

**Philadelphia Adult Probation and Parole Department
First Judicial District of Pennsylvania
Criminal Trial Division
1401 Arch Street
Philadelphia, PA 19102
Information: 215-683-1000
Hours of Operation:
Monday - Friday, 9 am - 5
First Wednesday Each Month, 9 am - 7 pm**

The Adult Probation and Parole Department (APPD) serves as the community corrections agency within the Philadelphia Criminal Justice System. APPD staff supervises all probation and/or paroled offenders who receive a county or probationary sentence. Staff improves and maintains public safety by providing services to the courts, protecting the community, providing opportunities to offenders to improve their lives, and assisting victims. Staff also supervises offenders who were convicted in other jurisdictions but live in Philadelphia. Overall, APPD supervises approximately 49,000 offenders and 62,000 cases on an ongoing basis.

Mission Statement

The mission of the Philadelphia Adult Probation and Parole Department is to protect the community by intervening in the lives of offenders. We hold them accountable by enforcing the orders of the Court. Through a balance of enforcement and treatment strategies, we afford offenders the opportunity to become productive, law-abiding citizens. APPD provides all possible assistance to the victims of the offenders we supervise.

Vision Statement

To become a leading organization in the field of community supervision by implementing evidence-based strategies.

DEPARTMENTAL ORGANIZATION

The Adult Probation and Parole Department is under the administration of Chief Probation and Parole Officer Robert Malvestuto who is responsible for assuring that the Department's overall mission and goals are being met. All divisions report directly to him.

Chief Probation/Parole Officer

Robert J. Malvestuto	215-683-1278 (voice)	215-683-1280 (fax)
Judy Wallace, Secretary	215-683-1279 (voice)	

Personnel: Counseling and advice, record maintenance, information dissemination, and other personnel services are offered through the office of the Chief.

Personnel Issues: The Chief's office facilitates uniform application of work rules, enhanced communication within the Department regarding policy and procedure, implementation of meaningful performance standards and evaluations and issues related to merit based evaluations, accountability and labor relations.

Research: Research and development provides departmental support for independent research activities and meets with local university representatives to generate interest in studying available data related to crime and recidivism. A new risk tool is being developed using advanced data mining techniques. The research department recently completed a one year evaluation of an experimental protocol for supervising low risk offenders. Additionally, in the past year the research team completed a review of the Department's specialized units which focused on ways to improve the efficiency and effectiveness of those units. The research department is also responsible for analysis of the Weapons Related Injury Surveillance System data which tracks all gunshot victims in the city.

About the Chief: Robert Malvestuto

Mr. Malvestuto, a life-long Philadelphian, began his career at First Judicial District of Pennsylvania, Court of Common Pleas, Adult Probation and Parole Department on June 26, 1972. Mr. Malvestuto holds a Bachelor of Science Degree from Thomas Edison State College. In addition, he completed the Executive Development Program for Chief Executive Officers at Sam Houston State University in participation with the National Institute of Corrections.

During his tenure with the Adult Probation and Parole Department, Mr. Malvestuto has held several specialized positions of increasing responsibility culminating with his appointment as Co-Chief in 1998. After the retirement of his Co-Chief in early 2007, Mr. Malvestuto became the sole Chief Probation and Parole Officer.

In addition to the day to day responsibilities that go along with the supervision of over 400 employees and 49,000 offenders, Mr. Malvestuto has been involved in a number of projects outside the Department. During the late 1990's, he served on the Youth Violence Reduction Project with Public/Private Ventures and the Juvenile Crime Enforcement Coalition Steering Committee. As a result of these activities, he was appointed to the city-wide Youth Violence Reduction Partnership Steering Committee. He was also a member of the Nationwide Reinventing Probation Council, a project of the Manhattan Institute of New York and the Center for Civic Innovation, whose work lead to the production of the national monograph "*Transforming Probation Through Leadership: The Broken Windows Model.*" The Sam Houston State University presented the members of this council with their annual practitioner's award. He then became a member of the Philadelphia Offender Consensus Process which produced a report on parole reentry entitled "*They're Coming Back: an Action Plan for Successful Reintegration that Works for Everyone.*" Mr. Malvestuto served on the Advisory Council which overseen the implementation of the report's strategies. He was Co-Chair of the Pre & Post Release Subcommittee, for which he co-authored the published report "A Coordinated Reentry Plan for Philadelphia County Inmates."

Most recently, Mr. Malvestuto has been involved in the development of a partnership with the Criminology Department at the University of Pennsylvania. Over the past few years, this partnership has evolved into PROBE-stat, whose mission is to unite community supervision agencies and academic criminology in a data-driven partnership to prevent crime, especially serious violence, committed by and against offenders under court supervision in the community. Routine meetings focus on: reviewing data; setting goals; assessing progress toward goals; making decisions for immediate action; and making decisions for long-term strategy.

Mr. Malvestuto is an active member in numerous professional organizations including: the American Probation and Parole Association; the National Association for Probation Executives; the Fraternal Order of Police-Criminal Investigators Lodge, where he received their annual outstanding service to law enforcement award; the Pennsylvania County Chiefs Association; the National Association for Court Management; and the Pennsylvania Association of Probation, Parole and Corrections.

DIVISIONS

APPD is divided into six divisions. The first four are supervision divisions which provide services to the courts, the community, and the offender. These divisions work to ensure that offenders comply with any stipulations that the court may have imposed on their probation/parole sentences. Most supervision units are organized by geographic region to facilitate and enhance partnerships with the local police districts and community groups. Division 5 oversees supervision support systems while the 6th division focuses on training and policy development.

The following specialized units and functions are carried out by Divisions 1-6:

- **ALCOHOL HIGHWAY SAFE DRIVING UNIT (AHSD)** – This unit supervises 2,200 offenders and coordinates and monitors the completion of all statutorily mandated conditions for D.U.I. offenders. This unit is also responsible for DUI Treatment Court, which began in 2007. By the end of 2008, 50 offenders had gone through the program. One hundred DUI offenders were on electronic monitoring.
- **ACCELERATED REHABILITATIVE DISPOSITION (ARD)** - This is a diversionary program available to certain first time non-violent offenders at the discretion of the District Attorney's Office. This unit supervises 2,850 offenders.
- **CENTER FOR ADULT EDUCATION** – This program is a joint effort between APPD and The Center for Literacy (CFL), a private, non-profit philanthropic organization. APPD provides office space and supplies. CFL provides on-site evaluations and referrals to educational programs, which consist of instruction from basic literacy through GED preparation. In 2008, 1,022 offenders were referred for help.

- **COMMUNITY SERVICE** – This program arranges all Court-ordered community service for offenders so conditioned. APPD has developed well-monitored site placements with responsible organizations. APPD receives reports on hours of service by offender and maintains computerized records of completion. Last year 706 offenders were referred with 464 offenders completing the program.
- **COURT MENTAL HEALTH CLINIC** – In 2008, 1,966 Mental Health Evaluations were ordered by the judiciary to determine the offenders' competency to stand trial and assist in their own defense. Evaluations are also ordered for involuntary commitment cases, amenability to treatment determinations, and special requests from trial Judges. The clinic honors APPD requests for mental health evaluations on supervised offenders and provides training for the judiciary regarding mental health issues.
- **DNA** – 2,042 samples were collected from offenders convicted of felonies in accordance with Pennsylvania Act 185-2004. Testing is conducted in accordance with State Police Standards by a technician from Compliance Oversight Solutions Ideal, LLC, a contracted vendor. The Pennsylvania State Police supplies collection kits and receives the results.
- **DOMESTIC INTERVENTION SUPERVISION** – Specially trained, experienced officers supervise offenders involved in family violence, diagnosed with mental retardation, or afflicted with a serious physical illness which interferes with traditional supervision. Domestically violent offenders are visited at home by teams of Probation and Police Officers during non-traditional hours in a program known as Targeted Patrol. In 2008, 577 offenders are supervised by this unit.
- **DRUG DETECTION CENTER** – APPD operates an on-site drug detection laboratory which is staffed by a contracted vendor. The lab uses two testing methods: urinalysis and eye scan. Last year, 61,213 drug tests using the urinalysis method were taken.
- **FACILITIES AND GRANT MANAGEMENT** – Several staff who have other duties share this responsibility which consist of:
 - Building Management - 1401 Arch Street Philadelphia, PA 19102
 - Vehicle Fleet Management
 - Equipment and Supplies – ordering, storing, inventory, distribution and repair.
 - Criminal record checks on supervised offenders for compliance with DPW standards.
 - Supervision of part-time clerical employees
 - Ensure compliance with federal, state, and local grants
 - Maintain messenger service
 - Management of Service Contracts
- **FORENSIC INTENSIVE RECOVERY (FIR)** – This program was developed in conjunction with the District Attorney, Public Defender and Philadelphia Health Management Corporation. Offenders in this program have the dual diagnosis of drug/mental health problems. The APPD FIR unit supervises 1,020 such offenders.
- **FRAUD UNIT** – Supervises offenders convicted of defrauding the Department of Public Welfare, Insurance Companies and Unemployment Compensation. This unit is funded by the District Attorney's Office. There are 5,550 offenders in this unit.
- **FUGITIVE SAFE SURRENDER** – A faith-based initiative in which a fully-functioning component of every criminal justice agency in Philadelphia was assembled in a church for the purpose of receiving and processing offenders wishing to turn themselves in to clear outstanding warrants. Over a 4 day period, 1,200 offenders turned themselves in to the highly-advertised program. The offenders represented all manner of legal status's and situations. Most matters were disposed of on site, including violation of probation hearings and Municipal and Common Pleas open criminal matters.
- **GENERAL SUPERVISION** – The vast majority of offenders supervised by APPD are allocated to non-specialized caseloads based on offender residence location. While specialized caseloads are smaller, caseloads in general supervision are large by any standard, averaging at least 160 offenders per officer.
- **GUN COURT PROGRAM**– This initiative began on January 10, 2005. APPD provides strict supervision for offenders convicted of Violation of the Uniform Firearms Act (VUFA). All must perform community service and participate in violence awareness programs. Gun Court Probation Officers participate in targeted patrols of high crime

areas with the Philadelphia Police Department. The research department conducts an on-going Evaluation. A total of 877 offenders are supervised by this unit.

- **INTAKE UNIT** - responsible for probation case initiation for all offenders so sentenced, numbering 23,634 annually. Technicians use the Monitor program to accomplish this process, which involves entering docket information and interviewing the offender, collecting and entering demographic information. All new Probation Officers do a rotation in this unit as it is the best training ground for understanding the business of probation. Student interns and externs are also assigned there. Unit staff works closely with the Clerk of Quarter Sessions.
- **INTERMEDIATE PUNISHMENT (I.P.) UNIT** –A probation sentence established by statute. Supervision is restrictive. Offenders have substance abuse problems and scored in the upper range of the Sentencing Guideline calculation. Supervision for some 950 offenders includes:
 1. Inpatient Drug and Alcohol Treatment
 2. House Arrest with Electronic Monitoring – 166 of the total.
- **MENTAL HEALTH UNIT** – Offenders in this unit are stipulated by the sentencing judge or referred by Probation Officers. Offenders have documented psychiatric difficulties and require mental health treatment. This unit works closely with the Court Mental Health Clinic to identify treatment options and develop supervision plans for the offenders. The unit supervises 1,121 offenders.
- **MONITORED SUPERVISION UNIT** –This unit provides a structured alternative to incarceration for 250 offenders who are monitored electronically and referred for needed treatment. Offenders who violate their monitoring conditions are subject to arrest by the Warrant Unit of Pre-Trial Services.
- **OPERATIONS SUPPORT** – These specialized technical staff handle the administrative transactions generated by certain frequently-occurring case events.
 - **RECORDS MANAGEMENT**
 - Maintains and catalogs approximately 100,000 master files, each of which contains all documents accumulated for any offender supervised by APPD whose cases have expired.
 - Creates new cases via the Monitor caseload management computer application resulting from parole petitions and requests for courtesy supervision from other jurisdictions.
 - Responds to subpoenas for archived case information.
 - Responds to requests from other agencies for information on active and expired cases.
 - Processes a number of Monitor transactions, including case transfers, expirations and quality control printouts.
 - Microfilms expired cases on an aging schedule.
 - Created 5,323 dockets and expired 31,436 dockets.
 - **VIOLATION OF PROBATION MANAGEMENT**
 - Generate and track arrest warrants requested by officers for offenders who have violated or absconded from supervision.
 - Schedule and attend daily warrant hearings for arrested and incarcerated offenders.
 - Track potential open-bill violations through the trial phase, identify direct violations and request violation hearing on ‘ready’ cases as determined by our assessment of offenders’ legal profile.
 - Field inquiries from agencies nation-wide regarding our offenders apprehended in other jurisdictions.
 - Issue and track warrants requested by State Parole agents on certain shared-supervision cases; schedule and attend warrant hearing.
 - 14,531 warrants were issued with 10,857 warrants lifted.
 - 19,616 in violation status were submitted for hearings of which 23% were disposed.
- **OUT OF COUNTY/STATE** - Caseloads consist of residents of other jurisdictions who are convicted of criminal offenses in Philadelphia. Such offenders are supervised by the Probation Department in the county of residence, with administrative monitoring by officers in this unit. The process for transferring supervision to other states is particularly complex. APPD receives reports from the supervising jurisdiction, which sometimes requires intervention by our officer. Cases are returned to APPD for cause. This unit monitors 545 offenders.
- **PAROLE UNIT** – Responsible for the timely issuance of petitions to sentencing Judges based on local parole eligibility rules. The Release Information Network (RIN) is a networked computer application used by APPD and the

Public Defender to support the paroling process. The PD submits parole petitions for cause to sentencing Judges independent of APPD. The Parole Unit receives and acts on both approved and denied petitions received from sentencing Judges. The pernicious problem of prison overcrowding mandates that the Parole Unit stays current in these matters. RIN imports a daily electronic download of the prison population. The Parole Unit conducts prison interviews. 5,690 parole petitions were submitted to the judiciary for approval.

- **PENN VIOLENCE REDUCTION PARTNERSHIP (PVRP):** PVRP is a collaborative effort of Philadelphia Adult Probation and Parole, Juvenile Probation, Pre-trial Services, and the Jerry Lee Center of Criminology at the University of Pennsylvania. The overall goal of the partnership is to use a data-driven, evidence-based approach to more effectively manage persons under supervision by the First Judicial District. This process will initially focus on the identification of offenders at highest risk for committing homicide.
- **PRESENTENCE UNIT** – staffed by experienced Probation Officers, this unit conducts background investigations examining and evaluating the offender’s criminal and psycho-social history. Investigators compose reports for requesting Judges to assist in sentencing. In 2008, 2,242 pre-sentence reports were completed and 2,146 sentencing guidelines.
- **PROBATION CASE MANAGEMENT SYSTEM (PCMS)** – a broad system centered on Monitor, a networked software application to which most employees have some level of access. Monitor is used by Probation Officers to enter data on all aspects of case supervision and by many supporting units as well. Managers use Monitor to audit cases and otherwise oversee the operation of their units. Technically proficient staff maintain liaison with the vendor and conduct ongoing weekly and ad hoc phone conferences to support and improve the program.
- **PROB-START (Probation Supervision Through Analysis, Research and Training)** – An overarching management construct built on Monitor; started after Monitor had been in use long enough to yield informative results to targeted queries. Management identifies reviews, and acts on trends. The Chief Probation Officer selects a topic of importance in case supervision which is analyzed by the research team. Concurrently, Managers, Supervisors and Officers audit cases for instances of the ProbSTART topic. Group case conferences are held and management and line staff present and explain pertinent cases. Identified practices are lauded or remediated. They serve as the basis for policy development and department-wide training.
- **REENTRY INITIATIVES** - The Mayor’s Office for the Reentry of Ex-Offenders (M.O.R.E.) offers reentry services to offenders at all stages of the criminal justice system. APPD staff participates in this Office’s standing committees and refers offenders to their job training and placement services.
- **SEX OFFENDERS UNIT** – Supervises all offenders convicted of sexual offenses through intensive supervision, urinalysis, counseling referrals, and monitoring stay away orders and inappropriate living arrangements. The officers initiate Megan’s Law registration for those offenders convicted of designated sex offenses. Officers in this Unit participate in targeted patrols with the Philadelphia Police Department. Additionally, 103 female sexual offenders are assigned to one officer to specifically address their issues. Computer technology monitors and blocks internet usage by sex offenders. There are 975 offenders in this unit.
- **SPECIAL PROJECTS AND RESEARCH** – Provides APPD with operational and evaluative information not otherwise available. Two degreed professionals conduct fruitful studies and receive support and liaise with the University of Pennsylvania and Temple University. With U of P we have developed a validated statistical model which we will use to assess the relative risk of each offender we supervise.
- **STATISTICS** - Responsible for the collection, research, interpretation and distribution of monthly department figures.
- **STRATEGIC ANTI-VIOLENCE UNIT (SAV-U)** – This initiative was undertaken in 2006 in collaboration with the University of Pennsylvania, whose Jerry Lee Center for Criminology developed a statistical model for identifying, in the aggregate, perpetrators and victims of homicide or attempted homicide within the APPD offender population.. The SAV-U pilot project was operationalized in January, 2007. Two (2) of the officers were trained in group Cognitive Behavioral Therapy (CBT). They facilitated a twelve (12) week program focusing on emotional and life skills for a sample of the unit’s offenders. Currently, 97 offenders are supervised in this unit.
- **TRAINING UNIT** – This multifaceted unit arranges for and conducts training which, among other things, complies with the Pennsylvania Board of Parole and Probation mandate of 40 hours for professional staff and 16 hours for support staff. FJD subsidizes, through APPD, certain graduate studies for which training hours are credited. The

Training Unit studies and develops policy for the department and is writing a new Operations Manual by which APPD will document, manage and teach the change in work practices flowing from myriad new administrative and technical systems.

In 2008, the unit established the Armed Officer Program, a pilot project which fully armed 10 Probation Officers and their Supervisor after extensive screening and training. These Officers supervise high-risk offenders placed under our supervision for firearm-related charges by the Philadelphia Gun Court. The Project Manager is the Director of Training.

- **VICTIM SERVICES UNIT** – Two (2) probation officers are dedicated to assisting victims of crime. These officers reach out to all victims of sexual offenses and survivors of homicide attempts. They compose victim impact statements which are a part of the presentence report and coordinate services with support agencies.
- **WEAPONS RELATED INJURY SURVEILLANCE SYSTEM (WRISS)** – APPD identifies offenders who have been victims of shootings. The Philadelphia Police Department receives information from physicians and hospitals on injuries by firearms. APPD uses it to impact the number of offender-involved shootings; there were 233 in 2008.
- **YOUTH VIOLENCE REDUCTION PARTNERSHIP (YVRP)** –A multi-agency effort to reduce violent crimes among high-risk/at-risk juveniles and adults age 24 or younger. Probation Officers conduct Targeted Patrol with Police Officers, visiting homes between 4:00 p.m. and midnight. in 12th, 19th, 22nd, 24th, 25th and 39th Police Districts. Currently the unit supervises 914 offenders. The American Probation and Parole Association (APPA) presented its Distinguished Annual Program Award to APPD in 2007 in recognition of the success of YVRP.

SUPERVISION SERVICES - DIVISION 1

Charles Hoyt, Director

215-683-1281 (voice) 215-683-1082 (fax)

This division consists of ten (10) geographical units: West 1, 2, 3, 4, & 5, Northwest IV and East 1, 2, 3, & 4. Four (4) of these units are responsible for supervising the West, Northwest and East YVRP, gun court/anti-violence offenders, and domestic violence caseloads for their respective regions.

SUPERVISION SERVICES - DIVISION 2

Patricia Blow, Director

215-683-1266 (voice) 215-683-1276 (fax)

This division consists of ten (10) units: Northeast 1 & 2; Northwest 1, 2 & 3; Accelerated Rehabilitative Disposition, Sex Offenders, Forensic Intensive Recovery, Mental Health Supervision, and the Alcohol Highway Safe Driving Unit.

SUPERVISION SERVICES - DIVISION 3

W. Kevin Reynolds, Director

215-683-1270 (voice) 215-683-1472 (fax)

This division consists of eight (8) units, four (4) of which are regional - Central 1& 2 and South 1 & 2, and one (1) Central YVRP unit. The Director also oversees the Strategic Anti-Violence Unit, Monitored Supervision and the Armed Officers Program. The drug detection center is housed within this division. Lastly, the Director of this division is the law enforcement liaison, building and maintaining contacts with other criminal justice agencies.

SUPERVISION SERVICES - DIVISION 4

James Harkins, Director

215-683-1271 (fax) 215-683-1276

This division houses the Intermediate Punishment, Fraud, Out of County/State, and Pre-sentence Investigation Units. Additionally, this division oversees victim services and facilities/grant management.

SUPERVISION SUPPORT SYSTEMS - DIVISION 5

Kathleen Intenzo, Director

215-683-1267

(fax) 215-683-1472

The Director of this division oversees: PROB-START, The Probation Case Management System (PCMS), Statistics, Special Projects, Intake, Court Mental Health Clinic, DNA Testing, Operations, Prison Population Management, Parole, Community Service, Center for Adult Education, and Reentry.

TRAINING & POLICY DEVELOPMENT - DIVISION 6

Edward V. Quinn, Jr., Director

215-683-1287

(fax) 215-683-1293

The Director of this Division oversees training, the operations manual, the annual report, and the departments' compliance with state standards.

PHILADELPHIA ADULT PROBATION & PAROLE DEPARTMENT

