
2007

Annual Report

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

Honorable C. Darnell Jones, II, President Judge
Honorable D. Webster Keogh, Administrative Judge, Trial Division
Honorable Pamela Pryor Dembe, Supervising Judge, Criminal Trial Division
David C. Lawrence, Court Administrator
David D. Wasson III, Esq., Deputy Court Administrator, Criminal Trial Division
Robert J. Malvestuto, Chief Probation and Parole Officer

Philadelphia
Adult Probation/Parole Department
2007

Chief Probation Officer

Robert J. Malvestuto

Directors

Patricia L. Blow

James H. Harkins

Kathleen Intenzo

Edward V. Quinn

W. Kevin Reynolds

Donald X. Taylor

Associate Directors

Frank T. DeFrancesco

Robert Meenan

Maureen B. Murphy

❖❖❖ Contents ❖❖❖

Mission Statement	1
Office of the Chief Probation Officer & 2007 Highlights	2-3
2007 Annual Report Statistics	4
Supervision Division I	5
East Regions 1 – 4	6
West Regions 1 - 5	6-7
Youth Violence Reduction Partnership (YVRP)	7-8
Monitor, JNET and CPCMS	8-9
Supervision Division II	10
ARD Program (Accelerated Rehabilitation Disposition)	10-11
Mental Health Unit	11-12
Sex Offenders Unit	12
Forensic Intensive Recovery Unit (FIR)	12
Alcohol Highway Safety Unit (AHSD)	13
Northeast and Northwest Units	13-14
Supervision Division III	15
Central Regions 1 – 3	15-16
South Regions 1 – 2	16
Strategic Antiviolence Unit (SAV-U)	16
Special Initiatives	16
WRISS (Weapon Related Injury Surveillance System)	16
Police/Law Enforcement Liaison	16
Anti-Violence Gun Court	17
Domestic Violence	17
Drug Detection Center	17
Supervision Division IV	18
Fraud Supervision	18
Presentence Investigation	18
Victim Services Unit	18
Court Mental Health Clinic	19
Intermediate Punishment Unit	19-20
IP/FIR Treatment Coordination	20
Monitored Supervision Unit	20
DNA Processing	20
Facilities and Grant Management	20-21
Department of Public Welfare Criminal Records Checks	21
Supervision of Part Time Clerical Employees	21
Maintenance of Federal, State and Local Grants	21-22
Division V (Supervision Support)	23
Probation Intake Unit	23

	Financial Services Accounting, Liens and Judgments	23
	Operations	24
	Records Management Unit	24
	Violations Unit	24
	Prison Population Management	24
	Parole Unit	25
	Re-Entry	25
	Community Service Coordination Office	25
	GED Condition/Center for Literacy	25
	Probation Case Management (Monitor)	26
	JNET	26
	Special Projects & Research	26
	Prob-START	26
Division VI		27
	Probation Case Management System	27
	Operations Manual	27
	Training and Staff Development	27
	Professional Conferences	27
	Graduate Courses	28
	APPD Officer Safety Training Program	28
	2007 APPD Training Hours	28
	2007 Training Expenses	28
2007 Philadelphia Adult Probation Parole Department Organizational Chart		29

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.

❖❖❖ **Office of the Chief Probation Officer** ❖❖❖
Robert J. Malvestuto

The year 2007 was marked by a renewed focus by the Philadelphia Adult Probation and Parole Department on public safety and commitment to providing services to the First Judicial District. APPD continued to confront challenges of limited resources by reviewing its current past and current practices and looking toward the future for new solutions to common obstacles and restraints. In 2007, we began formulating a comprehensive strategic plan for the future of the agency. The plan aims to redefine APPD as a central figure in the city's crime prevention efforts, and to restructure the agency's supervision functions to better support that mission. Concomitantly, our academic partnerships continue to hold promise for a computerized risk assessment tool that can be used at intake for all offenders coming under our supervision. This tool will enable us to deploy a majority of our supervising officers in units designated to supervise offenders that are at the highest risk of committing or being the victim of violence.

While we look to the future of the agency with our Strategic Plan, we are also very proud of our current and ongoing initiatives, some of which are highlighted below. In 2007, the American Probation and Parole Association (APPA) presented APPD with its distinguished Annual Program Award, in recognition of the success of the Youth Violence Reduction Partnership (YVRP), now in its tenth year of operation. We are proud to be a working partner in this city-wide collaborative anti-violence effort. And, we look forward to continuing and improving our work with YVRP in the years to come.

2007 Highlights

Probation Case Management System – Monitor (PCMS)

APPD's electronic case management system, Monitor, went live on April 23, 2006. Since that time, we have not stopped working to customize and improve the functionality of the system, as well as train staff on the many intricacies of the program. As a result of our ongoing work with the project vendor, Loryx Systems, Inc., offender arrests and other vital data are now automatically imported into the electronic case file of APPD offenders. The PCMS project has been a noteworthy milestone in the history of our agency, consolidating information from multiple sources in one program and allowing for increased accountability of APPD staff as well as those under APPD supervision.

ProbSTART (Probation Supervision through Analysis Research and Training)

In 2007, APPD initiated a staff accountability program using data from Monitor. The program is modeled on the one New York City has had in place for five years, and it was demonstrated for APPD staff in a seminar sponsored by the University of Pennsylvania. Our preliminary round of ProbSTART meetings focused on compliance with filling out the offender assessment screens in Monitor. Over time, compliance increased dramatically. We plan on expanding ProbSTART in 2008 to include data reviews of offender arrests and violation rates, as well as case contact compliance. Over time, trends from each unit will be examined.

The Strategic Anti-Violence Unit (SAV-U) Update

In 2007, the Strategic Anti-Violence Unit continued to supervise some of the highest risk offenders under APPD supervision. In collaboration with a team from the University of Pennsylvania, the SAV

Unit explored possible responses to high risk offender behavior, as well as proactive measures intended to reduce clients' risk of serious violence. As a result, two of the five SAV officers were trained in delivering group cognitive behavioral therapy (CBT), and successfully co-facilitated at 12-week long course focusing on basic emotional and life skills. Another course is planned for the year 2008.

Research

The volume of offenders under our supervision, coupled with the resources available to APPD, mandate that we be a thinking organization in all that we do. Research sometimes validates the conclusions that experienced practitioners reach intuitively, but this is not always the case. Without credible scientific evaluation, the effectiveness of a strategy cannot be known. And, we as an agency stand to lack the ability to improve current practices, thereby failing to effectuate the most positive impact on offenders' lives. Therefore, in 2007, we continued to develop our internal research capacity with both new and ongoing projects. APPD research staff was an integral contributor to many of the initiatives undertaken in 2007, including:

Weapons Related Injury Surveillance System - WRISS

Using data provided on an ongoing basis from the Philadelphia Police Department, APPD is able to monitor gunshot victimization rates of APPD offenders. In 2007, research staff continued to notify the supervising officer of any shooting event involving clients under their supervision, so that appropriate actions may be taken. More generally, all APPD staff continued to be informed of the most recent shooting and gun homicides counts via a weekly statistical email.

In addition to its ongoing WRISS-related duties, research staff saw published its first annual production of a comprehensive analysis of the year to date WRISS data (from 2002 to 2006). The report was shared with our local criminal justice partners and was made available online to the general public. An updated report covering all available shooting victimization data from 2002 to 2007 is planned for publication in the summer of 2008.

Low Risk Supervision Experiment

In conjunction with the early stages of forming a strategic plan, APPD successfully implemented of a pilot program designed to test the effectiveness of supervising low risk offenders in a caseload of 400 offenders. In the fall of 2007, over 1500 low risk offenders were identified as being at low risk for committing serious violence by a statistical risk prediction model developed by the Jerry Lee Center of Criminology at the University of Pennsylvania. Using an experimental design, half of the offenders identified were transferred to one of two caseloads designated to supervise only these low risk cases. The other half of those selected remained placed in general supervision, without knowledge of the supervising officer. All 1500+ low risk offenders will be monitored for new arrests on a weekly basis for one year (through fall of 2008). If offenders in the experimental low risk caseloads are arrested at a lesser or equal rate than the offenders who remained assigned as placed, the low risk stratification will be applied to additional regions of the city, in turn easing the caseload sizes of officers in general supervision.

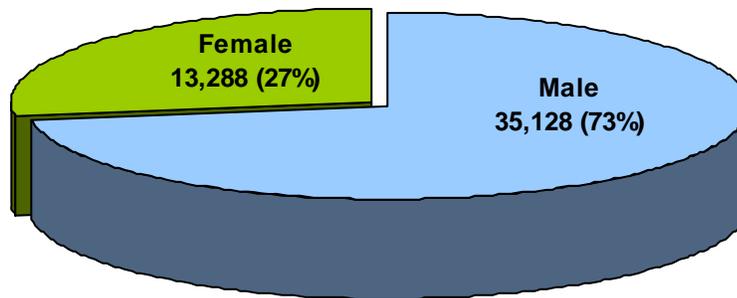
2007 Annual Report Statistics

APPD STAFF TYPE - 2007	
	Number
Professional staff	342
Support Staff	56
Total	398

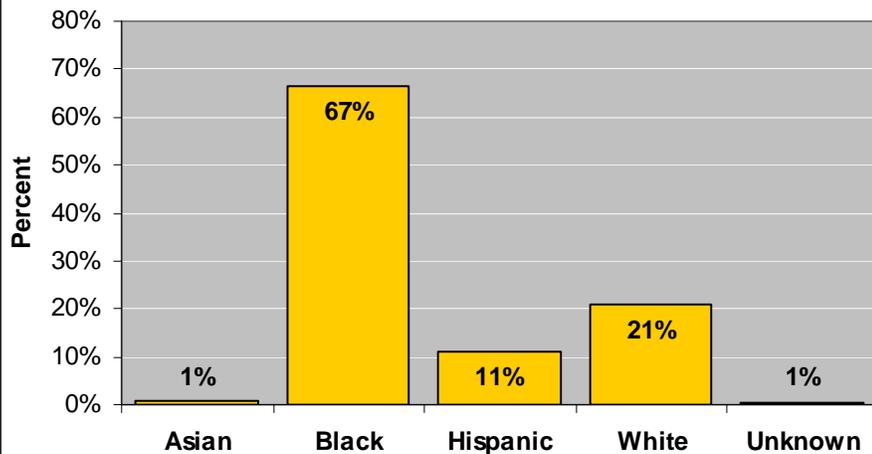
Total Number of APDD Offenders (12/31/07)
48,416

OFFENSE TYPE - 2007		
	Number	Percent
Felony	25,746	53%
Misdemeanor	21,689	45%
Other	981	2%
Total	48,416	100%

Gender of APPD Offenders, 2007



Race/Ethnicity of APPD Offenders, 2007



◆◆◆
SUPERVISION DIVISION I
◆◆◆

SUPERVISION DIVISION I, at the beginning of 2007, was composed of ten (10) regional units charged with ensuring the compliance of offenders with the rules and regulations of probation and parole and court imposed conditions. These units 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.

Division I units are housed on the twelfth (12th) and fourteenth (14th) floors of 1401 Arch Street. Eighty-four (84) probation officers supervise over 10,523 offenders with 15,325 cases who live in the East and West regions of Philadelphia. The average caseload size is 182 cases. There are five (5) East Units and five (5) West Units. Three (3) of the ten (10) units, East II and West IV and V, contain seventeen (17) Youth Violence Reduction Partnership (YVRP) caseloads supervising those offenders between the ages of 18 and 24 identified as those most likely to kill or be killed, six (6) Gun Court/Anti-violence caseloads and two (2) Domestic Violence caseloads. Additionally, there are two (2) Courtesy Supervision caseloads supervising approximately six hundred and ninety-two (692) offenders who reside in Philadelphia but were convicted in another county within Pennsylvania.

Supervision Division I closed 2007 consisting of nine (9) supervision units with responsibility for the supervision of 9592 offenders with 12,947 cases. This includes the Youth Violence Reduction Partnership's eighteen (18) caseloads, two (2) Domestic Intervention caseloads, two (2) Courtesy Supervision caseloads and seven (7) Gun Court/Anti-violence caseloads in East and West Philadelphia.

We have lost numerous probation officers to other agencies, specialized units within APPD, and retirements and have gained many new officers as replacements. As a result, training remains a focal point for each supervisor, as well as the need for close supervision and evaluation of new staff.

PERSONNEL:

Although several units experienced the temporary loss of employees, new hiring and assigning practices expedited the appointment of new officers.

CLERICAL SUPPORT:

This year we continue to utilize part time staff on each floor to help with the daily duties of the reception booth, helping with client flow and ordering supplies. We have part time staff on both floors. At the close of 2007, the twelfth and fourteenth floors have one (1) full time employee and two part time clerical staff members.

EAST REGION

We began the year with five East units comprised of five (5) supervisors and thirty-nine (39) officers supervising offenders residing in the areas corresponding to the 24th, 25th, and 26th Police Districts. They are located on the 12th floor. In October, 2007, the East 5 Unit was disbanded and probation officers and their caseloads were absorbed by East I, III, and IV. The figures below represent unit information as of December 2007.

East I has one (1) supervisor and eight (8) probation officers. This includes one (1) officer assigned to the East and partial West Courtesy Supervision caseload, containing 377 offenders with 468 cases. There are seven (7) regional caseloads. At the end of 2007, the unit was responsible for the supervision of 1488 offenders with 2146 cases. The caseloads average consisted of 149 people and 215 cases.

East II consists of one (1) supervisor and nine (9) probation officers. This is an YVRP unit and contains six (6) YVRP officers, two (2) Gun Court/ Antiviolence officers and one (1) Domestic Violence officer. The nine (9) officers are responsible for the supervision of 415 offenders with 568 cases. The caseload average consisted of 42 people and 57 cases of offenders most likely to kill or be killed.

East III currently contains one (1) supervisor and eight (8) probation officers. They have the responsibility for the supervision of 1321 offenders with 1861 cases. The caseload average consisted of 132 people and 186 cases.

East IV consists of one (1) supervisor and seven (7) probation officers. The unit is responsible for supervising seven (7) caseloads including one (1) Low Risk caseload containing 377 offenders with 468 cases. Collectively, the unit supervises 1,395 offenders with 1,869 cases. The caseload average consisted of 140 offenders with 187 cases.

WEST REGION:

We began the year with five (5) West units comprised of five (5) supervisors and forty-four (44) probation officers supervising offenders residing in the areas corresponding to the 12th, 16th, 18th and 19th Police Districts. They are located on the 14th floor. The figures below represent unit information as of December 2007.

West I has one (1) supervisor and ten (10) probation officers. This includes one (1) officer supervising the Courtesy Supervision caseload containing 315 offenders with 418 cases. At the end of 2007, the unit is responsible for the supervision of 1149 offenders with 1769 cases. The caseloads average consisted of 177 people and 142 cases.

West II consists of one (1) supervisor and nine (9) probation officers. The nine (9) officers are responsible for the supervision of 1,156 offenders with 1,575 cases. There is one Low-risk caseload with 323 offenders and 372 cases. The caseload average consisted of 128 people with 175 cases.

West III currently contains one (1) supervisor and nine (9) probation officers. They have the responsibility for the supervision of 1,529 offenders with 1,998 cases. The caseload average consisted of 170 people with 222 cases.

West IV, the 19th Police District YVRP Unit, contains one (1) supervisor and seven (7) probation officers. One (1) of these officers is a Gun Court/Anti-violence officer while the other six (6) are YVRP officers. These officers are responsible for supervising 348 offenders with 473 cases. All offenders in this unit are considered to be high risk offenders. The average caseload size consisted of 39 offenders with 53 cases.

West V consists of one (1) supervisor and nine (9) officers. There are six (6) Youth Violence Reduction Partnership caseloads, one (1) Domestic Violence caseload and two (2) Gun Court/Anti-violence caseloads. The Gun Court/Anti-violence caseloads were populated directly from Gun Court sentences and out of the high number of individuals needing special, intensive supervision that did not reside in the YVRP areas or were too old for YVRP supervision. The unit supervises 521 people with 688 cases. The caseload average consisted of 58 people with 76 cases.

YOUTH VIOLENCE REDUCTION PARTNERSHIP (YVRP):

The YVRP Project continues to build on the foundations of identifying those offenders most likely “to kill or be killed”, providing them with intensive supervision (office and field), and referrals to outside resources. The program continues to require team cooperation, training and discussions among the partner agencies and the reviewing of program objectives and goals with staff. Much of this partnership is maintained by attendance at the Weekly Ops-Com meetings, the Monthly Management meetings and the bi-monthly Steering Committee meetings. Additionally, in November of last year, APPD instituted in-house YVRP meetings where all APPD personal involved in YVRP meet and discuss issues and make case presentations. During this year, numerous meetings were also held with Concerned Parents, the organization contracted to provide a Job Readiness program for YVRP offenders, PAAN, the Philadelphia Anti-Drug Anti Violence Network, and the Mayor’s Office for the Re-Entry of Ex-Offenders. In July, the Mayor’s Office for the Re-Entry of Ex-Offenders was contracted to provide Job Readiness and Employment Programs for our YVRP population. Interrupting the cycle of violence and preventing violence in the offender’s lives are the primary program goals. In 2006, YVRP expanded into the 19th and 22nd Police Districts.

During 2007, the eighteen (18) YVRP officers assigned to Division I were accompanied by the Police on night field visits which are referred to as targeted patrols. Contact requirements and supervision goals for this program are termed “Benchmarks”. Benchmarks for each offender are four (4) targeted patrols, two (2) daytime field visits, two (2) office visits and two (2) collateral contacts during each month. Positive supports were utilized and are described as activities supporting a productive lifestyle which divert the offender from actions that would put them at risk to “kill or be killed”.

In addition to the YVRP partnerships, during 2007 Division I managers and officers were actively developing, maintaining and expanding other partnerships for the benefit of our offenders and to heighten community safety. The partnership with Magee Rehabilitation Center’s Joe Davis was strengthened, and Mr. Davis meets regularly with our high risk offenders educating them on the effects of gun violence on the individual and the community. This presentation, “Think First”, also satisfies the educational stipulation on the offender’s sentence while providing substantial and relevant information regarding the effects of gun violence.

In January 2007, this division was chosen to partner with the Mayor’s Office for the Re-Entry of Ex-Offenders (M.O.R.E.) at the first One-Stop Re-Entry Center that opened in February, 2007. The center provides many services including, but not limited to, educational, training and employment services along with mental health and substance abuse referrals. Beginning on February 20, 2007, the Division I West Units began staffing the One-Stop Re-entry Office at 1739 S. 54th Street, 40

hours/week, with one (1) probation officer each week to provide reporting, interviewing and referral services at a neighborhood location. Time sheets, a Re-entry office interview form and offender sign-in sheets were created, and needed supplies were identified and collected. The responsibilities and duties of the Probation Officer staffing the Re-entry office were developed and circulated. Through collaborative efforts with the First Judicial District's MIS and the Mayor's Office of Information Systems (MOIS), a method of accessing the FJD Intranet, Monitor and every officer's documents and email was developed and implemented in the off-site office. The officers are able to access our case management system to record offender activities at the office. This initiative allowed our West Philadelphia offender population to report to their officers at a site more accessible to their homes and obtain needed services at the same time. Plans were being made at the end of this year for the staffing of the new East Re-Entry Office. This division will provide the county probation/parole staff for the new M.O.R.E. office at 1952 East Allegheny Avenue, from their East regional units.

In July, numerous APPD Staff members, as well as 125 Gun Court/Anti-Violence offenders, selected YVRP offenders, along with several state, local officials and representatives from other organizations involved with the reduction of violence within Philadelphia attended the presentation: "Holding Up: A New Prison Legacy". This presentation was coordinated and facilitated by the Division Director. In brief, "Holding Up: A New Prison Legacy" is produced by TOVA Artistic Projects for Social Change. The actors are primarily family members of victims of gun violence or the perpetrators of violence making the presentation relevant and credible to our offender population.

Partnerships with various employment agencies were utilized in an effort to secure employment for those offenders ready to change their lives. Pre-Compstat meetings are attended by division staff to strengthen our relationship with the police and to identify areas of mutual concern. Division representatives attend the University City Public Safety Group meetings and the Southwest Detectives Division Working Group meetings in an effort to identify perpetrators of crime in the Southwest region of the city.

Division members assist in maintaining partnerships with various agencies and committees involved in obtaining and providing substance abuse treatment and ancillary services for our offender population. These partnerships include, but are not limited to, the City's Behavioral Health Services, Philadelphia Health Management Corporation, Treatment Court, the Public Defender's Association, the District Attorney's Office and the Mayor's Drug and Alcohol Commission as well as in-house committees such as the Drug Detection committee. The Drug Detection Committee oversees and evaluates the specimen collection center, the optical scan device, the drug testing laboratory and the delivery and availability of testing results for all APPD staff, Pretrial Division staff and Treatment Court staff. In addition to the substance abuse evaluators available to Forensic Intensive Recovery and Intermediate Punishment offenders, these partnerships have resulted in a substance abuse evaluator that is available for all offenders under APPD supervision. Substance abuse, as with unemployment and a propensity for violence, has been identified as a major factor in recidivism.

MONITOR, JNET and CPCMS

All division staff, as with all department staff, continues to face and meet the challenges of adjusting to three (3) new computer systems. The introduction of these three (3) computer systems drastically changed the way the business of this department is conducted. Monitor, the department's new computerized case management system was introduced in April, 2006. JNET training and certification was completed early in 2006 in an effort to ease the transition from CCMS, our source of court information and criminal histories, into the state's CP Case Management System (CPCMS).

Ongoing training and the daily utilization of these three (3) new systems continue to facilitate their effective integration into the fabric of our work.



SUPERVISION DIVISION II



At year's end in 2007, Division II was comprised of five (5) specialized units of Accelerated Rehabilitation Disposition (ARD), Alcohol Highway Safety (AHSD), Forensic Intensive Recovery Unit (FIR), Mental Health Unit and Sex Offenders Unit, along with seven (7) regional units including three Northeast Units and four Northwest Units, for an overall total of twelve (12) units. Furthermore, within the regional units, the division continued its work with specialized caseloads of Domestic Violence, Gun Court/Antiviolence, ReEntry, Courtesy Supervision (other counties) and Low Risk. The division supervises approximately 15,500 offenders.

The division was staffed with one director, twelve (12) supervisors, two (2) clerk typists, four (4) part-time clericals and, on average, ninety-six (96) probation officers.

In the year ahead, the division will continue to emphasize the specialized training of its staff to meet the demands of its highly problematic caseloads and to better serve the court and the community. Focus will remain on the effort to increase the lines of communication between division units and the Philadelphia Police Department through the regular attendance of officers at regional Pre-Compstat meetings held monthly at every Police District. These sessions are more informal than the larger Police College Compstat Meeting. As such, they provide a better forum for the sharing of information on probationers and parolees who are diminishing the quality of life within their communities and who require a more proactive level of supervision by APPD. Finally, the division will continue to integrate the agency's new computerized case management system (i.e., Monitor) with daily operations, while striving to meet and/or surpass established performance standards in the year ahead.

Accelerated Rehabilitation Disposition (ARD)

The division's ARD Unit is a pre-trial diversion program designed to remove an offender from traditional processing through the First Judicial District's criminal justice system.

The unit is comprised of one (1) supervisor and eight (8) probation officers supervising approximately 2600 people and cases at the close of 2007. One of the officers supervises cases for Philadelphia residents who were convicted in other jurisdictions.

Based upon explicit criteria of eligibility, ARD seeks to provide individuals with counseling and other services in areas such as education, employment, substance abuse counseling. Eligibility requires that the offender does not present a clear and present danger to society and that no constructive purpose would be served by conviction and sentence.

The Goals of the ARD Unit are:

1. To afford the criminal court judiciary the opportunity to channel its resources to those cases requiring adjudication through the adversary system.
2. To provide qualified individuals with an opportunity to avoid the consequences of criminal processing and conviction, including the expungement of the alleged offense upon the successful completion of the ARD sentence.

3. To facilitate the proper allocation of available resources to keep the courts running at an optimal level, e.g., through the reduction of jail and prison populations and the removal of cases from an already overburdened criminal court docket.
4. To permit individuals to provide for himself/herself and family through employment.
5. To permit individuals to pay restitution to victims.

Mental Health Unit (MHU)

The unit is comprised of one (1) supervisor and eight (8) probation officers, supervising approximately one-thousand, one-hundred (1100) people.

The Mental Health Unit (MHU) promotes the rehabilitation of offenders identified with major mental disorders. The probationers can be sentenced to the unit or transferred there from other units based upon need or documented mental health history. The MHU also assists the judiciary by suggesting treatment options that can be included at sentencing to expedite offender rehabilitation through normal community contacts and treatment. To these ends, the unit continues its relationship with the Court Mental Health Clinic (CMHC) for case staffing and training by its staff of psychologists and psychiatrists. The CMHC is instrumental in offering insight regarding treatment options and supervision plans for offenders under MHU supervision. This is done both formally (i.e., through the evaluation of offenders and staffing process) and informally (i.e., through telephone conversations with CMHC staff whenever needed).

The unit presently has under its supervision the clients assigned to Dual Diagnosed Forensic Intensive Recovery (FIR) caseloads and the Special Offenders. The unit endeavors to assess psychiatric problem areas and to formulate goal-based treatment plans, utilizing community resources best suited to the probationer. This goal-oriented approach with CMHC creates proactive results, thus setting it apart from more traditional probation supervision which tends to run the offender through a process, rather than providing a focus on a specialized treatment plan for the individual's special needs.

The upcoming year will undoubtedly present more challenges through cases of even greater complexity and changes in mental health delivery systems. The unit will receive more specialized training through its work with CMHC and through the sharing of information with the Philadelphia Police at Pre-Compstat meetings.

The Offender with Mental Retardation: In 2006, supervision of APPD's Special Offender caseload was moved from the Sex Offender's Unit to the Mental Health Unit. It is comprised of individuals with an IQ score of 70 or less with mental health and/or mental retardation issues.

Any offender with an IQ score of 70 or below, the cause of which occurred before the age of 18, is eligible. This requirement is imposed on the caseload by funding sources. Working cooperatively with an on site case manager now provided by Personlink, 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 and 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. In 2004, administration of the Mental Retardation component of the Special Offender Project was transferred from C.A.T.C.H., Inc. to Personlink, a program of the Philadelphia Health Management Corporation. APPD will always appreciate its long partnership with C.A.T.C.H., while looking forward to similar success in its new relationship.

Both partnerships stemmed from 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.

Sex Offenders Unit

The Sex Offenders Unit is comprised of one (1) supervisor and eight (8) probation officers supervising approximately eight hundred (980) offenders.

The Sex Offenders Unit was created for the purpose of supervising, in one unit, all offenders convicted of sexual offenses to better monitor compliance with conditions of the sentence. Criteria for Sex Offender Unit supervision include a sentence of reporting probation or parole on charges of a sexual nature. Sex Offender Unit supervision may be recommended, due to a past history of sexual offending or a mental health report that indicates a propensity for inappropriate sexual behavior. The Sex Offender Unit provides intensive supervision through office visits and field visits to the home and treatment facilities. There is monitoring of stay away orders, inappropriate living situations and inappropriate employment. Referrals are made for educational, vocational and parenting needs, plus sex offender counseling referrals which are based on court orders and needs of offenders. Random drug testing is performed when indicated. Megan's Law registrations and DNA registration are done on cases with specified charges.

Forensic Intensive Recovery Unit (FIR)

The FIR Unit was reconstituted late this year from the Northeast 2 unit. It is fully staffed, having one (1) supervisor and eight (8) probation officers. The unit was responsible for the supervision of approximately one thousand (1,000) offenders.

Each probation officer in the unit is responsible for maintaining contact with specific programs. They visit the programs and help to maintain the direct link between the courts and the treatment facilities, pursuant to the 1993 Federal Court Decree that required the City of Philadelphia to contract for and provide a minimum of 250 substance abuse treatment slots for males and females by providing for appropriate inmates, substance abuse treatment and support services outside of prison confinement through early parole and reparole.

There are eight (8) Forensic Intensive Recovery (FIR) caseloads for offenders diagnosed with severe substance abuse problems by the FIR Clinical Evaluation Unit of the Philadelphia Health Management Corporation.

Alcohol Highway Safety Unit (AHSD)

AHSD was fully staffed at the end of the year with one (1) supervisor and ten (10) officers supervising approximately two thousand (2000) offenders. The unit also records the greatest number of office visits in the division, regularly accomplishing over 1000 office visits each month. The unit supervisor has served on the DUI Treatment Court (DUITC) Planning Committee, joining with a group of Philadelphia criminal justice system leaders. DUI Treatment Court started in June, 2007 and is staffed by two (2) of the AHSD officers.

A defendant is eligible for DUITC consideration if charged with violating Chapter 38 (or former Section 3731) of Title 75 (driving after imbibing) as a second or third offender who is subject to a mandatory minimum jail sentence of ninety (90) days or one (1) year and who is not subject to a variety of disqualifiers. DUITC integrates alcohol and other drug treatment services with justice system case processing to promote public safety, to hold offenders accountable for their actions and to help offenders to be sober, responsible and productive members of the community.

At the end of 2007, there were a total of fifty (50) offenders being supervised in the DUITC program. The unit supervisor and the two officers serve on the DUITC Workgroup and Oversight Committee.

Regional Unit Supervision in Division II

Northeast and Northwest Units

Division II contains seven regional supervision units made up of three (3) **Northeast Units** and four (4) **Northwest Units**. The staffing pattern of each of these units is one (1) unit supervisor and eight (8) probation officers. Both areas contain a regional Domestic Violence caseload, a ReEntry caseload, several Gun Court/Anti-Violence caseloads (three in the NW and two in the NE), a Courtesy Supervision caseload of offenders who live in Philadelphia but were arrested, sentenced and convicted in another county in Pennsylvania, and a Low Risk caseload. The remaining caseloads are more generic, being comprised of individuals who reside in the geographic areas of Northeast and Northwest Philadelphia.

The three Northeast units are responsible for the supervision of approximately thirty –five hundred (3500) offenders. There are three (3) unit supervisors and twenty- four (24) officers in this area.

The four Northwest units comprised of four (4) supervisors and thirty-one (31) officers are responsible for the supervision of approximately forty-six hundred (4600) offenders.

The **Domestic Violence** officers have caseloads which were designed to address judicial concerns through special conditions of probation; a court order for counseling services can be helpful in the supervision of these complex cases. The officers assigned to these caseloads receive specialized training in family violence related issues and are familiar with available community resources and how to access them.

APPD's new approach to supervision is occurring in the **Low Risk** caseload. With the use of computer risk instruments, offenders are assigned to these caseloads based upon test results that predict that they will not re-offend. Hence, the department anticipates that the caseload size will be able to grow to twice that of a regular caseload, thus freeing staff to work elsewhere since more offenders will be supervised by fewer officers.

There are two (2) **Gun Court/Anti-Violence** caseloads in the Northeast region and three (3) in the Northwest region. A component of each of these caseloads is targeted police patrols and intensive supervision. Through this police/probation partnership and our agency's commitment to the intensive supervision of Gun Court offenders, we hope to reduce the number of incidents of firearm violence within Philadelphia.

Each **ReEntry** officer participates in the development of a release plan for specified offenders, following through until the offender is released. The plan is developed and carried out through the offender's parole and hopeful successful completion of supervision.

◆◆◆
SUPERVISION DIVISION III
◆◆◆

The Adult Probation and Parole Department and Division III continued to adapt to technical improvements and operational changes during 2007. The state-wide court case management and the APPD Monitor case management systems offer great promise of moving the APPD ahead but, as always, require commitment and adaptation by the supervision staff. The Division III staff appeared to make great progress in their knowledge and utilization of these still developing technical advances.

As of December 31, 2007, the division was managed by one Director and six (6) unit supervisors. Division III consists of six (6) supervision units, with four (Central I, Central II, South I and South II) being 'regional supervision' units that manage all standard supervision orders for persons under APPD supervision within the Central and South Police Divisions. Central III and the Strategic Antiviolence Unit (SAV-U) are 'offender specific' supervision approaches focused on probationer/parolees viewed as 'being at high risk' to commit or suffer violence. Additionally, two (2) South 2 officers are assigned to the department's Gun Court initiative and one (1) manages the Central and South Domestic Violence cases.

A major component of the newly emerging APPD is the number of anti-violence initiatives. Looking back several years, the APPD was just beginning to develop efforts focused on violence reduction. This effort is no longer a special project, but has grown into a full scale department operation focused on addressing the escalating violence in the city. The Division remained involved with the APPD's cooperative relationships with Philadelphia and surrounding county police departments and with state and federal law enforcement agencies. By December of 2007, six (6) supervisors managed the division's units, to which a total of 50 probation officers were assigned. One (1) full and two (2) part-time receptionist/clerical staff support the work of the supervision units, facilitate the office visit procedures, and contribute to the process of data collection. The divisional caseload consisted of 4623 offenders with 6256 cases under supervision.

REGIONAL UNITS:

Central I: The unit has one (1) supervisor and eight (8) probation officers. They are responsible for the supervision of seven (7) caseloads comprised of 22nd Police District residents and one (1) courtesy caseload of non-Philadelphia county cases. The Central I Unit continues to coordinate the APPD's informational exchange with the Central Division of the Philadelphia Police Department. This process has expanded the staff's knowledge of local crime issues, as well as promoting an awareness of various agencies and how we can work together. The unit's work with the police is being emulated by the rest of the division as we increase our participation in Pre-Compstat meetings. The year end Central I caseload was comprised of 1216 offenders generating 1566 cases.

Central II: The unit has one (1) supervisor and is fully staffed on its regional caseloads with eight (8) officers supervising offenders who live in the 6th, 9th and 23rd Philadelphia Police Districts. The unit supervisor joins the crime meeting discussion each week at the 9th District's Central Division, sharing information with our police partners and following up on police information on offenders being supervised by APPD. The year end Central II caseload consisted of 911 offenders with 1264 cases.

Central III: 2007 was the first full year of operation within the 22nd Police District of the much publicized Youth Violence Reduction Partnership (YVRP). The unit is staffed with one (1) supervisor and eight (8) probation officers. Two (2) officers manage Gun Court/Antiviolence caseloads, with the remaining six (6) officers focusing on offenders under the age of twenty-five (25) deemed to be at great risk 'of killing or being killed' by violence. The year end Central III caseload was 271 cases (198 offenders).

South I Unit: The unit contains one (1) supervisor and eight (8) regional officers. The unit's year end caseload was comprised of 1157 offenders with 1640 cases.

South II Unit: The unit has one (1) supervisor and nine (9) officers. Six (6) officers handle regional supervision caseloads. Within S2 are two (2) Gun Court/Antiviolence officers and a Domestic Intervention Officer. The unit is supervising 1084 offenders with 1420 cases.

Strategic Antiviolence Unit (SAV-U): Five (5) officers are assigned to this antiviolence supervision pilot project. Supervision and social service delivery protocols are constantly under review and development. Treatment and service delivery are stressed. The year end caseload was comprised of 57 offenders with 95 cases.

SPECIAL INITIATIVES

Weapon Related Injury Surveillance System (WRISS)

The department's emphasis on public safety is demonstrated by the expanding emphasis on monitoring gunshot victims. Several years ago, APPD began to align supervision regions with Philadelphia Police Divisions and Districts, and we continue to build communication and collaboration with the police and other law enforcement agencies. We have been able to coordinate our special efforts in a design that enhances overall effectiveness. For example, our attention to the likelihood of retaliation led us to consistently track all weapons related injuries within our offender population. This timely information is shared in ongoing Anti-Violence/Gun Court communications and meetings, through the effective channels that we have been able to establish with area law enforcement agencies.

The APPD participates in the Safe Streets/Gun Violence Meetings every week at the Police Administration Building for review of each incident that resulted in a shooting victim during the previous seven day period. We coordinate information regarding actively supervised victims and shooters, as well as fugitive, wanted offenders or those in judicial process on bail. A copy of the Weapons Related Injury Surveillance System (WRISS) Investigation Report is made available to the police, along with the supervising officer's name and telephone number.

Police/Law Enforcement Liaison

Division III management continues to serve as the APPD liaison with the Philadelphia Police Department, overseeing attendance at Compstat meetings and assuring APPD cooperation with all six (6) police divisions. Our department supervision staff and their police counterparts share information on crime patterns, repeat offenders and violent city block areas within the police division. This cooperation has allowed our department to play a more active role in crime suppression.

Anti-Violence/Gun Court

Even while we foster good communication between Philadelphia Police divisions and district personnel and APPD regional supervisors and officers, the department has further commitment to Philadelphia's Safe Neighborhood Initiative: Anti-Violence/Gun Court, designed to deter the use of firearms and to promote public safety through intense supervision of defendants in the community who have been charged with Violation of the Uniform Firearms Act (VUFA). Gun Court services are in place within all regional areas. Community Service is an integral concept of Gun Court, and records indicate a high success rate of completion of hours of service by Gun Court offenders to Philadelphia neighborhoods and community organizations.

Domestic Violence

The department continues to be represented in various discussions on addressing issues of domestic violence, with several Division III members serving on the Mayor's Taskforce on Domestic Violence. A multi-agency grant provides funding to increase the effectiveness of law enforcement in the area of domestic violence. APPD is a participant in this grant, and we have received access to electronic monitors for use with repeat domestic violence offenders, and the assignment of a staff person to our department from one of the domestic violence victim agencies. This Victim Assistance Coordinator has improved our services to Domestic Violence Victims and issued a more consistent level of response

Domestic Violence regional caseloads have been included in the department's special emphasis on anti-violence initiatives, allowing the domestic violence probation officer to join with the regional Youth Violence Reduction Program and Gun Court field visit targeted patrols.

Drug Detection Center – Detection and deterrence of illegal drug use are essential to effective probation/parole work. APPD maintains a professional Drug Detection Center for the benefit of the court and ultimately the good of the offender. The mainstay of the Drug Detection Center is urinalysis. The APPD Drug Detection Center continues to test and utilize oral drug screening devices, comparing the reliability of several types of devices.

We continue to use our optic scan technology, PassPoint, which establishes a drug free, urinalysis-confirmed pupillary profile for the referred offender. Subsequent PassPoint screening identifies deviations from the established profile and issues an alert for follow-up urinalysis. APPD uses a technician to operate the optical scan device, and there is a dedicated computer, monitor and printer to report on the progress of the eye scan testing program. Appropriate candidates for Passpoint screening are periodically identified and tagged through review of the urinalysis data banks. APPD remains receptive to new ideas in the field of drug use detection.



SUPERVISION DIVISION IV



Division IV consists of seven specialized units consisting of Fraud, two (2) Presentence Investigation Units, Victim Services, Intermediate Punishment, Monitored Supervision, and the Out of Town/Out of State Unit. The division continued its work with the Court Mental Health Clinic. In addition to these supervision duties, the division also includes the Facilities and Grant Management Unit

Fraud Supervision

The Fraud Unit supervises Welfare Fraud, Insurance Fraud and Unemployment Compensation Fraud cases prosecuted by the District Attorneys' Office. Its 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 payments or not contacting his/her probation officer as required.

During this year we had more personnel changes. The unit now consists of eleven (11) Probation Officers and one (1) Supervisor. Officers are rotated into and out of the unit, periodically, to increase the exposure of our line staff to the supervision of these caseloads. Audits continue to be conducted, and cases that are past their natural expiration date are returned to Court for active probation sentences. Or, full remittances are received after a probationer is contacted by his officer. The total number of cases under supervision was reduced slightly to approximately 5520.

Presentence Investigation

The Presentence Division contributes to the Philadelphia Adult Probation/Parole Department in meeting its mission statement by providing information to assist in the judicial decision making process. In 2007, the Presentence Division satisfied 2384 requests for investigations. This represents a 3% decrease in requests from 2006. As a result, we did not have to allocate additional staff.

Presentence reports are prepared by the Division's eighteen (18) 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 score serve as tools to aid the judiciary in imposing a sentence in the best interest of the community, the victim and the offender.

Victim Services Unit

The Victim Impact Unit contacts the victims and/or their families of all homicide and sexual offenders, and it gives the victims and their families the opportunity to make a Victim Impact Statement to the sentencing Judge.

In 2007, a total of 704 Victim Impact Statements were prepared for the judges prior to sentencing. As a member agency of the Philadelphia Coalition for Victim Advocacy, the two Victim Services probation officers act as liaisons within this network and serve as brokers for all victims of crime in the First Judicial District of Pennsylvania.

Court Mental Health Clinic

The Court Mental Health Clinic was reorganized into Supervision Division 4 in October, 2006. Mental Health Evaluations are ordered by the judiciary to verify the defendant's mental competence to stand trial and assist in their own defense. They are also ordered in connection with involuntary commitments, as well as to determine amenability to treatment and to provide the Court with other psychological information needed for sentencing. The Clinic provides Mental Health Evaluations for offenders upon request by the Probation Department, and it provides training and case staffing for the department's Mental Health Unit. The Clinic provides training for the judiciary regarding mental health issues. The clinicians also train psychiatric residents and graduate psychology students. Research on psychological testing is ongoing in the Court Mental Health Clinic.

The Court Mental Health Clinic support staff has worked together basically intact for a number of years. True continuity has developed among them, which is a very valuable asset to the Clinic's demanding schedules and deadlines.

MENTAL HEALTH COURT ORDERS			
	2005	2006	2007
January	218	159	208
February	171	190	190
March	217	210	219
April	211	169	174
May	190	151	174
June	212	196	184
July	176	142	179
August	155	174	154
September	185	175	156
October	200	214	172
November	161	238	165
December	136	207	149
TOTAL	2232	2183	2124

All Court Mental Health staff completed state standard training requirements in 2007.

Intermediate Punishment Unit consists of one (1) supervisor and eight (8) officers who intensively supervise offenders who are selected by the Public Defender and District Attorney for possible inclusion in the IP Program. Offenders who are found legally appropriate are referred for clinical evaluations to determine need for treatment. A recommendation is presented at trial, and offenders may choose to present their guilty plea and receive a sentence to Intermediate Punishment according to the appropriate level of care. Some offenders, who are sentenced to outpatient treatment or to house arrest alone, with no need of substance abuse treatment, are installed on electronic monitoring

equipment. The Unit has the goal of helping the offender through the recovery process, while trying to deter the individual from further criminal activity. Of the 573 people sentenced to Intermediate Punishment during 2007, approximately 96% were found to be in need of Substance Abuse treatment. The number of offenders requiring inpatient treatment was 221; 316 offenders were sentenced to Intensive outpatient treatment, and 36 were sentenced to House Arrest only (no treatment necessary).

IP/FIR Treatment Coordination

Along with APPD officers who are specially assigned Forensic Intensive Recovery (FIR) cases, we continued to attend FIR meetings held at Philadelphia Health Management Corporation, chaired by the Coordinating Office for Drug and Alcohol Programs (CODAAP). We receive treatment program progress reports for offenders under supervision of APPD probation/parole officers. These reports are identified, recorded and distributed to the assigned officers. CODAAP is informed about the cooperation and compliance of the programs in sending these reports to APPD in a reliable and timely manner. A list is kept of FIR officers assigned to each FIR treatment program, and communication is maintained with other agencies to resolve treatment issues.

Monitored Supervision Unit is an intensive supervision unit which provides a highly structured alternative to incarceration, with focus on the pro-active supervision of offenders, utilizing referrals to alcohol, drug, employment and mental health treatment centers. The Unit is staffed with six (6) officers who actively supervise offenders who are sentenced to house arrest. In addition to these cases one (1) officer provides courtesy supervision for Gun Court and SAV-U offenders, one (1) officer provides courtesy supervision for Sex Offender and Mental Health Offenders, and one (1) officer provides courtesy supervision for DUI Treatment Court Offenders.

DNA PROCESSING

The division operates a DNA collection site at the request of the City of Philadelphia. DNA samples are taken from offenders with felony convictions or with adjudications for the two (2) currently authorized misdemeanors, in accordance with Pennsylvania Act 185-2004. DNA testing is conducted, pursuant to State Police Standards, by a technician from Compliance Oversight Solutions Ideal, LLC (COSI). Testing is done upon offenders placed under the supervision of APPD at the completion of the Intake process. During the year, 2,010 collections were completed. The Pennsylvania State Police continues to supply DNA collection kits, and the Philadelphia Sheriff's Department assigns a deputy sheriff to monitor the collection process and to maintain order in the DNA collection room and in our Intake Office. He also assists in the arrests of DNA offenders that are wanted in other jurisdictions.

FACILITIES AND GRANT MANAGEMENT

The Office of Facilities and Grant Management have the following areas of responsibility:

- Facilities Management of 1401 Arch Street Philadelphia, PA 19102
- Maintaining Fleet Vehicles
- Maintaining Equipment and Supplies
- Department of Public Welfare Criminal Checks
- Supervision of Part Time Clerical Employees
- Monitoring and Maintenance of all Federal, State, and Local Grants
- Monitoring the APPD Budget

Facilities Management

APPD strives for a safe, clean, and pleasant work environment for its entire staff. In 2007 there were no significant structural changes to the building. As an ongoing process, Facilities Management provides standard building support functions, including but limited to:

- Processing complaints and/or requests for repair and maintenance services
- Telephone services regarding number changes, calls for service, and new line installation
- Ongoing messenger service
- Inventory control of supplies and equipment
- Maintenance of fleet vehicles
- Maintenance of Service Contracts
- Supervision of Part Time Clerical Staff

Department of Public Welfare Criminal Record Checks

This is an ongoing process in which the Department of Public Welfare requests criminal record and financial obligation checks on offenders who are applying for public assistance. There is an average of 80 requests per day. These requests are individually screened. The process is currently being reviewed in anticipation that the Department of Public Welfare will be able to complete its own compliance checks utilizing JNET.

Supervision of Part-Time Clerical Employees

The Office of Facilities and Grant Management also supervise the part-time clerical staff. Scheduling and work assignments are created based on department needs, and payroll for these staff are submitted on a weekly basis.

Maintenance of Federal, State and Local Grants

The Office of Facilities and Grant Management are responsible for all grant applications submitted by the APPD for federal, state, and local funding. This includes, but is not limited to the completion and submission of programmatic and fiscal reports required by the awarding agency.

Probation & Parole Professional Staff Salary Budget for FY 08 July 1, 2007 to June 30, 2008

Program	Staff Positions	City	State	Federal	Total
Grant in Aid	257	\$9,375,466	\$4,673,506	0	\$14,048,972
Match	77	\$2,178,459	0	0	\$2,178,459
Restrictive IP	10	0	\$605,717	0	\$605,717
Victims	4	0	\$150,000	0	\$150,000
Welfare Fraud	9	0	\$513,810	0	\$513,810
Insurance Fraud	1	0	\$64,436	0	\$64,436
Unemployment Fraud	2	0	\$133,731	0	\$133,731
YVRP	22	0	\$1,095,527	0	\$1,095,527
Gun Court	12	0	\$700,000	0	\$700,000
Strategic Anti-Violence Unit	4	\$250,000	0	0	\$250,000

Department Expenditures 2007

Personnel	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
General Fund	\$3,059,691	\$3,591,969	\$2,966,674	\$3,836,618	\$10,004,952
Supervision Fee	\$701	0	0	0	0
Grants	\$800,000	\$785,000	\$803,000	\$855,000	\$3,238,000
Other	0	0	0	0	0
Total	\$3,860,392	\$4,376,969	\$3,769,674	\$4,691,618	\$13,243,653

Supplies/Operating	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
General Fund	\$111,717	\$49,724	\$82,858	\$60,827	\$305,126
Supervision Fee	\$85,647	\$578,299	\$717,817	\$2,017,671	\$3,398,434

Division IV Highlights for 2007

Field supervision probation officers continue to be rotated through PSI, learning how to conduct presentence reports. Through this policy we were able to replace three (3) senior investigators who retired this past year, while maintaining the completeness and quality that APPD expects from these reports. Since it is anticipated that a number of investigative positions may become available due to retirement in the year ahead, we will continue to identify APPD staff that have an aptitude for this line of work.

Presentence investigators continue to lend more of their expertise, on a routine basis, to the orientation training of new employees in a variety of areas, including drug and alcohol assessment, writing skills, mentoring and computer program analysis.

The division support staff received over 500 criminal history requests from various outside law enforcement agencies, and it processed @ 800 PSI Reports to the Department of Corrections.

All investigators have been trained and certified in the use of sentencing guidelines software (SGS Web), the NCIC system and JNET.

◆◆◆
DIVISION V
SUPERVISION SUPPORT
◆◆◆

The overall purpose of the division is to support activities directly related to probation and parole supervision and provide the Chief Probation Officer and APPD with statistical information necessary for quality control and for the identification of criminogenic trends within the agency's offender population. This division has a myriad of responsibilities. It is responsible for scheduling Gagnon I and Gagnon II hearings, issuing and removing warrants, issuing and tracking parole petitions and initiating, transferring and terminating probation/parole cases. The division handles SSI warrant cases and information services, and is the liaison with the prison and all outside agencies. It functions as the foundation for all Supervision staff, along with many other duties that support the work of the department. This includes its work with the Community Service Coordination Office and the GED Conditions/Center for Literacy.

PROBATION INTAKE UNIT

The Intake Unit is responsible for the case initiation of all offenders placed on probation and those paroled from the bar of the court which includes bench paroles and time-in sentences. Offenders are directed from court or accompanied by Court Officers for the intake interview and immediate entry into Monitor, the name of our caseload management system.

The Probation Intake Unit is made up of one Probation Officer supervisor, support staff and part time clerical workers. It has been part of the training and orientation to temporarily assigned and newly hired Probation Officer Trainees, on a rotating basis, to familiarize them with the case initiation process and allow them the opportunity to interact with offenders completing a short structured interview. A host of student interns and externs are used in Intake as well.

Vital to the Intake Unit's operation is the open and regular communication with representatives of the Clerk of Quarter Sessions Office. Meetings continue to take place in order to ensure the accurate processing of probation and parole cases.

ARD cases are initiated immediately following their court hearing and the offender is sent to 1401 Arch for an office visit with their probation officer.

FINANCIAL SERVICES: ACCOUNTING, LIENS AND JUDGMENTS

The collection function is administered by Financial Services and its Accounting Unit which receives and processes all payments made by offenders under APPD supervision for Restitution, Fines and Costs and Supervisions fees. Payments are made in person by offenders at APPD's payment center and can be directly mailed to the payment center. Act 84 money sent by the Department of Corrections is also processed. The unit consists of fourteen (14) support staff and a manager. A major change in policy now allows us to accept payments by cash, money order, personal check or credit card. Previously, payments could only be accepted in the form of a money order.

OPERATIONS

This Unit consists of different areas of responsibility for Records Management and Violations. These areas manage case records, issue and remove warrants and request and monitor violation hearings.

Records Management Unit

The Records Management staff houses and maintains the master file for each expired probation and parole case. The unit performs the case initiation function on parole petitions and courtesy supervision cases, as the Intake Unit does for probation cases. It performs further processing of cases initiated in the Intake Unit, providing the supervising officer with material pertinent to the case. Records staff is responsible for answering subpoenas and testifying on expired cases. They also manage hundreds of requests received from other agencies for information from active as well as expired cases, while performing data entry to keep the computer system current on the status of cases being supervised by APPD.

Records Management is responsible for handling a number of other case transactions, including case transfers, expirations and quality control printouts. It is also responsible for microfilming expired cases, cases expired by death and Presentence Reports.

Violations Unit

The Violations staff handles several aspects of Probation/Parole violations for all cases supervised by the department's officers, including the generation and tracking of arrest warrants, the scheduling and staffing of warrant hearings and the scheduling of violation hearings. An Arrest Warrant is the legal instrument used to hold an offender who is in Violation of Probation/Parole. Offenders whose whereabouts are unknown and whose cooperation and contact with APPD cannot be restored are placed in "Warrant" status for having absconded from supervision. Such offenders are then listed in local and state databases as being wanted by APPD, and an arrest warrant is issued which will hold them in the event that they are apprehended. The Violations Unit fields calls from agencies all over the United States regarding offenders who are apprehended by other jurisdictions.

A Violations staff person represents APPD at all warrant hearings which are held at the Philadelphia Prisons. Warrants can also be sent to other jurisdictions to hold a wanted offender for transfer to a Philadelphia prison. The Violations Section of the Operations Unit generates and tracks all detainers issued on cases supervised by APPD.

Another responsibility of the Violations staff is the scheduling and tracking of Violation of Probation/Parole hearings.

PRISON POPULATION MANAGEMENT

This includes Special Release hearings, communication with the Deputy Managing Director's Office, Detainer Certification Management, et al. This is part of the ongoing effort to monitor and, where feasible, check the growth of the prison population.

The Prison Population Management function also includes insuring compliance with rules which govern warrants and violation hearings, and which affect the prison population. Under certain circumstances, warrants can be removed or "certified" by the Deputy Managing Director for Criminal Justice Prison Population Management.

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 it 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.

RE-ENTRY

This is an effort undertaken by the Adult Probation Department in conjunction with the Reentry Group Project partners consisting of the Public Defenders office and the District Attorney's office. It is our goal to interview all county inmates prior to their release. Basic information regarding drug treatment needs, housing and employment are obtained. Housing verification is conducted and a pre-release assignment of a probation officer is made. The offender is provided reporting instructions, prior to release and is given the name and address of the assigned probation officer. All interview information is recorded in APPD's caseload management system with the hope of alleviating some of the initial interview administrative tasks currently handled by probation officers. In addition to interviewing the sentenced population, our officers handle pre-sentence interviews for offenders being considered for Intermediate Punishment and House Arrest.

COMMUNITY SERVICE COORDINATION OFFICE

The community service coordinator has the mission of providing opportunities for individual offenders to fulfill the condition so ordered by the court. Occasional requests are accommodated from Family Court, Intermediate Punishment Unit's residential treatment providers and by judicial requests from other counties such as Camden County and from the First Judicial District's Philadelphia Gun Court. Appropriate placements are arranged by convenience of location or by court specified activity, utilizing the resource organizations in our network. Each organization meets the requirements of site supervision, offender accountability, monitoring of completed hours and service that meets the department's mission goal in benefiting the community. Throughout the year, APPD's communication with community service agencies is maintained, the scope of services is widened and new resources are developed.

GED CONDITION/CENTER FOR LITERACY

The department enjoys the collaboration of Philadelphia Center for Literacy in helping to carry out special conditions of Adult Basic Education// Literacy and/or GED. CJC Operation Division encompasses this CFL initiative of referring all offenders for assessment and ongoing tutoring. The representative from CFL is housed on the 13th floor in the Operations Division.

PROBATION CASE MANAGEMENT SYSTEM (Monitor)

The Probation Case Management System (PCMS) was launched in 2003, and it resulted in the implementation of an integrated, electronic caseload management system called Monitor. Monitor is enabling Probation Officers to record case supervision activity using a browser-based, networked application. Hence, legally discoverable and critical case information is now accessible to authorized personnel for management purposes, and statistical reports which were previously assembled manually are now generated electronically. The PCMS application has also increased the caseload management effectiveness of our cadre of probation officers. On the macro level, Monitor opens up more options for managing the supervision of a large group of offenders.

JNET

The Operations Division is responsible for the coordination and the technical aspects of the JNET project. JNET was created to enhance public safety by providing a common on-line environment, whereby authorized state, county, and local officials can access offender records and other criminal justice information from participating agencies.

SPECIAL PROJECTS & RESEARCH

The special projects component of Division V undertakes the support of specific initiatives in the department. Research and development provides departmental support for independent research activities and meets with local university representatives to generate interest in studying data related to crime and recidivism. The risk/need assessment instrument is being evaluated, and domestic intervention issues are being studied.

PROB-START

This unit is responsible for collecting, researching, analyzing and presenting probation data used as a quality control management tool for the Chief Probation Officer.



PROBATION CASE MANAGEMENT SYSTEM

The Training Division has continued to offer classes to case supervision officers and their managers in the use of Monitor, for which training is ongoing. Refresher courses as well as training on new features are ongoing. The application is administered by the Supervision Support Division, which provides technical and training assistance in this area.

OPERATIONS MANUAL

Since Monitor has completely changed the work practices which were heretofore standard operating procedure in APPD, the Training Division undertook, in early 2007, to write a new Operations Manual. The goal of what will be a voluminous resource and reference is to provide detailed operational and policy information on the many topics which are intrinsic to probation and parole practice in this jurisdiction, which has become a complex enterprise. The manual also includes the relevant Monitor documentation for each topic. The development protocol identifies comprehensive topics, each of which becomes a module. Ad hoc committees are formed to assist with some topics and subject matter experts on staff are consulted. When a module is completed and approved, department-wide training is conducted and its contents become operational. Modules are posted on the FJD network and are accessible to all staff. Two modules have gone through this loop and others are in development.

TRAINING AND STAFF DEVELOPMENT

The Philadelphia Adult Probation-Parole Department continued to meet Pennsylvania Board of Parole and Probation standards for training hours in calendar year 2007. This was achieved by offering of a variety of in-service and external courses, meetings, workshops, college courses, professional conferences and training institutes.

PROFESSIONAL CONFERENCES

Philadelphia APPD once again sponsored staff members to attend the American Probation Parole Association's Annual Training Institute. In 2007, the Institute was held in Philadelphia. As the host city, APPD played an integral role by having staff members serve as workshop presenters and panelists. The opportunity was invaluable for so many of our staff to network with professionals from around the country and participates in discussions regarding best practices in Probation and Parole.

GRADUATE COURSES

During calendar year 2007, twenty (20) Probation/Parole Officers were enrolled in graduate level programs at universities throughout the Philadelphia area. Sixteen (16) of these Officers participated in the Pennsylvania Board of Probation and Parole's Graduate Level Tuition Reimbursement Program. Three (3) of these Officers completed their graduate studies, earning Masters Degrees in Criminal Justice. Probation Officers are reimbursed for a portion of the tuition costs of qualifying courses when the Officer earns a grade of "B" or higher.

APPD OFFICER SAFETY TRAINING PROGRAM

The Philadelphia APPD's extensive Officer Safety Training Program continued to be offered in 2007. The program, known as "RAD", offers separate male (Resisting Aggression Defense) and female (Rape and Aggression Defense) training classes. APPD Officers have been trained and certified as RAD Instructors. The goal for this program for 2007 was to continue the training until the entire contingent of line officers received it, and that goal has been achieved. The RAD program has been integrated into the Probation-Parole Supervision Techniques (PPST) training curriculum for new Probation Officers. This year, one hundred (100) officers attended fifteen (15) classes. The RAD classes generated a major portion of the training hours for calendar year 2007 at 1218 training hours.

2007 APPD TRAINING HOURS

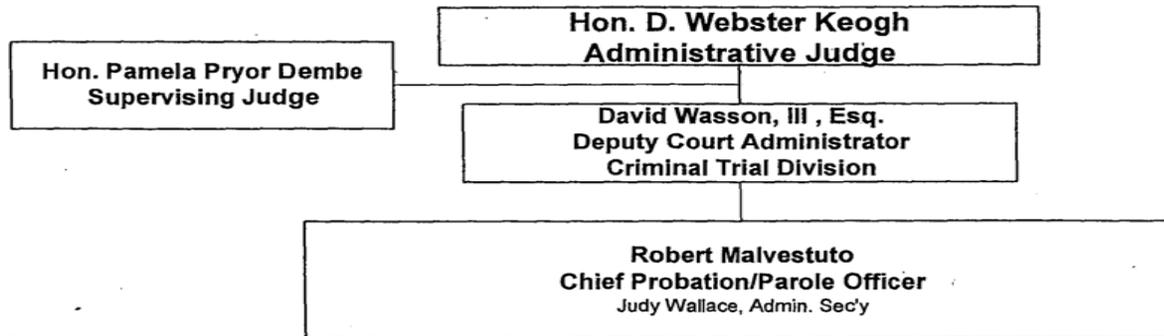
Training Courses for 2007:	In-Service Courses	889
	Outside Courses	317
	TOTAL	1206

Hours by category:	Management	3,461
	Professional	15,546
	Support Staff	1,061
	TOTAL	20,068

TRAINING EXPENSES

A total of \$20,650 was expended on training during calendar year 2007 for conference registrations, travel expenses, meal reimbursement, consultant fees and course application fees.

**Adult Probation/Parole
Department
Organization Chart**



Division 1 D. Taylor, Dir		Division 2 P. Blow, Dir		Division 3 K. Reynolds, Dir		Division 4 J. Harkins, Dir		Division 5 K. Intenzo, Dir		Division 6 E. Quinn, Dir
East 1 J. Drapewski	West 1 D. Miller	Northwest 1 C. McFillin	Northeast 1 C. Daigre	Central 1 J. Gonzales	Anti-Violence Initiatives	Presentence Investigation 1 J. Urban	Victim Services	Financial Services J. Gallagher	Community Service	Training R. Meenan, AD M. Murphy, AD J. Browne M. Delisi
East 2 J. Dunn	West 2 J. Springer	Northwest 2 A. Epperson	Northeast 2 C. Hoyt	Central 2 A. Aner	FIR/IP Treatment Coordinator	Presentence Investigation 2 Y. Benites	Restitution Only	Intake Unit M. Worrell	Literacy	
East 3 S. Austin	West 3 M. Blythe	Northwest 3 J. Plonski	Northeast 3 J. Rubolina	Central 3 K. Somerville	Drug Detection Center	Fraud K. Waters	Facilities/Grant Management J. McHale	Parole/Reentry J. Nocella	Research	Operations Manual
East 4 V. Fiorentino	West 4 J. Johnson	Northwest 4 B. Ganges	F.I.R. J. Glackin	South 1 M. Briscoe	Welfare Act 20	Intermediate Punishment C. Jordan	Operations S. Harkins	Special Projects F. DeFrancesco, AD	PCMS	Annual Report
	West 5 A. Bell	Alcohol Highway Safety P. Austin ARD R. Cunningham	Mental Health S. Boyd	South 2 J. Reason	Strategic Anti- Violence Unit J. McHale	Out of State/Town DNA G. Cenna				
			Sex Offenders S. Broden			Court Mental Health Clinic M. Politano				

End of Annual Report 2007

Philadelphia Adult Probation and Parole Department