several aspects of probation violations for all cases supervised by the department's officers, including generating and tracking wanted card and manual detainers, scheduling and staffing detainer hearings and scheduling violation hearings. A "Detainer" is the legal instrument used to hold an offender who is in Violation of Probation. Offenders whose whereabouts are unknown, and whose cooperation and contact with APPD cannot be restored, are placed in Wanted Card status for having absconded from supervision. Such offenders are then listed in local databases, and later listed in state and federal databases as being wanted by APPD and a detainer is issued which will hold them in the event that they are apprehended. In 2000, APPD filed 5,831 wanted card detainers and removed 5,436. The Violations Unit fields calls from agencies all over the United States regarding offenders who are apprehended by other jurisdictions.

For each offender placed in Wanted Card status, the detainer is kept on file by the Pre-Trial Services Warrant Unit. That detainer can be "lodged" against an offender to ensure incarceration until a hearing is held. APPD also issues manual detainers to detain probationers during in-office visits or at a known address. In 2000, APPD issued 3,438 manual detainers. A Violations Unit staff person represents APPD at all detainer hearings, held at the Philadelphia Prisons. Detainers can also be sent to other jurisdictions to hold a wanted offender for transfer to a Philadelphia prison. The Violations Unit generates and tracks all detainers issued on cases supervised by APPD. There were 8,474 detainer hearings held this year.

Another responsibility of the Violations Unit is the scheduling and tracking of Violation of Probation/Parole hearings. Schedules are published each week which notify Officers and their managers of the hearings which will be held the following week. There were 26,650 violation hearings scheduled during 2000. This year the unit started sending photos with the cases where wanted cards were removed to the Probation Officers.

Detainers Lodged - 2000	
Automatic	63
Manual	3,438
Wanted Cards	4,973
<b>TOTAL</b>	<b>8,474</b>
Detainer Dispositions	
Held	8,023
Removed	451
<b>TOTAL</b>	<b>8,474</b>
Lodged for 1999	8,419
Lodged for 1998	8,360
Lodged for 1997	6,945
Lodged for 1996	4,962

Wanted Card Statistics - 2000	
Total Cases on Wanted Cards as of 12/31/99	11,372
Wanted Cards Filed in 2000	5,831
Wanted Cards Removed in 2000	5,436
Total No. of Cases on Wanted Cards as of 12/31/00	11,767

Violation Statistics -2000	
Violation Hearings Requested	9,783
Violation Hearings Scheduled	26,650
Violations Hearings Continued (CFN)	16,069
Violation Hearings Disposed	10,581

### **Intake Unit**

The Intake Unit's primary responsibility is to initiate probation or parole cases electronically by interviewing newly sentenced offenders and entering information into a computer system from the sentencing Judge's court order. The accuracy of this information is critical, since it will be read and used by computer programs which support and manage many other aspects of case supervision. In particular, Intake staff must properly record conditions of probation as ordered by the judge in each case (e.g. treatment services, victim restitution) in order for supervision officers to be aware of and enforce these conditions.

### **Parole Unit**

The Parole unit is responsible for timely issuance of parole petitions to Judges, who will then either approve or deny parole for the offender who is serving a sentence. Several guidelines and local rules determine when an inmate is considered for parole. These criteria and many other variables are contained in a complex network computer program which is known as the Release Information Network (RIN). The Public Defenders Office is also networked to RIN, and uses RIN data to petition the Court for the parole of inmates which it represents. The Parole Unit processes those petitions.

The Parole Unit is also responsible for generating a parole order when the sentencing Judge has ruled favorably on the parole petition. The RIN system is used for this function as well. Since prison overcrowding has been an historical problem for Philadelphia County Prisons, it is imperative that the Parole Unit stay current with the processing of parole petitions and orders. The Parole unit also maintains close liaison with the Philadelphia Prison system through staff communication, and by the electronic download to the RIN system of information pertaining to the prison population. The Parole Unit is also responsible for conducting prison interviews.

In 2000, the Parole Unit issued 7,481 parole petitions to the Judiciary and processed the corresponding parole orders.

Parole Petitions Submitted - 2000			
Petition Type	Cases	People	State
ETGT	1,709	1,088	10
Minimum	1,617	1,063	15
Programs - Non FIR	30	16	0
Programs - FIR	166	81	0
Special*	741	523	4
Resubmitted	431	237	2
Early Parole	2,787	1,500	5
Total	7,481	4,508	36

Parole Petition Results - 2000			
Petition Type	Paroled	Denied	Hearings
cases/people			

ETGT	1,200/773	376/273	17/12
Minimum	1,196/784	266/198	25/17
Programs - NonFIR	22/9	2/1	0/0
Programs - FIR	122/69	8/6	3/1
Special*	575/409	115/84	5/5
Resubmits	210/137	155/84	3/2
Subtotals	3,325/2,181	922/646	53/37
Defender Petitions	1,813/1,127	592/351	47/31
<b>Totals</b>	<b>5,138/3,308</b>	<b>1,514/997</b>	<b>100/68</b>

\*Special petitions included those in which a Judge has ordered parole only after a certain date, or those petitions filed for the first time after the minimum date.

courtesy supervision cases, as the Intake Unit does for probation cases, and performs further processing of cases initiated in the Intake Unit, providing the supervising officer with material pertinent to the case. The Records Unit is responsible for answering subpoenas and testifying on expired cases. The unit also manages hundreds of requests received from other agencies for information from active as well as expired cases, and performs data entry to keep the computer system current on the status of cases being supervised by APPD.

The unit is responsible for handling a number of other case transactions, including risk/need, case transfers and expirations and quality control printouts.

This year, two major projects were undertaken. The use of duplicate case folders was discontinued and the master files for active cases were placed with the supervising officer. Records for cases with no activity in a selected number of years were screened and microfilmed

The Records Unit also started recording lab fees on the facesheet and sending offender photos to the supervising officer for all new cases.

## **Records Management Unit**

The Records Management unit houses and maintains the master file for each expired probation and parole case. The unit performs the case initiation function on parole and

**Active Probation and Parole Cases  
2000**

Indicator	Municipal	Criminal	Total	% of Department Workload
Probation	13,825	14,078	27,903	51.1%
Parole	1,124	2,060	3,184	5.8%
Probation/Parole	1,789	11,093	12,882	23.6%
Section 17	3,726	377	4,103	7.5%
Reporting Diversion	2,427	282	2,709	5.0%
ISP Pre-Conviction	4	22	26	.<.001%
Non-Reporting Diversion	179	22	201	0.4%
Alcohol Highway Safety	856	5	861	1.6%
Restitution Only	413	2,341	2,754	5.0%
<b>TOTAL</b>	<b>24,343</b>	<b>30,280</b>	<b>54,623</b>	<b>100%</b>
Percent of Cases from Municipal Court	44.6%			
Percent of Cases from Criminal Court		55.4%		
Total Cases Received for 2000	26,989			
Total Cases Terminated for 2000	24,403			

# **SUPERVISION SERVICES**



## **General Supervision I**



GENERAL SUPERVISION I is comprised of ten supervision units: three Central units, three South units, and four West units. Each unit is comprised of eight Probation Officers, and the General Supervision 1 Typing Cluster is comprised of four Clerk Typists.

Early in the year plans were made to reorganize the Division. It meant the movement of the Northeast units to General Supervision 2 and the movement of the West units to General Supervision 1. Multiple personnel moves contributed to the changes due to having to replace staff who separated from their service with our department. Prior to the reorganization of the units, General Supervision 1 was comprised of nine units supervising approximately 14,000 cases/ approximately 12,000 people. At the close of 2000 General Supervision 1 contained 10 units, approximately 15,000 cases / approximately 13,000 people.

The Youth Violence Reduction Project has taken shape and become operational this year. It has developed, becoming operational within the Central Units and has allowed for the identification of at-risk youth in the 24th police District, having expanded to the 25th Police District areas. YVRP has expanded from two Probation Officers and one Supervisor to four Probation Officers and two Supervisors. The officers involved were Antonio Maiocco, and Ivan Williams, both of whom have left the department. They were replaced by Fred Crawford, Eric Kornberg, Mike Chiliberti and Jose Martinez. The Supervisors are Robert Cunningham and Alison Bell. These youthful offenders (ages 24 and below) have been receiving intensive supervision and increased access to resources toward the goal of preventing their involvement in behaviors which result in youth homicides. YVRP is a cooperative effort involving the Adult Probation Department, the Juvenile Probation Department, the Philadelphia Police Department, the Office of the Philadelphia District Attorney, Philadelphia Safe and Sound, Philadelphia Anti Drug- Anti Violence Network, the Philadelphia Health Department, Public Private Ventures, the Philadelphia Board of Education, and the Department of Human Services.

Within the division, caseloads have been reviewed when caseload numbers seem to indicate some problem area. Case Conferences will be emphasized and beginning in the new year, Case Conferences will be reviewed monthly from all Supervisors by the Associate Director and the Director. The Supervisors have in the past requested that caseload audits be done when problems are indicated. The division will review the monthly case conferences, since when done effectively and consistently, they should alleviate the need for complete caseload audits. The division will also begin to insure that Supervisors are familiar with how to conduct caseload audits by teaching them to complete an audit in phases with caseloads within their respective units. Division staff is still working toward the goal of having each case carrying Probation Officer with caseloads of approximately 150 people. This continues to be extremely difficult as the volume of arrests, rearrests, Violation of Probation hearings, and Wanted Cards continues to grow, particularly in the area of the 24th and 25th Police Districts where many cooperative law enforcement efforts are taking place. The numerous task force operations coupled with Operation Sunrise have had a tremendous effect on the volume and overall workload in these areas.

Members of General Supervision 1 continue to participate in a wide variety of activities which contribute to the development and professionalism of this department. These activities include but are not limited to the following: the VOP Project, The Urine Collection Committee, the Youth Violence Reduction Committee, The Philadelphia Interdisciplinary Fatality Review Team, Theft from Auto/Repeat Offender's Project, COMPSTAT meetings with the Philadelphia Police Department, Police Advisory Committee, Hospitality House, FIR (Forensic Intensive Recovery Program) Latino Partnership Committee, Risk/Needs Committee, Case Transfer Committee, Census Tract Committee, and Critical Incident Review Committee.



## General Supervision II



Division II leadership changed in April, 2000; however, the division continued to be made up of three Northeast and four Northwest regional supervision units, the Courtesy Supervision Unit and the Accelerated Rehabilitation Disposition Unit. The Female Offenders Comprehensive and Integrated Services Network (FOCIS), a federally funded six year project, became aligned with the Division II through the Division Director.

As with other Adult Probation and Parole Department divisions, Division II devoted great effort toward the planned move to new quarters in June, 2000. The clearing out of old files and furnishings and the consolidation of remaining files occurred simultaneously with ongoing planning sessions that were devoted to physical space and operational considerations at the new site. The configuration of secure office space and individual officer/offender interview rooms presented challenges of coordination of offender flow for both clerical staff and Probation Officers. By the end of the year, Division II, which occupies the eighth floor and part of the ninth floor, and FOCIS, which occupies a portion of the fourth floor, had devised an effective system of rotating cluster typing assignments with offender reception operations.

For the Northeast and Northwest units of the division, the overall purpose remained general supervision. The division leadership set a goal of an increased sense of regional sharing among these units. The physical location of the regional units promoted this perspective, while the cooperative spirit among regional unit Supervisors served to contribute positively toward staff attitudes.

Subsequent to the June departmental relocation, attention was directed toward establishing closer communication between the ARD Unit and the District Attorney's office, with the goals of expediting the determination of restitution orders, the appropriate closing of cases, and the scheduling of violation hearings when indicated. In November, the Supervisor of the ARD Unit retired, but the momentum of increased unit efficiency and effectiveness remained through the close of the year, pending assignment of a new Supervisor.

Within the Courtesy Supervision Unit there occurred much of the same reorganizational efforts as were devoted to ARD. There has been ongoing critical review of the cases that are assigned to Courtesy Supervision, so that the unit may comply more closely with the Operations Manual guidelines for case eligibility. The B.I. Profile low risk caseload, which is comprised of computer

monitored telephone reporting cases, was thoroughly audited toward clear guidelines of case acceptance, and it was restructured toward effective monitoring and accountability by a newly assigned Probation Officer.

Division II continued its representation at the Philadelphia Police Department's Compstat meetings, enhancing communication between the police districts and the probation department regional units.

During November, 2000, over 25 Electronic Monitoring supervision cases were transferred into the Northwest Units of Division II. The excellent communication among everyone involved has contributed to the effective response that has been achieved to this new duty. Throughout 2000, these Northwest Units remained the only Field Service units to handle such cases, which reached a total of over 40 cases by the end of the year.

Caseload sizes in each of the units are monitored monthly. Most of the regional units were staffed by a Supervisor and seven or eight officers, but occasional officer vacancies resulted in varying intake numbers. The total number of cases under supervision by all seven regional units averaged 8500 cases on any given day. In ARD the average number of cases exceeded 2,000, but the characteristics of ARD administrative supervision allow fewer officers to manage larger caseloads. The Courtesy Supervision Unit also deals with a high number of cases, over 2500 on average. The cases of Philadelphia residents with other county convictions, that are assigned to the Courtesy Supervision Unit, are being identified by census tract of residence in order to determine the impact on regional units should these cases be eventually transferred to general supervision.

Division goals for the future include taking a closer look at the rates of economic sanction collections, of fines/costs and restitution as well as the state imposed supervision fee. The Division anticipates that the increased training levels that were achieved this year, by Probation Officers, Supervisors, administrators and clerical staff, should result next year in increased performance levels. The division has been well represented on various departmental committees, such as Urinalysis, Critical Incident Response, Late Night Reporting, Firearm Surrender Policy and VOP/First and Last committees. This has lent a cooperative spirit to planning and problem solving regarding a range of existing as well as anticipated departmental functions. The Division's proactive leadership, along with the reorganization of the ARD and Courtesy Supervision Units, will contribute to the division's mission for the First Judicial District, of efficiency in case management and effective offender supervision.



## Special Supervision

The Special Supervision Division is designed to address the court's special need of sentencing to probation or releasing on parole, those offenders who have specific charges or intense needs and problems that require close supervision and therapeutic intervention. The division's Domestic Intervention Unit, Psychiatric Unit, Sex Offenders Unit, Intermediate Punishment Unit, Monitored Supervision Unit and Alcohol Highway Safe Driving Unit supervise this highly problematic offender population. Whereas, the division's two (2) Fraud Units, in conjunction with the Philadelphia District Attorney's Office and the Pennsylvania Office of the Inspector General, focus upon the collection of restitution from offenders convicted of Welfare, Insurance and Unemployment Compensation Fraud.

Because there is a high level of intensive supervision needed for the special probation and parole case, this division's Supervisors and all staff members receive specialized training throughout the year in their related areas of supervision. By focusing upon staff development, the division will continue to uphold its high standards for professional casework and intensive probation and parole supervision.

The division also continued with its reorganization in 2000. Specifically, the Psychiatric I and II units were merged into one unit, and a psychologist was added to its staff to assist in the evaluation and supervision of the offender with a major mental disorder.

A high number of offender contacts and interaction with family are required with intensive supervision. Referrals to appropriate service providers, such as mental health agencies, vocational institutions, drug treatment centers, etc., are essential for offenders to successfully complete their sentence and to deal with their specific problems with a positive outcome. The latter can be measured by the low rearrest rate for the division's offender population and the outstanding rate of collection by the division for fines, restitution and supervision fees.

To conclude, the division looks forward to another productive year as it addresses the needs of the court, the community and its highly diverse caseloads.

Special Supervision Division Totals - 2000	
Total Active Cases	13,003
Total Offenders	12,197
Total Contacts	153,860
Office Visits	50,333
Home Visits	4,656
Hearings	5,282
Prison	1,132
Phone	83,413
Collateral	9,044
Total Referrals	9,866
Court Hours	6,978

## **Domestic Intervention**

The Domestic Intervention Unit of the Adult Probation Department exists to serve the court through the provision of supervision and services to offenders, while striving for community/victim safety and offender accountability. This is accomplished primarily through the enforcement of court ordered conditions of probation, the provision of information and referral services, direct counseling, the collection of economic sanctions and the swift response to victim and community concerns. The unit supervises three different types of cases. These are cases involving violence within the family, cases where the offender has a diagnosis of mental retardation and cases where the offender has a serious illness that impacts upon his ability to be supervised. Lastly, the Centers for Adult Education (CAE) also provides the unit with documentation of the work it completes in the service of the agency's offender population.

**The following criteria are used to determine whether an offender should be supervised by the Domestic Intervention Unit:**

### **1-Family Violence Offender:**

- ▶ Any case where an individual is convicted of a crime related to violence in the family is appropriate for sentencing to the unit. While always prepared to address judicial concerns through special conditions of probation, a general order for counseling/services can be helpful in the supervision of these complex cases. Staff receive specialized training in family violence related issues and is familiar with available community resources and how to access them.

### **2-The Offender With Mental Retardation:**

- ▶ Any offender with an I.Q. score of 69 or below, the cause of which occurred before the age of 18. This requirement is imposed upon the caseload by funding sources. Working cooperatively with an on site case manager provided by the Philadelphia Office of Mental Retardation, the unit provides intensive supervision and services to all types of offenders with mental retardation.
- ▶ Established in 1985 with special funding from the State Department of Public Welfare on the State Board of Probation and Parole, a partnership was developed between APPD and the Philadelphia Office of Mental Retardation (via a contract with Citizens Acting Together Can Help, Inc.) to service this offender population under the auspices of the Special Offender Project.
- ▶ This partnership stemmed from a recognition that the deinstitutionalization of individuals with a diagnosis of mental retardation would ultimately bring them in contact with the

criminal justice system as adults. Since these offenders tend to be at an intellectual and social disadvantage, APPD works to ensure that their rights are protected and that they have equal access to habilitative/rehabilitative services.

- ▶ Every offender in this caseload is assessed and provided with a individualized plan of remediation to ensure that his "special" needs are met. Through the coordination of services between "systems", the goal of successful completion of probation and/or parole is sought, while striving to ensure that these individuals do not "fall through the cracks".

### **3-The Medically Fragile Offender:**

- ▶ This caseload exists for the individual who suffers from a serious and/or life threatening illness that impacts on his ability to be supervised in the "traditional" manner. These illnesses can include, but are not limited to HIV/AIDS, Cancer, Heart Disease, Lupus, Dialysis, Paralysis and Deafness, as well as others. Through an understanding of illness and the death/dying process, the Probation Officer works to provide compassionate supervision, while maintaining the offender's accountability to the court.

## **Center for Literacy/Adult Education (CAE)**

- ▶ This program is a joint effort between the Philadelphia Adult Probation Department and The Center for Literacy (Philadelphia's oldest adult education provider). This community partnership has been in existence for 12 years. With APPD providing office space, a telephone and supplies, the CAE provides on-site evaluations and referrals to educational programs.
- ▶ CAE staff recruits and trains community individuals who serve as volunteer tutors. Offenders may also be referred to GED programs in the community if they are found to be academically ready.
- ▶ Two hundred and fifteen (215) individuals were evaluated and placed in appropriate educational situations. A total of forty eight (48) offenders were matched with volunteer tutors in one to one educational/mentor relationships. Three thousand, one hundred and twelve (3112) hours of instruction were provided to these individuals during the year.

Domestic Intervention - 2000



Total Contacts	14,869
Office Visits	6,044
Home Visits	205
Hearings	346
Prison	23
Phone	83,413
Collateral	1,794
Total Referrals	1,045
Court Hours	618

Medically Fragile - 2000	
Total Active Cases	100
Total Offenders	86
Total Contacts	1,891
Office Visits	508
Home Visits	14
Hearings	28
Phone	983
Collateral	358
Total Referrals	179
Court Hours	43

Special Offenders Project - 2000	
Total Active Cases	35
Total Offenders	31
Total Contacts	4,560
Office Visits	1,256
Home Visits	105
Hearings	110
Phone	1,891
Collateral	1,198
Total Referrals	799
Court Hours	195

## **Psychiatric Supervision**

The Psychiatric Supervision Unit's purpose is to identify and work with offenders experiencing psychiatric difficulties who need and can benefit from intensive, therapeutically focused probation/parole supervision. Additionally, Psychiatric Supervision benefits the offender who cannot reasonably be expected to comply with all the conditions of their sentences because of major mental illness or other severe mental pathology.

### ***Criteria for Psychiatric Supervision:***

- ▶ A sentence of reporting probation or parole
- ▶ Documented history of major mental illness (schizophrenia, bipolar disorder, delusional disorder, major depression and paranoia), frequent decompensations and hospitalizations that precede any substance abuse
- ▶ Offenders with character disorders whose behavior will cause supervision problems for field service officers. They may be bizarre, sexually inappropriate, disruptive or inappropriately hostile.
- ▶ MHSA ( Mental Health/ Substance Abuse ) Offenders with major mental illness which presents itself before substance abuse.
- ▶ The offender's mental status may cause management problems for field service officers

### ***Psychiatric Supervision Services Available:***

- ▶ Urinalysis as ordered or deemed necessary
- ▶ Counseling referrals based on court orders and/or needs of an offender
- ▶ Integrated services for the offender with the community mental health network
- ▶ Establishing liaisons with community mental health systems
- ▶ Emergency interventions by staff and/or psychiatric evaluation specialist
- ▶ Intensive Supervision

Psychiatric Division - 2000	
Total Active Cases	812
Total Offenders	681
Total Contacts	14,240
Office Visits	5,614
Home Visits	489
Hearings	682
Prison	40
Phone	6,397
Collateral	1,018
Total Referrals	1,247
Court Hours	854

## Sex Offenders Unit

The Sex Offenders Unit was created in 1989 for the purpose of supervising all offenders convicted of sexual offenses in one unit to better monitor compliance with conditions of probation and, more recently, Megan's Law registrations.\*

### **Criteria for Sex Offender Supervision:**

- ▶ A sentence of reporting parole or probation
- ▶ The charges are of a sexual nature
- ▶ The offender resides in the City of Philadelphia
- ▶ Sex Offender supervision is recommended due to past history of sexual offending or a mental health report shows a propensity for inappropriate sexual behavior.

### **Supervision Services Available:**

- ▶ Intensive supervision through office visits and field visits to the home and treatment facilities
- ▶ Urinalysis
- ▶ Counseling referrals based on court orders and/or needs of offender
- ▶ Megan's Law registrations
- ▶ Monitoring of stay away orders and inappropriate living situations
- ▶ Referrals for educational and vocational needs

### **\*Megan's Law**

The Pennsylvania State Police maintains a database of information on offenders who have been convicted of designated sex offenses. Registration forms are completed by the Probation Officer and mailed to Harrisburg where they are kept active for a period of ten years or lifetime depending on the charges. Mandatory address verifications are done via U.S. mail on a yearly basis by the State Police. The list of applicable charges is as follows:

#### *10 Year Registration:*

- ▶ Kidnapping (victim is a minor)
- ▶ Indecent Assault (victim is 12 years or younger)
- ▶ Incest (victim is 12 years or older but under 18)
- ▶ Prostitution (promotes prostitution of a minor)
- ▶ Obscene and Other Sexual Materials, Performances (victim is a minor)
- ▶ Sexual Abuse of Children
- ▶ Unlawful Contact or Communication With Minor
- ▶ Offenders convicted of an attempt to commit any of the offenses under ten year registration or lifetime registration

#### *Registration:*

- ▶ Offenders with two or more convictions of any of the offenses set forth under ten year registration
- ▶ Rape
- ▶ Involuntary Deviate Sexual Intercourse
- ▶ Sexual Assault
- ▶ Aggravated Indecent Assault
- ▶ Incest (victim under 12 years)

- ▶ Offenders designated by court as sexually violent predators

### **Penalties for failure to register or verify registration:**

**10 year registration:** felony of the third degree

**Lifetime registration:** felony of the first degree and subject to mandatory minimum sentence of probation for remainder of individual's lifetime and may be sentenced to a period of incarceration of up to the individual's lifetime.

Sex Offenders - 2000	
Total Active Cases	667
Total Offenders	600
Total Contacts	12,911
Office Visits	6,165
Home Visits	910
Hearings	438
Phone	4,923
Collateral	475
Total Referrals	338
Court Hours	416

## **Intermediate Punishment Unit**

The Intermediate Punishment (IP) Unit provides supervision and services to eligible Level 3 and Level 4 felony offenders who would have otherwise received county or state jail sentences. This is the most highly structured form of community supervision offered by the department. Offenders remain in Intermediate Punishment for one year of supervision and, if successful, are transferred to General Supervision units. The unit is fully computerized and automated utilizing the IP+ caseload management system.

The Intermediate Punishment program is an ongoing collaboration between the First Judicial District, APPD, the Defender Association, the District Attorney's Office, the Health Department's Coordinating Office for Drug and Alcohol Abuse Programs (CODAAP), the Office of the Director for Criminal Justice Population Management, and the FIR Clinical Evaluation Unit at Philadelphia Health Management Corporation (PHMC). These partners come together in monthly meetings of the IP Operations Committee, as well as in smaller working meetings to address issues that arise in the administration of the program, as well as to provide oversight and monitoring of IP operations.

In 2000, 28 inpatient and 25 out-patient treatment programs provided services to Intermediate Punishment offenders. These include programs for Hispanic and women with children, in addition to programs for offenders who are dually diagnosed, or, terminally ill. PHMC provides evaluators and case managers who assist in placing offenders in drug -free housing, while providing counseling support and aid in treatment compliance. Most recently a program providing job training and placement to offenders operational.

The Intermediate Punishment Program has three options that are described below:

1. In-Patient Drug and Alcohol Treatment Program:
  - ▶ Short term with a maximum of ninety days, to be followed by ninety days of intensive out-patient supervision with an electronic monitor.
  - ▶ Long term in-patient treatment for a maximum of six months, followed by supervision and aftercare.
2. House Arrest with Electronic Monitoring has three options that are described below:
  - ▶ Offenders who are sentenced to outpatient drug treatment for the first six (6) months of their sentence are placed on house arrest, concurrently, for the same length of time, at either their home or in a recovery house.
  - ▶ Offenders who are sentenced to short-term inpatient treatment for ninety (90) days or less are placed on house arrest, at their home or in a recovery house, following the successful completion of their residential programming.

- ▶ Offenders can be sentenced to six (6) months house arrest, without treatment, during the first six (6) months of their sentence.

In 2000, the Intermediate Punishment unit was comprised of eight Probation Officers and a Supervisor. Those offenders with back officers are initially supervised by the back officers who prepare the case for transfer to Intermediate Punishment officers. During the year, 646 offenders were sentenced to Intermediate Punishment. Of the 646 offenders in 2000, 357 (55.2%) were sentenced to residential inpatient treatment, 271 (42%) were sentenced to Intensive Outpatient or Outpatient Care, and 18 (28%) were sentenced to House Arrest only.

<b>Intermediate Punishment - 2000</b>	
Total Active Cases	596
Total Offenders	487
Total Contacts	10,292
Office Visits	5,752
Home Visits	377
Hearings	681
Phone	2,477
Collateral	<b>1035</b>
Total Referrals	1,002
Court Hours	1,367

## **Monitored Supervision**

This unit is an intensive supervision unit that provides a highly structured alternative to incarceration with drug treatment. Referrals to this unit can be made either by a Probation/Parole Officer or by the Court. Those individuals identified as high risk by their supervising officer can be arrested by the Warrant Unit of PreTrial Services for specific violations of their monitoring conditions. The Monitored Supervision Unit is a fully computer automated unit utilizing the IP+ caseload management system.

The Monitored Supervision Unit has two components:

1. House Arrest with Electronic Monitoring.
2. Curfew with Electronic Monitoring.

### ***House Arrest with Electronic Monitoring:***

- ▶ House Arrest provides 24 hour monitoring. The offender wears a secure ankle transmitter and must remain within a specified distance of the stationary monitoring unit inside the house unless given permission by the supervising officer to be elsewhere. Before release to this program, the offender is interviewed by a Monitored Supervision Officer. A home visit is conducted to assure that the offender's family is

willing to accommodate the electronic monitoring equipment, to assure that there is an operating telephone in the home, and to confirm that the family does not object to the placement of the monitor on their phone. The average length of time that the offender is on a monitor is six months.

- ▶ In addition to electronic monitoring equipment, the offender may also be referred to treatment if appropriate.

***Curfew with Electronic Monitoring:***

- ▶ Offenders assigned to this option receive a specified curfew. Curfew is usually between the hours of 7:00 PM to 7:00AM. Offenders who are appropriate for this supervision have successfully completed house arrest for 90 days and have no positive urinalysis results.

***Deferred Sentences:***

- ▶ Cases with deferred sentences are derived from two (2) sources. The first involves offenders that the convicting judge places on electronic monitoring when sentencing has been deferred. Secondly, PreTrial Services transfers cases to the unit after conviction when sentencing has been deferred. Defendants in deferred sentence status are supervised with the same restrictions applied to post-trial cases, including treatment referrals and urine screenings.

The Alcohol Highway Safe Driving (AHSD) unit provides services for those offenders convicted of Driving Under the Influence of Alcohol/Controlled Substances.

First time offenders are mandated by statute to successfully complete Alcohol Highway Safety classes. They receive a period of incarceration of not less than 48 consecutive hours. The court also suspends drivers licenses for one year, in addition to imposing fines and costs.

Repeat offenders are mandated by statute to complete a prescribed program of treatment monitored by the Health Department (NEXUS). The duration of treatment cannot exceed two years and will be determined by the treating facility. Repeat offenders are subject to longer periods of incarceration as required by statute.

Through intensive supervision and the monitoring of court imposed treatment stipulations, the unit endeavors to effectuate the rehabilitation of this offender population.

AHSD - 2000	
Total Active Cases	2,353
Total Offenders	2,190
Total Contacts	24,885
Office Visits	9,204
Home Visits	384
Hearings	603
Prison	5
Phone	14,065
Collateral	624
Total Referrals	2,602
Court Hours	635

Monitored Supervision - 2000	
Total Active Cases	589
Total Offenders	483
Total Contacts	15,788
Office Visits	7,092
Home Visits	1,777
Hearings	1,041
Prison	1,064
Phone	3,472
Collateral	1,342
Total Referrals	1,266
Court Hours	1,959

**Fraud Supervision**

The two (2) Fraud Units supervise Welfare Fraud, Insurance Fraud and Unemployment Compensation Fraud cases prosecuted by the District Attorney's Office. Their main focus is the collection of court ordered monies. All probationers are placed on minimum supervision. They are required to call their officer monthly and to make monthly restitution payments. This supervision level is modified if a probationer is not complying with the court ordered monthly restitution payments or not contacting his/her Probation Officer as required.

***Welfare Fraud***

Welfare Fraud restitution collections by the Philadelphia Adult Probation Department rose to \$1,631,598.00 in 2000. This is an increase of seven percent over last year's collection total of \$1,539,556.00. Over the past ten years, collections have increased steadily with an increase of nearly \$1,000.00 since 1990, when \$646,951.00 was collected.

The increase in restitution collection for Welfare Fraud was accomplished through the efforts and cooperation of employees from the Philadelphia Adult

**Alcohol Highway Safe Driving**

Probation Department, The Philadelphia District Attorney's Office and The Pennsylvania Office of the Inspector General. These three agencies work together to achieve maximum results.

The main reason for the success of Welfare Fraud is the outstanding job put in daily by its officers. With an average caseload size now at a greater level than ever (679 cases per P.O.), the officers continue to collect more money each year and list more VOP Hearings than before. Accordingly, 1221 VOP summaries were written last year. It is the large number of VOP Hearings listed by the unit that helped increase collections. Another contributor to its success is the help the unit receives from The Adult Probation Department's Accounting and Records Units. Both of these units provide valuable information to the officers to help them accomplish their goals.

Overall, 2000 was a very successful year for the unit. For 2001, the unit will strive to achieve the same results.

The average caseload size for each Probation Officer was about 679. Officers completed 6910 contacts (office and home visits).

The Accounting and Records Units of the Philadelphia Adult Probation Department are integral in the success of the Fraud Unit. The Records Department handles intake for Welfare Fraud Probation cases and works to ensure the information from court is correct. The Accounting Unit of the Philadelphia Adult Probation Department handles all the payments that come in for Welfare Fraud and makes all payments to the Office of the Inspector General.

***Recoupment***

This program handles monies held from a probationer's welfare check to comply with the court ordered restitution. In 2000, the total amount of recoupment was \$3,703.00.

***Unemployment Compensation Fraud***

During the year 2000, Unemployment Compensation collections totaled \$636,663.00. This is a substantial amount when you look at the past history of Unemployment Compensation Collections. One of the main reasons for this surge in collections can be attributed to the bi-weekly VOP Hearings that are listed for these delinquent cases. There are presently 680 Unemployment Compensation cases assigned to Fraud.

***Insurance Fraud***

During the year 2000, Insurance Fraud collections totaled \$197,745.00. The current caseload size is 178 cases. The statistics that follow this narrative, in a limited way, show the work the Fraud Unit has produced in the year 2000. The data includes money collection, intake, terminations, violations and offender contacts.

***Restitution Only***

These are cases with restitution only orders. Probation has either been terminated with the restitution order to remain or the restitution was ordered without a probation. These cases are created solely to collect restitution. This caseload increased to nearly 900 cases in 2000.

Fraud I - 2000	
Total Active Cases	3,280
Total Offenders	3,253
Total Contacts	26,254
Office Visits	3,542
Home Visits	127
Hearings	671
Phone	21,495
Collateral	319
Total Referrals	245
Court Hours	483

Fraud II - 2000	
Total Active Cases	3,700
Total Offenders	3,624
Total Contacts	25,657
Office Visits	3,297
Hearings	707
Phone	21,220
Collateral	271
Total Referrals	255
Court Hours	448

Fraud Unit Collections - 2000	
DPW - Welfare	\$1,631,598
Unemployment Compensation Fraud	\$636,663
Recoupment	\$3,703
Insurance Fraud	\$197,745
Total Collections for 2000	\$2,469,709



# Adult Probation and Parole

2000

**Hon. John W. Herron**  
Administrative Judge

Joseph A. Cairone  
Deputy Court Administrator  
Criminal Trial Division

Frank Snyder,  
Co-Chief Probation Officer  
Carrie Leonard, Admin Sec'y

Robert Malvestuto  
Co-Chief Probation Officer  
Judy Wallace, Administrative Sec'y

Special Supervision A. Sasselli, Dir. F. DeFrancesco, Assoc. Dir	General Supervision 1 P. Blow, Dir. R. Vinci, Assoc. Dir.	General Supervision 2 J. Bedell, Dir. K. Reynolds, Assoc. Dir	Special Projects L. Mathers, Dir. M. Murphy, Assoc. Dir. B. White, Assoc. Dir.	Presentence Investigation D. Taylor, Dir. R. Meenan, Assoc. Dir.
Word Processing Cluster	Word Processing Cluster	Word Processing Cluster	Training	Word Processing Cluster
Psychiatric	West 1	Northeast 1	Treatment Services	Court Mental Health Clinic
Sex Offenders	West 2	Northeast 2	Special Projects Subcommittees	Presentence Investigation 1
Domestic Intervention	West 3	Northeast 3	Grant Management	Presentence Investigation 2
Intermediate Punishment	West 4	Northwest 1	Research & Development	Victim Services
Monitored Supervision	Central 1	Northwest 2	Community Service	
Alcohol Highway Safety	Central 2	Northwest 3	State Standards	
Fraud 1	Central 3	Northwest 4		
Fraud 2	South 1	ARD Services		
	South 2	Courtesy Supervision		
	South 3	F.O.C.I.S		

**MIS Executive Committee**  
Deputy Court Administrator, Criminal Trial Division, Chair  
Director, FJD Data Processing  
Director, FJD MIS  
APPD Co-Chief P.O.s  
Director, PTS  
F. Johnson, Team Leader

Office of Professional Responsibility (OPR)  
C. Gregonis, Dep. Chief P.O.,  
J. Harkins, Director,  
S. Molino

Personnel

Facilities Management

Accounting, ACT 84 & Third Party Collections

Dept of Welfare SSI

Operations  
E. Quinn, Dir.  
K. Intenzo, Mgr.

Prison Population Mgmt

Parole  
JVH

Records Management

Case File Mgmt. Microfilm

Violations & Wanted Cards

Intake

