
2003

Annual Report

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

Honorable Frederica Massiah-Jackson, President Judge
Honorable James J. Fitzgerald III, Administrative Judge, Trial Division
Honorable D. Webster Keogh, Supervising Judge, Criminal Trial Division
Joseph Cairone, Court Administrator
David D. Wasson III, Esq., Deputy Court Administrator, Criminal Trial Division
Robert J. Malvestuto, Co-Chief Probation Officer
Frank M. Snyder, Co-Chief Probation Officer

Philadelphia
Adult Probation/Parole Department
2003

Co-Chief Probation Officers

Robert J. Malvestuto

Frank M. Snyder

Deputy Chief Probation Officer

Charles E. Gregonis

Directors

Joan Bedell

Patricia L. Blow

James H. Harkins

Edward V. Quinn

Anthony R. Sasselli

Donald X. Taylor

Associate Directors

Frank T. DeFrancesco

Kathleen M. Intenzo

Robert Meenan

Maureen B. Murphy

Kevin W. Reynolds

Richard V. Vinci

C. Bernie White

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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 Officers ❖❖❖

Robert J. Malvestuto ❖ Frank M. Snyder

In 2003, the Philadelphia Adult Probation and Parole Department (APPD) provided supervision and services to over 52,800 people who were sentenced to probation or who were paroled from county prisons by judges of the Common Pleas and Municipal Courts. This is approximately a 2% increase over year 2002. The department operated with nearly 400 employees, structured into two branches: Supervision Services and Administrative Services.

Co-Chief Robert J. Malvestuto and Co-Chief Frank M. Snyder were responsible for ensuring that each of their respective branches fulfilled the department's overall mission and goals. Co-Chief Frank M. Snyder supervised sub-components of APPD's Supervision Services (actual service delivery divisions) including Supervision Divisions I, II, III, Special Supervision, Special Projects, and Division IV which encompassed Presentence Investigation, Victim Services, and the Fraud and Accounting Units. During 2003, there was a reorganization that resulted in Deputy Chief Charles Gregonis and his responsibilities being reassigned to Co-Chief Snyder, rather than being directly under Court Administration. Co-Chief Robert J. Malvestuto supervised sub-components of the department's Administrative Services branch, including Operations, Prison Population Management, Parole, Records Management, Violations/Wanted Cards, the Criminal Case Management System as well as the Criminal Justice Center functions of Intake and Court Mental Health Unit.

2003 HIGHLIGHTS

A significant accomplishment during 2003 was the upgrade and migration of the computer systems, affecting virtually all aspects of department functions. This court-wide Criminal Case Management System automation project went on line six months into the year, after extensive training in the use of the application and analysis of its implications and impact. In addition, APPD worked closely with Court Management Information Systems to coordinate the migration of APPD computers from Windows 98 to Windows XP.

Communication linkages with partner agencies continued to be maintained, along with involvement in various task forces, including the Philadelphia Consensus Group on Reentry and Reintegration of Adjudicated Offenders, Ready for Work Demonstration Project, Advisory Board of the Institute for the Advancement of Working Families, Mayor's Task Force on Domestic Violence, Law Enforcement Child Abuse Project, and Project STOP which is a preventative domestic violence initiative of the Philadelphia Police Department, East Division. A major initiative has been APPD's development of a close, productive working relationship with the Philadelphia Police Department. APPD management and unit supervisors regularly attend weekly COMPSTAT meetings, and the department has restructured its supervision units so that regional units mirror those of the Philadelphia Police Department's command structure.

The capability of optical scanning was initiated during the year, being used for substance abuse prescreening. Using this PassPoint Impairment Screening and Detection technology has increased the number of offenders being tested for illegal drug use, while greatly enhancing the efficiency of the overall substance abuse detection process. Another innovative initiative has been the continued utilization of a Risk Automated Assessment Instrument. Using six variables, this program allows APPD to identify low risk offenders and to reallocate supervision resources to those offenders who present a higher risk in the community for continued criminal activity.

In the area of Domestic Intervention, officers with Domestic Violence caseloads have received special training and have been assigned to supervise all Domestic Violence offenders who reside regionally within designated police divisions. Supervision of offenders and services to victims can be maximized as communication is improved between APPD and all regional agencies, including each Philadelphia Police District's Domestic Violence detectives (DOM Team) and Victim Assistance Police Officers.

APPD has sought increased collaboration with area colleges and universities, resulting in academic partnerships that have been rich sources of data research and intern placements with the department. The reviews of the literature and available research have prompted special supervision efforts of the Youth Violence Reduction Partnership, which identifies those

offenders most likely “to kill or be killed”, and provides for intensive supervision in the field and in the office with referrals to appropriate outside sources, and of the Forensic Intensive Recovery and Intermediate Punishment initiatives. Another noteworthy accomplishment was the successful implementation of the First Judicial District’s Firearm Surrender Policy that resulted from the work of Special Projects Gun Policy subcommittee. At the end of 2002, new policy and procedures were integrated into APPD’s Operations Manual, and throughout 2003, the training and implementation of the Gun Surrender Policy brought about the removal of weapons from the homes of persons under APPD probation and parole supervision.

Collections for the year 2003 increased almost 2% from last year, with total collections presently exceeding \$7.5 million dollars. Philadelphia Adult Probation and Parole Department has made, and continues to make, organizational changes to optimize available personnel resources. The 2003 audit by the Pennsylvania Board of Probation and Parole found that the department, as in the previous year of 2002, remains in full compliance with all applicable Board standards. The Board noted the department’s accomplishments, and acknowledged that APPD continues to provide effective probation and parole services to the Court, offering opportunities for offenders to improve their lives, while protecting the community and assisting victims.

In 2004, APPD expects to develop new strategies toward promoting public safety and effectively dealing with the department’s rising caseload numbers. APPD also plan to focus on increased collections of all court imposed financial obligations.

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OFFICE OF FACILITIES MANAGEMENT AND PERSONNEL SERVICES
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During the year 2003, there was a reorganization of the chain of command involving Charles E. Gregonis, who had been reporting directly to Deputy Court Administrator Joseph A. Cairone. As a result of Mr. Cairone's promotion to Court Administrator, Mr. Gregonis and his responsibilities were assigned to Co-Chief Probation Officer Frank M. Snyder.

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

- Facility Management of 1401 Arch Street, Philadelphia, PA 19102
- Personnel Services for the Adult Probation Department
- Labor Relations
- Disciplinary Investigations
- Department of Public Welfare Criminal Record Checks
- Management of Subpoenas
- Monthly Statistics

Facilities Management

APPD's daily routine reflects the safe, clean and pleasant work environment that is provided for the staff of the department and of Pretrial Service. Year 2003 was uneventful in regard to building changes or developments. As an ongoing process, Facilities Management continues to provide standard building support functions such as:

- Processing ongoing complaints or requests for repair and maintenance service
- Automated services for maintaining the fleet vehicles for field visits
- Telephone service regarding number changes, problems and repair
- Ongoing messenger mailing service for the APPD and for the building
- Inventory control including ordering, processing and billing of all supplies and equipment
- Maintenance and supervision of all service contracts for APPD equipment

**ADULT PROBATION AND PAROLE PROFESSIONAL STAFF
 BUDGET FOR FY '04
 JULY 1, 2003 TO JUNE 30, 2004**

Program	Staff Positions	City	State	Federal	Total
Grant-In-Aid	228	\$5,079,179.00	\$5,169,545.00		\$10,248,724.00
Match	62	\$2,658,452.00			\$2,658,452.00
Restrictive IP	10		\$615,055.00		\$615,055.00
Victims	3			\$154,916.00	\$154,916.00
Welfare Fraud	9		\$334,957.00		\$334,957.00
Insurance Fraud	1		\$40,390.00		\$40,390.00
Unemployment	2		\$84,060.00		\$84,060.00
City General Fund	79	\$1,367,257.00			\$1,367,257.00
Supervision Fee	2	\$45,458.00			\$45,458.00
Totals	396	\$9,150,346.00	\$6,244,007.00	\$154,916.00	\$15,549,269.00

Department Expenditures 2003

Personnel:		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
General Fund		\$3,391,545.00	\$4,022,838.00	\$3,531,636.00	\$4,053,977.00	\$14,999,996.00
SVF		\$11,580.00	\$13,646.00	\$11,654.00	\$14,121.00	\$51,001.00
Grant		\$182,743.00	\$225,659.00	\$188,012.00	\$202,564.00	\$798,978.00
Other		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Operating						
General Fund		\$211,771.00	\$139,730.00	\$194,722.00	\$188,759.00	\$734,982.00
SVF		\$47,312.00	\$837,410.00	\$125,514.00	\$71,777.00	\$1,082,013.00
Grant		\$611,580.00	\$193,600.00	\$10,650.00	\$19,150.00	\$834,980.00
Other		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total						\$18,501,950.00

Personnel Services

The mission of Personnel Services is to provide services for department employees' needs and to provide support for departmental administration in all areas of personnel administration. In 2003, duties included: counseling and advising, record maintenance, distributing paychecks, disseminating information and various other personnel-related functions. Personnel staff continued to provide the following services to APPD employees:

Counseling/Advising

- Advise departmental administration and all other staff on various aspects of personnel services, including, but not limited to rules and regulations, First Judicial District and department policies, attendance regulations, benefits and deferred compensation
- Process all new hires, separations, promotions, duty-related injuries, leaves of absence and FMLA
- Consult with administrative staff in developing internal policies consistent with FJD policies
- Coordinate FLEX benefits enrollments and assist employees in completing forms, as well as providing benefits information and assistance throughout the year
- Provide salary/budget information for grant preparation
- Provide statistical information for APPD's Administration reports and state standard compliance
- Provide salary information and attendance updates to employees as needed
- Meet with new employees and newly promoted supervisors regarding rules, regulations, and policies

Record Maintenance

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

Other Functions

- Meet with attorneys regarding lawsuits against the department by former or current employees
- Attend Unemployment Compensation hearings
- Meet with representatives of City Controller's Office as required for attendance audits
- Issue informational correspondence, such as position vacancies, policy or regulation changes, etc., and conduct policy training when necessary
- Prepare statistical surveys and reports as required. Reports issued to CPO: EEO, and various statistical reports
- Issue reports to CPO and Office of Professional Responsibility: Compensation time earnings, lateness, and work schedules
- Issue other statistical reports when requested by APPD Administration
- Coordinate interview schedules and prepare packets for all candidates interviewing for employment with APPD. Candidate packages include a thumbnail biography, short work history, criminal record check, and any other information which assists the interviewers
- Distribute paychecks, FLEX benefits checks, W2 forms, and Catastrophic Leave information
- Distribute all internal position vacancy announcements and collect applications
- Orchestrate distribution, collection and processing of all surveys which originate at Court Administration
- Coordinate activities such as Combined Campaign

Highlights

- Streamlined the issuance of employee evaluations, thereby reducing the average time for an evaluation from 2-3 days to 1 day
- Processed over 16,000 compliance background checks for the Department of Public Welfare

Labor Relations

The Office of Facilities Management and Personnel Services has been designated as the point of contact for all union related matters. During the course of the year, labor management meetings were conducted, and there were attempts to resolve issues and conflicts between the FJD and Local 810 regarding contractual issues with the membership of Local 810. As part of this process, the Office of Facilities Management and Personnel Services was involved with all grievance matters, attempting to resolve them and to insure that the proper procedures were followed as outlined in Court Personnel regulations.

Disciplinary Investigations

The Office of Personnel Services investigates all complaints and looks into overall issues.

Department of Public Welfare Criminal Record Checks

This has been an ongoing process in which the Department of Public Welfare requests that APPD accomplish criminal record checks and financial checks on individuals who are applying for public assistance. There is an average of eighty requests per day, which have to be individually screened in order to provide the appropriate information, so eligibility decisions for welfare recipients can be made by the Department of Public Welfare. This is a time consuming process, and it has been streamlined and revised during the year 2003. A change in legislation relaxed some of the requirements of past criminal convictions, causing the pool of potential candidates to be expanded.

Management of Subpoenas

All subpoenas for APPD staff to testify in court are tracked and managed by the Office of Personnel Services. Generally, the subpoenas are forwarded to Domenic Rossi, Deputy Court Administrator for Legal Services, who reviews the legitimacy of the subpoena and advises if the probation officer or APPD staff must to appear in court or provide records. The objective of the management of these subpoenas is to reduce the amount of court time for probation officers.

Statistical Information

Department statistics are produced on a monthly basis, providing review of the basic caseload statistical information that is important to APPD. The areas of concentration are caseload size, case classification, arrests, violation hearings and monies collected.

PHILADELPHIA ADULT PROBATION/PAROLE DEPARTMENT
MONTHLY CASELOAD STATISTICS BY DISTRICT
DECEMBER 2003

DISTRICTS	CASES	PEOPLE	# PO'S	AVG. CASELOAD	AVG. PEOPLE
East 1	1,599	1,313	8	200	164
East 2	1,840	1,501	8	230	188
East 3	1,607	1,327	8	201	166
East 4	643	501	10	64	50
East 5	709	570	4	177	143
South 1	1,574	1,262	8	197	158
South 3	1,592	1,315	8	199	164
West 1	1,461	1,284	8	183	161
West 2	1,528	1,313	7	218	188
West 3	1,518	1,224	7	217	175
West 4	1,578	1,316	7	225	188
TOTAL DIVISION I	15,649	12,926	83	189	156
Northeast 1	948	806	7	135	115
Northeast 2	1,334	1,120	6	222	187
Northeast 3	1,070	856	6	174	143
Northeast 4	1,196	991	8	150	124
Northwest 1	1,469	1,203	8	184	150
Northwest 2	1,463	1,225	8	183	153
Northwest 3	1,329	1,146	8	166	143
Northwest 4	1,554	1,304	8	194	163
A.R.D.	2,644	2,639	7	378	377
Central 1	1,541	1,331	8	193	166
Psychiatric Unit	1,150	950	9	128	106
Sex Offenders	932	829	6	155	138
TOTAL DIVISION II	16,630	14,400	89	187	162
Alcohol Highway Safety - PIP	3,002	2,697	8	375	337
Central 2	1,645	1,334	8	206	167
Domestic Intervention	91	82	2	46	41
Intermediate Punishment	1,091	899	8	136	112
Monitored Supervision	509	402	7	73	57
Out of State/Town	1,065	983	4	266	246
Restitution Only	996	950	1	996	950
House Arrest Officers	0	0	2	0	0
IP Coordinator	0	0	1	0	0
TOTAL DIVISION III	8,399	7,347	38	221	193
ACT 84 - State Institution	1,879	1,828	0	0	0
Fraud	6,117	5,852	10	612	585
Restitution Only	192	184	0	0	0
Presentence Investigation 1	0	0	11	0	0
Presentence Investigation 2	0	0	9	0	0
Victim's Impact	0	0	2	0	0
DIVISION IV	6,309	6,036	10	631	604
Wanted Cards	12,267	10,294	0	0	0
Operations Division	4	4	0	0	0
Operations Officers	0	0	1	0	0
OPERATIONS DIVISION	12,271	10,298	0	0	0

PHILADELPHIA ADULT PROBATION / PAROLE DEPARTMENT
MONTHLY AGGREGATE WORKLOAD REPORT
MONTH OF: DECEMBER, 2003

CATEGORIES	MONTHLY	YEAR TO DATE
APPD Cases Received	2,091	28,694
APPD Cases Expired	2,166	28,088
Total APPD Cases		61,179
Average APPD Case Count:		
Division I	189	
Division II	187	
Division III	227	
Division IV	631	
Total P.O. Court Hours	2,567	30,430
Offender Contacts	43,513	557,934
Drug Screens Conducted	4,001	57,162
Arrests	960	10,397
Parole Petitions Submitted (Cases)	670	8,188
Mental Health Reports Completed	179	2,664
Presentence Reports Completed	228	3,217
Economic Sanctions Collections	\$580,771.29	\$7,637,312.81
Total Payments Processed	8,071	106,919

PHILADELPHIA ADULT PROBATION / PAROLE DEPARTMENT

MONTH OF DECEMBER 2003

ACTIVE CASE LIST

ARREST REPORT

COLLECTION REPORT

	CASE	PEOPLE	REAS PAST	TO EXP	# ARREST PEOPLE	# ARREST CASES	% ARREST	# SVF CASE W/BAL	# SVF PAYMT	SVF COLLECT	% SVF PD	# REST CASE W/BAL	# REST PAYMT	REST COLLECTED	% REST PD	# F/C PAYMT	F/C COLLECTED
DIVISION I	15,649	12,926	1,851	567	279	363	2%	7,785	248	10,736.50	3%	1,965	381	44,592.29	19%	956	35,752.32
DIVISION II	16,630	14,400	1,971	677	232	311	2%	7,826	902	33,754.58	12%	2,195	566	64,047.27	26%	1,298	51,427.62
DIVISION III	8,399	7,347	1,754	371	108	130	1%	3,304	138	6,113.50	4%	1,830	239	38,191.31	13%	612	36,453.33
DIVISION IV	8,188	7,864	6,170	697	29	32	0%	56	1	10	2%	7,580	2244	191,725.15	30%	73	6,290.50
OPERATIONS DIVISION	12,313	10,342	9,597	1	95	124	1%	5,573	2	27	0%	2,662	16	2,334.68	1%	4	624
TOTAL	61,179	52,879	21,343	2,313	743	960	1%	24,544	1,291	\$50,641.58	5%	16,232	3446	\$340,890.70	21%	2943	\$130,547.77

**ADULT PROBATION/PAROLE DEPARTMENT COMPARATIVE STATISTICAL SUMMARIES
FOR COLLECTION IN YEAR 2003**

TYPE OF FEES	1999	2000	2001	2002	2003
Restitution Fees	\$3,563,320	\$3,692,618	\$4,011,166	\$4,117,791	\$4,451,423
Supervision Fees	\$679,197	\$684,137	\$851,876	\$833,199	\$760,119
Fines and Costs	\$1,467,548	\$1,477,876	\$1,708,793	\$1,753,050	\$1,788,939
Third Party	0	\$63,542	\$39,592	\$10,112	\$2,254
Act 27	0	0	0	\$11,847	\$8,670
Act 84	0	0	\$434,353	\$549,640	\$620,574
Act 85 / 86	0	0	0	\$2,738	\$5,334
Total Amounts	\$5,710,065	\$5,918,173	\$7,045,780	\$7,278,376	\$7,637,313
Total Payments	86,860	96,043	94,054	103,010	106,919
Avg. Amts	\$475,838.75	\$493,181.08	\$587,148.33	\$606,531.30	\$636,442.73
Avg. Paymt	7,238	8,004	7,838	8,584	8,910

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Operations Division
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The Operations division handles many of the functions which directly support the supervision of Probation and Parole cases by Probation/Parole Officers. It consists of the following units: Parole, Records, and Violations, and the Prison Population Management function. Operations managers and staff have been involved in a court-wide automation project, which went on line on July 1, 2003. All APPD staff was trained in the use of this application, and conducted live testing, documenting faults and testing the corrections. The implementation of this program necessitated a complete analysis and re-alignment of duties and business practices in the Division.

The Criminal Case Management System was developed by Computer Associates in consultation with staff of the First Judicial District. It is used to manage the courtrooms and cases assigned to the Criminal Trial Division.

A post-trial component of this system contains significant functionality used by the Adult Probation and Parole Department to support case supervision. The program manages all facets of violation proceedings, including the lodging of detainers, both manual and wanted cards and violation of probation/parole hearings. This was achieved by rewriting stand-alone programs, enabling use of the application across the network. Active Criminal Records is now able to assign VOP hearing dates without duplicate data entry when listings are requested by APPD.

CCMS is also used to initiate all probation and parole cases, assigning case numbers and probation officers. The program also tracks the status of probation cases, and records their expiration. The information collected and catalogued by these components of the system is accessible to all users of the system, with additional functionality for APPD staff which displays caseload information. Probation Officers are now able to instantly access reports concerning the cases they supervise, ordering the output by date and other parameters.

Prison Population Management

This includes Special Release hearings, liaison with the Deputy Managing Director's Office, Detainer Certification Management, as well as other partners and agencies. 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 detainers and violation hearings, and which affect the prison population. Under certain circumstances, detainers can be removed or "certified" by the Deputy Managing Director for Criminal Justice Prison Population Management. In 2003, 1,384 detainers were certified. There were also 50 Special Release Hearings at which 121 APPD cases were considered for release.

APPD PPM Managers also effectuated the removal of 634 detainers for cause. Those detainers for which payment of fines were a condition of removal netted \$111,124.

This year, the division continued the practice of contacting judges directly in order to schedule violation hearings for offenders whose detainers may otherwise be certified.

Violations Unit

The Violations unit handles several aspects of Probation/Parole violations for all cases supervised by the department's officers, including generating and tracking wanted card and manual detainers, scheduling and staffing detainer hearings and scheduling violation hearings. A "Detainer" is the legal instrument used to hold an offender who is in Violation of Probation/Parole. Offenders whose whereabouts are unknown, and whose cooperation and contact with APPD cannot be restored, are placed in Wanted Card status for having absconded from supervision. Such offenders are then listed in local and State databases as being wanted by APPD, and a detainer is issued which will hold them in the event that they are apprehended. **In 2003, APPD filed 5,148 wanted detainers, and removed 4,971.** The Violations Unit fields calls from agencies all over the United States regarding offenders who are apprehended by other jurisdictions.

For each offender who is placed in Wanted Card status as above, the detainer is kept on file by the Pretrial Service's Warrant Unit. That detainer can be "lodged" against an offender to ensure incarceration until a hearing is held. APPD also issues manual detainers in order to take offenders into custody whose whereabouts are known. **In 2003, APPD issued 5,592 manual detainers.** A Violations Unit staff person represents APPD at all detainer hearings, which are held at the Philadelphia Prisons. Detainers can also be sent to other jurisdictions to hold a wanted offender for transfer to a Philadelphia prison. The Violations Unit generates and tracks all detainers issued on cases supervised by APPD. **There were 8,522 detainer hearings held this year.**

Another responsibility of the Violations Unit is the scheduling and tracking of Violation of Probation/Parole hearings. Schedules are published each week which notify supervising officers and their managers of the hearings that will be held the following week.

Detainers Lodged - 2003

Manual/WC	8,522
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TOTAL	8,522
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Detainer Dispositions

Held	7,953
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Removed	569
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TOTAL	8,522
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Manual Detainer Statistics - 2003

Manuals Issued in 2003	5,592
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Manuals Removed in 2003	5,295
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Manuals Issued in 2002	5,181
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Manuals Removed in 2002	4,667
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Wanted Statistics

Wanted Detainers Filed in 2003	5,148
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Wanted Cards Removed in 2003	4,971
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End of Year 2003

Cases/People on Wanted Cards	12,267/10,294
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End of Year 2002

Cases/People on Wanted Cards	12,230 /10,276
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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 Office of the Public Defender is also networked to RIN, and uses RIN data to petition the Court for the parole of inmates whom it represents. The Parole Unit processes those petitions.

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

In 2003, the Parole Unit issued 8,188 petitions to the judiciary and processed 7,842 corresponding parole orders.

Parole Petitions Submitted – 2003			
Petition Type	Cases	People	State
ETGT	2,321	1,593	7
Minimum	1,290	897	10
Programs - Non FIR	14	7	0
Programs - FIR	2	1	0
Special*	1,260	857	8
Resubmitted	319	206	2
Early Parole	2,982	1,710	1
TOTAL	8,188	5,271	28

Parole Petition Results - 2003			
Petition Type	Paroled	Denied	Hearings
	Cases/People		
ETGT	1,364/953	719/522	69/53
Minimum	976/688	311/211	18/18
Programs - Non FIR	0/0	0/0	0/0
Programs - FIR	0/0	0/0	0/0
Special*	982/688	145/102	24/18
Resubmits	203/134	134/89	4/4
Subtotals	3,525/2,469	1,309/924	115/93
Defender Petitions	2,322/1,399	525/353	46/30
TOTALS	5,847/3,868	1,834/1,277	161/123

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

Records Management Unit

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

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

Records is also responsible for microfilming expired cases, cases expired by death and Presentence Reports.

Records Statistics - 2003	
Cases Initiated by Records	6,147
Cases Processed	25,621
Courtesy/State Cases Reviewed	2,541
Cases Microfilmed	13,391
Arrest Notices Distributed	10,688

Records Management Unit, along with the Violations Unit, has been working with the Pretrial Service's Warrant Unit by reporting the address of wanted offenders for whom APPD receives supervision requests from other counties. The Warrant Unit then attempts to arrest these offenders.

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Criminal Justice Center
Operations
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The essential link between the Criminal Justice Center's courtrooms and APPD functions at 1401 Arch Street is the department's Criminal Justice Center Operations Division. Through this Division's Intake Unit, all cases are initiated for First Judicial District's pre-trial diversion matters and for all post-trial convictions with probation and with bench parole.

The Division also encompasses the Court Mental Health Unit, which is staffed under contract with the Court by Forensic Mental Health Associates. The judiciary relies on the Court Mental Health Clinic's psychiatrists and psychologists to provide evaluations in regard to a defendant's competency to stand trial, and after convictions, to prepare psychological reports to assist in sentencing.

Intake Unit

At the county level, the Intake Unit initiated 3,492 pre-trial Accelerated Rehabilitation Disposition (ARD) cases and 17,933 post-trial cases, for a total of 21,425 APPD cases in 2003. In addition, the Intake Unit initiated 761 cases that carried sentences to be served at the state level, under parole or special probation supervision by the PA Board of Probation and Parole. APPD's Intake Unit continues its efforts to maintain effective and open communication with judges, court staff and partner agencies.

During 2003, the Intake Unit met with representatives of the Court Clerks to discuss the clerks' role to insure that cases are assigned to either county or state for supervision. Meetings have taken place also with the judiciary and state parole staff, especially in regard to the state's Drug Offender Work Program.

Other aspects of case initiation involve exact wording on court orders so as to capture the intent of the sentence. APPD's Intake Unit sought clarification of court order wording to accomplish judicial intent for state probation supervision consecutive to a state parole. In sentences on sex offense charges, the Intake Unit advises on the wording of the charges, so that Act 42 DNA and Megan's Law registrations may be accomplished. The Unit continues to research the assignment of Section 17 and Section 18 probation cases for offenders who are living in other states.

APPD frequently turns to its Intake Unit for problem solving on cases that have delayed initiations and on cases having had supervision terminated with the original restitution order to remain. The department has asked Intake to develop a weekly schedule to initiate new cases for Unemployment Compensation Government Fraud convictions and for cases stemming from violation hearings on those charges. The department keeps the Intake Unit informed on new revisions of the Philadelphia census tract distribution list for regional case assignments. This is to make sure that every offender who is not under special supervision is assigned to a supervision unit that collaborates with the Philadelphia Police in the Division and District where the offender actually lives.

Court Mental Health Clinic

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 gives additional training and case staffing for the department's Mental Health Unit. The Clinic provides training for the judiciary regarding mental health issues. The Clinicians 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		
	2002	2003
January	278	285
February	266	243
March	252	221
April	282	222
May	256	215
June	253	200
July	243	219
August	309	191
September	310	200
October	318	220
November	271	167
December	253	208
TOTAL	3,291 + 1%	2,591

All Intake and Court Mental Health staff completed state standard training requirements in 2003. All clerical and support staff completed at least sixteen (16) hours required. All professional staff completed the required forty (40) hours necessary to meet state standards. Intake's commitment to mentoring has yielded highly positive results, and interns who have been placed in the division have made significant contributions.

Out of State/Out of Town Unit

The Intake Office hosts the Out of State/Out of Town Unit, which functions under APPD Supervision Division III. The rationale of locating this unit in the Intake office is to intercept the offender at case initiation and to complete the required paperwork for transfer of supervision of this Philadelphia conviction to the jurisdiction of the offender's residence. Transfer procedures are governed by the Intercounty (PA) Transfer Agreement for residents of other Pennsylvania counties and by the Interstate Compact for residents of other states. Both the Intercounty Transfer Agreement and the Interstate Compact are under extensive revision at this time.

◆◆◆ Special Projects ◆◆◆

The Special Projects Division responsibilities include oversight of areas designed to enhance the quality of probation and parole supervision, including: the Training Unit, Grant Management, Research and Development, State Standards/Operations Manual, Treatment Coordination, Police Liaison, Weapons Related Injury Surveillance System (WRISS), MIS Liaison, the Speakers Bureau, Masters Degree Program, Reentry Initiative, Intern Program, Employment Initiatives, and Department committees including but not limited to: Executive Training and Education Committee, VOP Subcommittee, Drug Detection Committee, Supervisor Training Subcommittee, Mentoring Subcommittee, Officer Safety Committee, and Gun Policy Subcommittee.

Training Programs

During calendar year 2003, numerous new training courses were developed and implemented. A diverse collection of cognitive, procedural and skill-based programs was offered to all employees. Probation and Pretrial Service employees attended both elective and mandatory courses to enhance professional skills and knowledge, learn new policies, procedures, and techniques, and engage in self-improvement. Both in-house staff and consultants were used in course development and delivery. The Pennsylvania Department of Health, Office of Drug and Alcohol Programs and the Pennsylvania Board of Probation and Parole, Division of Training, greatly assisted in this effort by providing funding for many of the consultants.

During calendar year 2003, Adult Probation and Parole Department employees achieved a total of 22,129.5 training hours. This total number of hours is the result of employee attendance at more than **632** In-Service courses, unit and/or committee meetings and **223** External training workshops, conferences, and/or graduate and undergraduate courses. These hours were achieved as follows:

<i>CLASSIFICATION</i>	<i>HOURS ACHIEVED</i>
Management Staff	3,167.50
Professional Staff	16,178
Support Staff	1,999
Former Employees	785

Due to the effort put forth by the Training Unit, division directors and the many employees who served as adjunct trainers, **99.97%** of the Adult Probation-Parole Department employees on record at the end of calendar year 2003 achieved the required hours as mandated by State Standards.

Training Expenditures

A total of **\$10, 442.61** was utilized to cover the cost of employee travel, lodging, food costs, and registration at conferences, workshops and/or planning/professional organization meetings. As always, it is noted that the value of these experiences can not be measured in dollars and cents. Department employees are able to network and interact with employees from other criminal justice and social services agencies and organizations while acquiring new knowledge, up-to-date information in the field of probation-parole supervision, law enforcement and criminal justice. This learning, and the opportunity to represent the department at external events, transfers to improved job performance and employee morale.

Training Hours Record Keeping

APPD continued to utilize the ABRA Recordkeeping System in maintaining training records and producing reports. Training Hours reports were produced and disseminated to all department staff via division directors on a monthly basis. These monthly reports provided an up to date listing of each employee's training achievements, and continued to be a proactive and timely method for managers to use in determining and addressing employee non-compliance with training requirements. The division began working with Human Resources to refine the ABRA Training Records program so that it meets the department's needs and so that it can produce various training hours reports in a more effective and timely manner.

Special Projects

Speakers Bureau

This division continued to coordinate the department's Speaker's Bureau. Requests for speakers come from schools, churches, community groups and other law enforcement organizations. Speakers present information on The Philadelphia Adult Probation and Parole Department and/or on the Role of the Probation-Parole Officer. Department employees are selected to represent this agency in response to these requests. Additionally, several employees also received personal invitations to speak about probation-parole services. All speakers are provided with information, presentation outlines, handout materials, and audio-visual resources, such as PowerPoint, to assist with their presentation.

Masters Degree Program

During calendar year 2003, a concerted effort to offer on-site classes with St. Joseph's University's Graduate Criminal Justice Degree program was successful. One Master's level course per semester was offered at Adult Probation and Parole Department facilities to First Judicial District and other Criminal Justice employees. (The other employees represented the District Attorney's Office and the Philadelphia Police Department.) The presence of an on-site class at this location allowed easy access to class and alleviated additional travel at the end of the work day for APPD employees and other Criminal Justice employees working in the center city area. Participating students also receive a 25% tuition reduction. At the end of calendar year 2003, there were 16 Adult Probation and Parole Department employees taking advantage of on-site classes.

Grant Management

The division continued to monitor and report on existing grants as required, and to research and apply for additional funding opportunities when possible. Division staff completed the following in 2003:

Intermediate Punishment (IP) Grant: All IP quarterly, final and additional grant reports required by the Pennsylvania Commission on Crime and Delinquency (PCCD) were submitted. The year 2003 saw a decrease of 67 offenders sentenced to Intermediate Punishment by year end. Seven hundred and forty-two (742) offenders were sentenced to IP in 2002 and six hundred and seventy five (675) in 2003. These numbers reflect the efforts of the IP Executive Committee to reduce probation officer caseload size and to recommend only those offenders appropriate for Intermediate Punishment. The District Attorney's Office is aiding this effort by closely screening potential IP offenders who have been recommended by the Public Defender's Association. Summary paperwork was completed for each individual who was terminated from Intermediate Punishment, six hundred and thirty four (634) in 2003. All relevant information was provided to PCCD. The monthly meetings of the IP Executive Committee were coordinated and hosted by APPD. Additionally, Intermediate Punishment and management staff met on a regular basis on IP-related management issues.

Optical Scan Project: On December 18, 2002, APPD was notified by PCCD that the department was awarded the funding for the “Optical Scan Project”. PassPoint is an eye scanning device that can detect illegal drug usage through changes in the reaction of the eye to various stimuli. After much investigation and research it was determined that APPD could reduce the cost of negative urinalysis by using this device to test those offenders who consistently provided negative urine samples. On May 1, 2003, the PassPoint Substance Abuse Monitoring System was delivered, and the initial testing of offenders began on May 12, 2003. By the end of December, 2003, one thousand four hundred and eighty-six (1,486) offenders were successfully entered into the system and three thousand two hundred and eighty-eight (3,288) scans conducted. All Optical Scan quarterly, final and additional grant reports required by PCCD were submitted.

Research and Development

The division continued to coordinate all research-related efforts for the department. Division staff continued to complete and submit Intermediate Punishment outcome data for the PCCD-funded study being conducted. Various external researchers who were considering or actually conducting approved research using APPD data were assisted by division staff. Assistance is provided to the Co-Chief Probation Officers by conducting research and analysis on a variety of topics upon request. Division staff continues to provide statistics on the Weapons Related Injury Surveillance System (WRISS) for the Youth Violence Reduction Partnership (YVRP) Steering Committee meetings and assist in identifying potential offenders for YVRP.

Weapons Related Injury Surveillance System (WRISS)

In 2001, APPD began a cooperative effort with the Philadelphia Police Department, utilizing the WRISS system, to identify shooting victims and determine their involvement in the Criminal Justice System. The Police Department provides APPD with the date, time and location of each shooting, the victim’s name, age and address, the Detective Division investigating the incident and the hospital where the victim was, or is, being treated. Division staff collects the information and researches each victim to ascertain if they are on probation or parole with APPD, if there are any outstanding warrants, and if they are appropriate for the YVRP program. If there is an active probation or parole, the supervising officer and the unit supervisor are notified of the shooting and instructed to contact the offender for additional information. The officer attempts to determine the risk of future violence and encourages the offender to cooperate with the investigating detective. This effort continued in 2003.

State Standards, Operations Manual and Website

The division is responsible for monitoring and reporting on APPD compliance with the State Standards for Adult Probation and Parole Services. In December, 2003, the Pennsylvania State Board of Probation and Parole conducted the annual compliance audit. Division staff provided required documentation, organized the auditor’s meeting schedule and met with the auditor personally to discuss all compliance issues, future plans, and goals. APPD achieved 100% compliance with state standards in 2003.

The Special Projects Division also has the responsibility for updating and maintaining the APPD Operations Manual. Since this document reflects many policies and procedures mandated by state standards, the division developed a system for integrating the respective practice and its corresponding standard in the Operations Manual. Complete references to all state standards have been integrated into the Operations Manual as of this year. As new policies are developed, the division is responsible for incorporating them into the Operations Manual.

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

MIS Liaison

During this year division staff worked closely with 1401 and Court MIS to develop supervision aids, manage APPD's numerous report files, and investigate a number of computerized case management systems. APPD's Operations Manual was updated and made available to all staff on the computer. Division staff worked with Court MIS to archive hundreds of thousands of APPD Presentence and Supervision reports which were more than 1 year old. These reports, although archived, are made available to clerical staff for updating through the use of a CD server.

During June, July, and August of 2003 division staff worked intensively with MIS to coordinate the migration of all APPD staff computers from Windows 98 to Windows XP. The upgrade of all computers, installation of new equipment, and training of all APPD staff were arranged through this division.

Treatment Coordination

The division continued to send representatives to the monthly Forensic Intensive Recovery (FIR) meetings held at Philadelphia Health Management Corporation and chaired by the Coordinating Office for Drug and Alcohol Abuse Programs (CODAAP). Coordination of treatment services remains constant through the efforts of division staff, FIR officers, and the members of the Intermediate Punishment Unit. Special Projects Division members receive treatment program reports for offenders under the supervision of APPD probation officers. These reports are identified, recorded and then distributed to the assigned probation officers. The division keeps CODAAP informed about the cooperation and compliance of the programs in sending these reports to APPD in a reliable and timely manner. Staff members also maintain the list of FIR officers assigned to each FIR treatment program and liaison with other agencies to resolve treatment issues. The division regularly provided assistance to probation officers seeking information about treatment referrals for offenders.

The division also continues to host monthly IP Executive Committee meetings at APPD. These meetings serve as a forum for interagency communication, program development and/or problem solving. Members from the division also acted as liaisons between APPD staff, CODAAP, the District Attorney's Office, and the Defender's Association on issues surrounding substance abuse, treatment, prison overcrowding, probation/parole case management, and protection of the community.

Police Liaison

Division staff continued to serve as APPD Police Liaisons by regularly attending Philadelphia COMPSTAT meetings. When possible, representative supervisors and probation officers were asked to attend those COMPSTAT meetings scheduled to cover their unit's assigned district or specific areas of responsibility.

Division representatives are responsible for coordinating external agency arrests and interviews. Arrest warrants are received from agencies such as the Immigration and Naturalization Service, Philadelphia's District Attorney's Office, the Philadelphia Police Department, the FBI Fugitive Task Force, and from other counties and states. Forms were developed and policy implemented to make these arrests more efficient. Meetings were held with the District Attorney's Office, Philadelphia Police Department representatives, and Immigration and Naturalization Services to ensure the smooth and safe apprehension of wanted offenders.

Reentry Initiative

In the second half of the year 2003, a Special Projects Division member was designated to support the efforts of the Co-Chief Probation Officers around the concept of offender reentry from the Philadelphia County Prisons. Two areas of effort involved APPD's participation in the Philadelphia Consensus Group on Reentry and Reintegration of Adjudicated Offenders.

As an outgrowth of the Consensus Group's report, "They're Coming Back: An Action Plan for Successful Reintegration of Offenders That Works for Everyone", a researcher from the group's convener, Search For Common Ground, Inc., took up residence in the APPD. Her assignment was to provide staffing to the group's committee on "pre and post release planning". She was assigned the task of developing a document outlining alternatives to the current parole planning process in Philadelphia for the group's consideration. The Special Projects Division was assigned the task of providing support and assistance as needed.

In addition to this, staff from the division was involved in the initial planning and staffing on the consensus group project, Philadelphia Ready For Work. Ready For Work is a demonstration project funded by a private foundation and the US Department of Labor, and it ultimately brought the US Labor Secretary to APPD for the funding presentation of the Ready For Work project. The project is an initiative to involve faith based organizations in helping offenders, who are returning from a period of incarceration, find and maintain employment. In addition to the planning of this project, division staff was instrumental in the interviewing and eventual hiring of the project coordinator. Staff was also involved in arranging for Ready For Work to secure office space available within the Probation Department.

Intern Program

The Adult Probation and Parole Department maintains a very active student intern program. Coordinated by division staff, the program maintains ongoing partnerships with many institutions of higher learning. During the year 2003, interns were accepted from Penn State University, Temple University, LaSalle University, Widener University, Cabrini College as well as from CHI Institute and various public and private secondary schools. The intern program is always looking to develop new, cooperative relationships with institutions wishing to place interns in the program.

Employment Initiatives

In addition to representing the APPD in the previously mentioned Philadelphia Ready For Work project, division staff have been involved in developing liaison and cooperative agreements with several nonprofit organizations involved in helping the offender secure employment. Research in the field of probation/parole shows that the offender without a legal job is at much higher risk to recidivate than the employed offender. With this fact in mind, cooperative relationships have been developed with the Metropolitan Career Center, the Philadelphia Workforce Development Corporation, the Careerlink System and Impact Services, Inc., and the Pennsylvania Prison Society. All of these agencies are valuable resources in helping offenders to secure employment.

New Program Initiatives

Recognizing offenders with co-occurring disorders as what is thought to be an underserved population, division staff developed a partnership with a local community mental health center, Intercommunity Action, Inc. The partnership developed a program model that would provide comprehensive treatment and case management services for a pilot group of thirty offenders who have both substance abuse and mental health diagnosis. Included in this model would be having both the mental health case managers and probation supervision located at the APPD. This would provide a coordination of comprehensive services to the offender in one location. Based on this partnership model, a funding proposal was developed and submitted to the Pennsylvania Commission on Crime and Delinquency. The proposal was accepted for funding with the program scheduled to begin operation in July 2004.

APPD Subcommittees

Officer Safety Committee

The Officer's Safety Training Committee was convened and headed by a Training Specialist within this division. The purpose of this committee was to review the department's current in-house Officer Safety Training as well as external safety programs to which probation officers have access. The committee, made up of both management and probation-parole officers, spent six months reviewing current in-house safety training programs and observing the in-house training of other Probation-Parole Departments as well as professional law enforcement training programs. The

committee then developed a new Training Curriculum, to consist of both Passive and Physical Self-Defense Techniques, De-escalation Techniques and information on laws governing their use. Also included was a recommended list of employees who would be trained and certified as Instructors of the various techniques. This would insure on-going in-house training and recertification of employees. Estimated costs for Instructor Certification training, equipment, etc., were also included. The department looks forward to further discussions in regard to this proposal.

Drug Detection Committee

The Drug Detection Committee continued efforts to establish and develop policy and procedures surrounding the Urinalysis Collection Station. In June, 2003, members of the division, in conjunction with the Drug Detection Committee and 1401 MIS, prepared for a change in urine testing laboratories. Numerous hours were consumed developing new protocols, designing new forms, adjusting the computer program for the acceptance of results, scheduling and presenting training for supervisors and officers, and organizing the change in forms and supplies from Scientific Testing Laboratories to Princeton Laboratories.

A saliva drug detection device was researched, tested and added to the traditional urine collection and onsite tests. It accommodates those offenders who are unable to provide a urine sample for various reasons. However, this test required that new protocols and policies be created for its use.

The centralized Drug Detection Center continues to be situated on the eleventh floor of APPD, staffed by three full-time and two part-time Penn Services technicians (three males and two females).

The number of tests continued to increase significantly during 2003. Since the implementation of the new system, officers are more consistently complying with court-ordered random drug screening stipulations. During the third full year of operation, January to December, 2003, there were 52,135 samples collected, an increase of 8,273 over last year's 43,862 urine tests collected. The 52,135 samples resulted in 18,828 positive tests, or 36% positive results.

Urinalysis procedures have been refined on an ongoing basis, and now include:

- Drug Test software installed on all interview booth computers so officers may order the test directly, therefore making the offender accountable should the offender choose not to appear for the urine sample on the eleventh floor.
- Identification procedures, using the procured Pinnacle Identification System. Offenders are identified upon arrival for urine sample, to ensure integrity in the testing process.
- Delineated protocols for ordering urinalysis on court-ordered offenders.
- Safety procedures in event of incidents involving collection staff and offenders.
- Test Result software installed on all supervisors' and managers' computers for retrieval of urinalysis results and statistical reports. Continued collection and data management using this software will assist APPD management in identifying drug use patterns among APPD offenders.
- A Problem Log is produced daily and used to inform supervisors and probation officers of those offenders who were scheduled to submit urine samples and failed to do so.

The system, due to unexpectedly high volumes of daily tests, required ongoing review, monitoring, and adjustments. The Urinalysis Committee continued to meet to address new issues and draft appropriate protocols.

Members of this committee were instrumental in identifying, investigating and proposing the use of the PassPoint Optical Scanning device. This device can detect illicit drug usage by measuring the reaction of the eye to various stimuli. On May 7, 2003, the PassPoint Substance Abuse Monitoring System was delivered to the Philadelphia Adult Probation and Parole Department. The project formally started baselining offenders on May 12, 2003.

The candidates from the supervision divisions of the department were selected and identified for the PassPoint project. The criteria used were:

- two consecutive clean urinalysis results during the preceding 30 to 90 days
- no positive urinalysis within three months
- no mental health offender currently on medications
- offender recently released from treatment programs or prison

The PassPoint Substance Abuse Monitoring System is a simple process. Initially, there are three eye scan tests taken to establish a baseline reading. All follow-up tests are compared to this baseline reading to determine if there is a suspicion of drug usage. Urinalysis is the confirmation method by which the offender can be determined to be drug free on that day. If the offender's urinalysis is positive he/she fails the baselining and is restricted from the Pass Point for thirty days while the probation officer responds to the positive test result. If the urinalysis is negative, the baseline is considered good, and the offender is admitted into PassPoint.

The PassPoint Project has expanded the number of offenders being tested daily, while reducing the overall volume of traffic to the Drug Screening Center.

Special Projects Miscellaneous Assignments

The division continued to manage additional special projects as requested by APPD Co-Chief Probation Officers. Such projects in 2002 were carried over into year 2003, and included:

- Assessing the viability of a computerized resource manual.
- Maintaining, researching, and distributing WRISS (Weapons Related Injury Surveillance System) information. Applying WRISS information to caseload management practices.
- Streamlining outside agency arrests.
- Development of policy surrounding the Early Termination of Probation Cases, Firearms Surrender and Violation process.
- Distribution of Staff Development Articles, "E-mail News Distribution", began in 2001 and continued through 2003. This process enables APPD staff to receive valuable current information via e-mail.
- IP+ Upgrade: The special projects division has ongoing meetings with Scotia Consulting to ensure that the IP+ computerized caseload management system continues to be upgraded as needed. In 2003, Scotia Consulting was assisted by division staff in introducing and providing training for the IP Sql Case management program.
- Acting as a liaison between APPD and external organizations.

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SUPERVISION DIVISION I
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SUPERVISION DIVISION I underwent numerous changes in both structure and personnel. The division continues to be located on the 12th and 14th floors of 1401 Arch Street. The division entered 2003 with four East units, four West units and three South units, and ended the year with five East units, four West units and two South units. Supervision Division I closes the year with responsibility for the supervision of 12,913 offenders with 15,635 cases. This includes the Youth Violence Reduction Partnership (nine caseloads), two Domestic Intervention caseloads, three complete Forensic Intensive Recovery (FIR) caseloads, approximately six partial FIR caseloads and two Courtesy Supervision caseloads.

This year was marked by numerous changes to the computer systems, each containing its own nuances and requirements. At the close of the year, several of the programs which were relied upon to carry out daily tasks are no longer available. Many hours have been spent in training, retraining, discussions, and problem solving.

PERSONNEL:

As 2003 began, the division had five probation officer vacancies. As the year progressed, probation officers were lost to other agencies and to retirement, and there were internal transfers to other units. However, six individuals transferred into the division this year, and fourteen new probation officers were assigned. Training remains a focal point for each supervisor, which includes the need for close supervision and evaluation of new staff. The year closed with no uncovered caseloads. However, the division continues to have two supervisor vacancies, one created by a military leave to active duty in the US Army Reserves and the other by the creation of the East 5 Unit. The division is awaiting placement of two supervisors in the beginning of the year.

EAST DIVISION:

East Division continues to be one of the busiest and most populous areas of the city. It continues to struggle with the volume, and at the close of the year, it was necessary to create another unit (East 5). The East units supervise offenders residing in the 24th, 25th and 26th Police Districts.

East 1 contains one supervisor and eight probation officers. One officer supervises a FIR caseload comprised of clients ordered to FIR programs, with 151 people with 188 cases. The division has discussed the possibility of moving this caseload out of East in order to have one more officer on the daily client intake. The East 1 Unit closes the year supervising 1305 offenders with 1585 cases. The caseload average is 163 people and 198 cases.

East 2 consists of one supervisor and eight probation officers, each with a regular regional supervision caseload. This unit will undergo some structural changes as well as a move from the 14th to the 12th floor in early 2004. East 2 closes the year supervising 1505 offenders with 1844 cases. The caseload average is 188 people and 230 cases.

East 3 consists of one supervisor and eight probation officers. One of the officers was transferred into this unit this year and supervises a Domestic Intervention caseload. Another officer continues to supervise the Passive Voice Monitoring caseload for East. The unit closes the year supervising 1262 offenders with 1518 cases. The caseload average is 157 people and 190 cases.

East 4 will undergo personnel and structural changes planned for early 2004. Throughout the year, the unit consisted mainly of Youth Violence Reduction Partnership offenders and staff. With the addition of another probation officer, the unit gained a Domestic Intervention caseload. As the year ends, the unit has four probation officers with East YVRP caseloads and five West YVRP caseloads. The unit possesses ten caseloads, and closes the year supervising 559 offenders and 734 cases. The caseload average is 56 offenders and 73 cases.

East 5 is only a partial unit. There are plans to add staff to this unit in early 2004. It closes the year consisting of four probation officers. Each officer is carrying an average caseload of 159 people 198 cases. The unit is responsible for supervising 636 offenders with 734 cases, including a FIR caseload containing 168 people and 213 cases.

SOUTH DIVISION:

South underwent structural and geographic changes this year. The division began 2003 with three South Units which supervised the South Philadelphia Police Districts (1st, 3rd, 4th and 17th) as well as the 6th, 9th, and 23rd Police Districts. The South 2 unit moved to Supervision Division II, and became responsible for the 6th, 9th and 23rd Police Districts. The name was changed to Central 2. South 1 and South 3 remained within Division I, and continue to supervise offenders living in the 1st, 3rd, 4th and 17th Police Districts.

South 1 contains one supervisor and eight probation officers. The unit is responsible for the supervision of 1260 offenders with 1563 cases. The average caseload contains 158 people and 195 cases.

South 3 contains one supervisor and eight probation officers. They are responsible for the supervision of 1316 offenders with 1602 cases. The average caseload has 165 people with 200 cases.

WEST DIVISION:

The division continues to have four West units which supervise offenders residing in the areas corresponding to the 12th, 16th, 18th and 19th Police Districts.

West 1 has one supervisor and eight probation officers. There are three caseloads which contain FIR programs. One officer supervises the East and West Courtesy caseloads containing 134 people 140 cases for East and 140/157 for West. The unit is responsible for the supervision of 1292 offenders with 1480 cases. The caseloads average 161 people and 185 cases.

West 2's supervisor is on military leave, on Active Duty in Iraq with the 358th Civil Affairs Brigade, United States Army Reserves. The unit consists of seven probation officers, and is responsible for 1319 offenders with 1534 cases. One officer supervises the West Courtesy supervision caseload which has 282 people with 294 cases.

West 3 contains one supervisor and seven probation officers. This unit has the responsibility for the supervision of 1173 offenders, having 1436 cases. One officer supervises a FIR caseload with 149 people and 202 cases.

West 4 consists of one supervisor and seven probation officers. The unit is responsible for the supervision of 1286 people and 1548 cases. The caseload average size is 184 people with 221 cases.

YOUTH VIOLENCE REDUCTION PARTNERSHIP:

At the start of 2003, one supervisor was in charge of both East and West YVRP officers. There were four officers in East and one vacancy. West began the year with four officers and one vacancy. Year 2003 ended with four probation officers in East and five officers in West, with no vacancies in either area.

The most noteworthy event for the Unit was a lunchtime social event in October, 2003, hosted by The Honorable James Fitzgerald III, Administrative Judge, Trial Division. The event was well attended by Court Administration and representatives from partner agencies. The program 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 emphasis on team cooperation, training and discussions among the partner agencies, and ongoing review of program objectives and goals with staff. Interrupting the cycle of violence and preventing violence in the offenders' lives are the primary program goals.

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SUPERVISION DIVISION II
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At year's end in 2003, Division II was comprised of three (3) specialized units of Accelerated Rehabilitation Disposition (ARD), Mental Health and Sex Offenders, along with nine (9) regional units including Central I, Northeast units I through IV and Northwest units I through IV, for an overall total of twelve (12) units. Furthermore, within the regional units, the division continued its work with specialized caseloads and supervision projects as described in the unit descriptions contained herein. Hence, the division was called upon to supervise a very diverse offender population with a myriad of unique problems and court imposed stipulations to assist in offender rehabilitation.

The division was staffed with one director, an associate director, twelve (12) supervisors, seven (7) clerk typists, one (1) administrative technician and, on average, eighty-nine (89) probation officers who conducted 87,097 office interviews, 9,629 home visits, 13,075 violation hearings and 22,260 urine screenings. These numbers produce a monthly officer average of eighty-two (82) office interviews, nine (9) home visits, twelve (12) court appearances and twenty-one (21) urine screenings. They reflect the thorough nature of the supervision delivered to the probationers and parolees in the division's twelve (12) units, in its attempt to reduce recidivism, improve public safety and accelerate a defendant's reintegration into society through rehabilitation. This volume of work is especially impressive when viewed against the backdrop of open caseloads that the division supervised while awaiting new staff to fill vacancies left by the retirements and resignations of numerous probation officers. Moreover, the Northeast III unit was without a supervisor for several months, following the reassignment of this manager.

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 upon 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 meeting 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.

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.

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 and the like. 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 upon 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.

During 2003, a total of 3276 cases were diverted from the criminal court docket into the ARD Unit for supervision, thus creating a monthly average of 273 cases. For the year, sixty-seven (67) percent of all cases expired were recommended for expungement by the unit. Included in this percentage are cases that were received in late 2002 that expired in 2003.

Lastly, in the year ahead, the division intends to complete the computerization of the unit's record keeping procedures. This will include the creation of a data base on a stand-alone computer system for the future in-house identification of all expunged and non-expunged cases. This system will greatly improve the unit's ability to categorize and retrieve information expeditiously on its defendant population for future investigations, etc.

Mental Health Unit (MHU)

The Mental Health Unit (MHU) promotes the rehabilitation of offenders identified with major mental disorders. These 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 approximately 950 offenders under its supervision including those assigned to its Dual Diagnosed Forensic Intensive Recovery (FIR) caseload. 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 respond affirmatively by receiving more specialized training through its work with CMHC and through the work it will commence, next year, with the Philadelphia Police at Pre-Compstat meetings.

Sex Offenders Unit

The Sex Offenders Unit was created for the purpose of supervising all offenders, who have been convicted of sexual offenses, in one unit, 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 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 counseling referrals based on court orders and needs of offenders. Random drug testing is performed when indicated. As a service to the judiciary, the unit is able to accomplish presentence investigations upon convicted sex offenders. Court ordered passive voice monitoring can be accommodated.

Megan's Law registration is accomplished according to the established guidelines. The Pennsylvania State Police maintains a database of information on offenders who have been convicted of designated sex offenses. Registration forms are completed by the probation officer and mailed to Harrisburg, where they are kept active for a period of ten years or a lifetime, depending on the charges. Mandatory address verifications are accomplished on a yearly basis by the State Police, via US Mail.

Megan's Law also created the Sexual Offender Assessment Board, which completes comprehensive investigations and evaluations on offenders convicted of Megan's Law offenses. Copies of evaluations done on Philadelphia offenders are sent to the unit supervisor, who distributes them to the Master File or Presentence File. Currently, the Public Defender's Office is challenging the constitutionality of the provision of Megan's Law on offenders who are deemed Sexually Violent Predators by the Board.

The Offender with Mental Retardation: In 2003, supervision of APPD's Special Offender caseload, comprised of individuals with an IQ score of 70 or less, was assigned to the Sex Offenders Unit. The high number of sex offenders on the Special Offender caseload dictated the reassignment.

- Any offender with an IQ score of 70 or below, the cause of which occurred before the age of 18. This requirement is imposed upon the caseload by funding sources. Working cooperatively with an on site case manager provided by the Philadelphia Office of Mental Retardation, the unit provides intensive supervision and services to all types of offenders with mental retardation.
- Established in 1985 with special funding from the State Department of Public Welfare 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.
- This partnership stemmed from a recognition that the deinstitutionalization of individuals with a diagnosis of mental retardation would ultimately bring them in contact with the criminal justice system as adults. Since these offenders tend to be at an intellectual and social disadvantage, APPD works to ensure that their rights are protected and that they have equal access to habilitative/rehabilitative services.
- Every offender in this caseload is assessed and provided with an individualized plan of remediation to ensure that his special needs are met. Through the coordination of services between systems, the goal of successful completion of probation and/or parole is sought, while striving to ensure that these individuals do not "fall through the cracks".
- Interdepartmental case transfers to this unit can occur. The offender in question is tested by court mental health, and if the offender test results meet the criteria, he or she is accepted into the Special Offender Project.

To conclude, in the year ahead, there are plans to align each Sex Offender Unit officer with one (1) of the six (6) geographic areas within the department that corresponds to police district boundaries. By doing so, officers will be able to concentrate their efforts within one specific area of the city, as opposed to dealing with a city-wide caseload. Additionally, through monthly attendance at Pre-Compstat meetings for particular police districts, the Unit will strive to develop a strong working relationship between our respective agencies by establishing a line of communication to help facilitate the intensive supervision of this extremely problematic offender population through the expeditious exchange of information.

Central I

In addition to this unit's seven (7) regional caseloads, it also supervises a courtesy caseload of non-Philadelphia County convictions. Furthermore, one (1) of its eight (8) officers has been trained in the supervision of offenders sentenced to passive telephone monitoring and is assigned these cases on a regional basis.

The Central Unit was also the first to send its officers to weekly Pre-Compstat meetings. Due to its geographical boundaries, its officers meet with the Central Police Division (i.e., the 6th, 9th, 22nd and 23rd Districts). For almost a

year, there has been shared information about shooting victims, crime patterns of offenders, problems of concern within the community and the development of logistics for the handling of these matters. The Center City District and the District Attorney's Office are frequently represented. This process has expanded the unit's resources, as well as an awareness of various agencies and how we can work together.

As an outgrowth of this work, a probation officer from the unit serves on the Theft from Auto Initiative Committee. This committee addresses the frequent thefts from automobiles primarily in the 6th and 9th Police Districts. Lists of offender status are generated in order to track repeat offenders. Higher bails as well as stiffer sentences can be imposed when the District Attorney's Office can participate in the legal proceedings with good and timely information.

Furthermore, the 22nd Police District (which the unit encompasses) faxes the supervisor an arrest list weekly. The list is reviewed by Philadelphia Police photo number (PP#) to ascertain the identity of the supervising officer and whether or not a detainer was lodged. Although the list is from the 22nd Police District, the offender can be from anywhere within the city since not everyone arrested within the district actually resides there. This exchange of information has been very valuable to the department in its offender supervision, e.g., in one case, it was discovered that the Wanted Card Detainer for a repeat offender had not been lodged automatically, upon arrest. Hence, a manual detainer was faxed to the county prison.

To conclude, the unit's work with the police serves as a model to be emulated by the rest of the division in the year ahead as the division increases participation in Pre-Compstat meetings.

Northeast Units I – IV

Present within these four (4) regional units, in addition to their more generic caseloads, are four (4) specialized caseloads to address the special needs of the offender population. Specifically, there is one (1) Forensic Intensive Recovery (FIR) caseload for offenders diagnosed with severe substance abuse and/or mental health problems by the FIR Clinical Evaluation Unit of the Philadelphia Health Management Corporation.

There is one Domestic Intervention caseload for the supervision of individuals convicted of a crime related to violence in the family. While officers are always prepared 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 officer assigned to this caseload received specialized training in family violence related issues and is familiar with available community resources and how to access them.

APPD's new approach to supervision is occurring in the Low Risk/Non-Reporting caseload. With the use of a computer risk instrument and National Crime Information Center (NCIC) screenings, offenders are assigned to this caseload 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.

The region is also responsible for the supervision of one (1) courtesy caseload of cases from other Pennsylvania counties for residents of the Northeast Philadelphia census tracts.

Finally, the region has the ability to supervise offenders sentenced to passive telephone monitoring with one (1) officer receiving cases of this type, in addition to her regular case assignments.

Northwest Units I – IV

Present within these four (4) regional units, in addition to their more generic caseloads, are the same specialized caseloads that also constitute a vital part of the offender supervision being completed in the Northeast units. Specifically, there is one (1) Forensic Intensive Recovery (FIR) caseload, a Domestic Intervention caseload, one (1) Low Risk/Non-Reporting caseload, and three (3) courtesy caseloads comprised of offenders with non-Philadelphia County convictions.

Lastly, the region also has the ability to supervise offenders sentenced to passive telephone monitoring with two (2) of its officers receiving cases of this type, in addition to their regular case assignments.

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SUPERVISION DIVISION III
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At the end of the year 2003, the units in Division III continued to implement the department's goals and objectives by providing supervision and services to offenders in both regionalized and specialized areas of probation and parole, and also by arranging and expanding the use of community services for the benefit of the community. The division continued to encompass Alcohol Highway Safety, Intermediate Punishment, and Monitored Supervision Units as well as the Community Service and Center for Literacy initiatives. In April of 2003, in conjunction with management reassignments, the Out of State/Out of Town off-site Unit, with a Criminal Justice Center location, was assigned to the division. Then, in August, the division's Domestic Intervention Unit was fielded into geographic regions, and a Domestic Intervention officer was eventually assigned to the regionalized Central Unit that was created in Division III in October. Division III continues to accommodate the 11th floor location of the Drug Detection Center and of the PassPoint drug use screening technology.

A management issue throughout the year has been the flow of offenders to the 11th floor, both those who are scheduled by 11th floor Division III probation officers for office visits and those who are referred by the entire department to the 11th floor for drug use testing. Records show the following average numbers were handled by the 11th floor waiting areas in each category:

Average # of Office Visits per month in 2003	3052
Average % between 8 and 9 a.m./month	9%
Average % between 9 a.m. and 1 p.m./month	55%
Average % between 1 and 5 p.m./month	36%
Average # of offenders referred from other floors for drug testing/per month	3339
Average of total offenders on floor per month	6391

The division continues to examine ways to promote a spread of office visits throughout the 9 hours of daily department operation, taking into consideration the use of the eight available interview rooms by the division's 34 probation officers who staff the 11th floor operation.

Comparing Division III caseload sizes from early in the 2003 with the end of the year, **Alcohol Highway Safety Unit**, a unit that not only experienced the highest caseloads, also witnessed the greatest increase in cases within the division, at 6%. A step down caseload, of offenders with completed conditions, was established for administrative supervision. During the year, a review of the Weekend Sentence Enforcement Policy and Procedures occurred, which resulted in the Alcohol Highway Safety Unit examining the various steps in the Weekend Sentence interrelated communication network. Work was directed at establishing a communication loop that serves to identify problems, formulate solutions and make corrections. A report was distributed during the summer, describing the progress which was made in expediting a reliable exchange of information that ultimately allows the Probation Department to enforce the policy. Another issue for Alcohol Highway Safety Unit is the Act 63 Ignition Interlock, in that an effective system is needed for monitoring defendants who remain on probation and who have had the device installed on their vehicle(s). Throughout 2003, Alcohol Highway Unit's supervisor and probation officers continued to receive training to prepare for the inevitable changes that are expected to result from the enactment of the new DUI legislation (Act 24) which lowers the blood alcohol concentration for impaired drivers from .10 to .08. The Unit maintains a professional relationship with the PA DUI Association in order to promote staff development and a better understanding of the laws, policies and practices that are germane to the supervision of the DUI offender. Unit staff works closely with the DUI Coordinator for Philadelphia County and Philadelphia Health Management Corporation's Treatment Evaluation Unit, in an effort to improve the continuity of services and treatment program guidelines, which are particularly relevant to supervising repeat DUI offenders.

Caseload sizes averaged 298 cases/263 offenders among 8 officers in January, 2003.
Caseload sizes averaged 321 cases/284 offenders among 8 officers in December, 2003.
Step-down, administratively supervised caseload includes over 400 additional cases.
Arrest rates for the year averaged about 1.5%.

Central II Unit, in October, was created from a former South unit. The unit is aligned with the census tracts in the 6th, the 9th and the 23rd Philadelphia Police Districts, with the vision of better service to the community and enhanced supervision of offenders. Regular attendance at Philadelphia Police Central Division meetings has facilitated greater communication with the police. The unit supports the specialized work of the Domestic Intervention Officer who handles the cases for offenders who live in that region, and there is direct cooperation with Philadelphia Police Districts' Domestic Violence detectives (DOM Team) and Victim Assistance Officers.

Caseload sizes averaged 206 cases/167 offenders among 8 officers in December, 2003.
Domestic Intervention caseload size: 90 cases/81 offenders in December, 2003.
Arrest rate for the year averaged about 2.5% for Central cases and about 2% for D.I.

Intermediate Punishment Unit provides supervision and services to eligible felony offenders who otherwise would have received county or state prison sentences. Offenders remain in Intermediate Punishment for one year of supervision, and if successful, are transferred to regional supervision units. The IP Unit utilizes a computerized caseload management system. There is ongoing collaboration between the First Judicial District, APPD, the Public Defender Association, the District Attorney's Office, the Health Department's Coordinating Office for Drug and Alcohol Abuse Programs (CODAAP), the Office of the Director for Criminal Justice Population Management, and the FIR Clinical Evaluation Unit at the Philadelphia Health Management Corporation (PHMC). These partners come together in monthly meetings of the IP Executive Committee, as well as in smaller focus meetings, to address issues that arise in the administration of the program and to provide oversight and monitoring of IP operations. A major concern during 2003 was the loss of significant state funding for IP, but at the end of the year, there was optimism that eventually funds would become available.

IP options are inpatient treatment, both short term and long term, and house arrest with electronic monitoring, and community service. About 18 to 20% of the offenders with IP sentences are on house arrest: in inpatient treatment, or at home or in a recovery house and in outpatient treatment. A very few IP offenders are on house arrest with no treatment condition. In 2003, 34 inpatient and 36 outpatient treatment programs provided services to IP offenders. These include programs for Hispanic offenders and women with children, in addition to programs for offenders who are dually diagnosed or terminally ill. Also, IP offenders are referred to six recovery houses for women and 17 for men. PHMC provides for evaluations and referrals to appropriate level treatment programs. PHMC also assigns case managers, who assist in placing offenders in drug free housing, while providing counseling support and aid in treatment compliance. During the year, thirty-day case conferences commenced, which involve the participation of various partner agencies and the probationers who were sentenced to outpatient treatment during the previous month. The goal of this collective effort is to increase the success rate of offenders in outpatient treatment through early identification of potential problems and quick development of a remediation plan.

Caseload sizes averaged 120 cases/101 offenders among 9 caseloads (7 officers), January, 03. Caseload sizes averaged 136 cases/112 offenders among 8 caseloads (8 officers), December, 03.
Arrest rate for the year averaged about 2.5%.

Monitored Supervision Unit is an intensive supervision unit that provides the highly structured house arrest alternative to incarceration, with alcohol, drug and mental health treatment referrals. The Unit uses a computerized case management system. Monitored Supervision probation officers, who practice pro-active case management, collaborate closely with Pretrial Service warrant officers, who are responsible for the investigation of house arrest locations, the installation and the monitoring of the equipment and response to system alerts. A daily report of house arrest alerts is provided to the unit supervisor and the division director, and after careful investigation of submitted schedules and the circumstances of the violations, decisions are made to apprehend the offender, or to maintain custody or initiate release of the offender.

While most cases in Monitored Supervision are electronically monitored house arrest cases, the unit is also responsible for the initial work-ups and requests to Pretrial Service for installation of passive voice monitored case equipment. When the installation phase is successfully completed, and signals are reliably being received, Monitored Supervision transfers the case to the appropriate supervision region of residence.

House Arrest prison parole releases required a great deal of problem solving in 2003. Earlier in the year, incarcerated defendants, who were being paroled to House Arrest, took up to 4 to 6 weeks to be released from prison. Some of this waiting period was due to shortages of equipment and to the procedures of establishing priority for prison releases or court room walk-overs. As of this date, the prison waiting list is chronologically determined by date of judicial order, and ongoing collaboration with Pretrial Service assists in the assignment of monitoring equipment according to court order dates once the offender becomes cleared of any other holding matters and can be released.

Caseload sizes averaged 73 cases/59 offenders among 7 officers in January, 2003.

Caseload sizes averaged 73 cases/57 offenders among 7 officers in December, 2003.

Arrest rate for the year averaged about 2%.

The Out of State/Out of Town Unit has undergone major reorganization in 2003. When Courtesy Supervision caseloads were fielded into the Philadelphia regions of residence in 2002, specific probation officers were assigned to supervise the other county cases for Philadelphia residents, with home visit support from other regional officers. This step provided clear definition that the opposite situation, of cases originating in First Judicial District courtrooms, for residents of other Pennsylvania counties and for residents of other states, needed to be carefully processed for transfer, acceptance and ongoing compliance during the supervision by the other jurisdiction.

The gradual development of this Out of State/Out of Town Unit began in June of 2001, with two probation officers being placed in the Intake Office at the Criminal Justice Center, so that out of state and out of town cases could be captured for transfer interviews immediately from the courtrooms. The unit supervisor and the division director participated with other counties on developing a uniform and coherent intercounty transfer package, and various new procedures were put into place to track the transfer process of both out of town and out of state cases. Upon ongoing assessment and evaluation of the complexities of the caseloads in this unit, it appears that the out of state cases carry more problems for the present two probation officers who handle out of state cases, than the out of town (intercounty) cases do for the present two probation officers who handle out of town cases. Recommendations are currently being formulated to address this situation.

The new Interstate Compact will go into effect in August, 2004, and it will hold probation agencies more accountable in terms of victim services and in keeping victims advised of the whereabouts of the offenders. After approximately 18-24 months of follow-through to obtain NCIC (National Crime Information Center) capability in the Intake Unit, this goal was finally realized in December, 2003. Now probation officers are able to directly retrieve essential information about criminal histories and criminal activity of offenders that occurred outside of Philadelphia, for offenders who reside in other PA counties and in other states, but who are serving sentences for a First Judicial District conviction.

Out of State caseload sizes averaged 403 cases/363 offenders, between 2 officers, January, 03.

Out of State caseload sizes averaged 297 cases/273 offenders, between 2 officers, December, 03.

(The substantial decrease is related to case audit and problem solving.)

Out of Town caseload sizes averaged 161 cases/152 offenders, between 2 officers, January, 03.

Out of Town caseload sizes averaged 235 cases/218 offenders, between 2 officers, December 03.

(The substantial increase is related to the gradual building of two caseloads.)

Arrest rate for the year averaged about 1%.

In December, 2003, a skilled probation officer was assigned to work on the problematic **Restitution Only** caseload, reviewing 996 cases that exist with a financial obligation to the court but without the condition of probation or parole supervision. Initial efforts have been focused on locating active probation or parole cases that were assigned to the Restitution Only caseload and which need immediate transfer into active field services supervision, on closing cases on which the restitution order has been satisfied, and on transferring appropriate cases to the state sentenced restitution caseload.

At the end of the year, the **Community Service** initiative functioned under one facilitator, with the benefit of a specially designed Community Service computer program. The automated letter and form program, as well as the automated logs, are sources of significant data. The improved record keeping system has helped in the effort to obtain completion and termination information of community service referrals. Ongoing development of the use of new sites not only widens the community benefits, but also has accessed, for the offenders who are performing community service, certain training programs that may lead to employment opportunities. Approximately 1000 offenders were referred to community service sites during 2003.

Division III hosts the **Center for Adult Education** initiative, which is a joint venture between APPD and the Center for Literacy. Court mandated GED referrals are processed, by connecting offenders to GED, pre GED and Adult Basic Education classes, on cases throughout the entire department with the educational condition. Available also are English as a Second Language classes and individual tutoring for basic students. An Adult Diploma Program takes in academically advanced students to work on independent research and study projects in order to earn a high school diploma from the School District of Philadelphia. Referrals for court ordered educational conditions, and referrals from probation officers who see their clients as needing educational services, have resulting in the Center for Adult Education referring or working with 1,002 persons in 2003.

The upcoming year of 2004 brings the challenges of more efficiently scheduling the flow of reporting offenders throughout the day; of effectively responding to the as yet unknown impact of the new .08 DUI legislation; of gauging the ratio of intake vs. case closings in the Central Unit, so that this new unit is not overwhelmed; of discovering ways to increase the success rates of Intermediate Punishment offenders; of developing ways to enhance collaboration with Pretrial Service in regard to electronic monitored and passive voice monitored cases; and of responding to the requirements of Intercounty Transfer and the new Interstate Compact, by informing the judiciary of new sentencing restrictions and in developing a department wide understanding of the requirements.

The division wishes to build on its major accomplishments, of enhanced communication with partner agencies and of increased exchange of information between regional units and the aligned police districts and divisions, to further the department's commitment to public safety and to maximize the successful reintegration of offenders into the community.

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SUPERVISION DIVISION IV
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In 2003 the Office of Professional Responsibility was dissolved resulting in the creation of a fourth division with responsibility for departmental collections (Accounting Unit), along with the Fraud and Presentence Investigation Units. Facilities Management, 3rd Party Collection and Personnel Services remained with Probation Administration while all Professional Responsibility/Labor Relation issues are referred for resolution to Court Human Resources.

Accounting Unit

The collection functions are administered by the Accounting Unit which receives and processes all payments made by offenders under APPD supervision, for Restitution, Fines and Cost, and Supervision fees. Payments are made in person by offenders at APPD's payment center and can also be mailed directly to the payment center. Act 84 money sent by the Department of Corrections is also processed. The unit consists of nine clerical support staff and a manager.

In 2003 the unit functioned for seven months without a manager due to retirement and suffered the loss of two experienced staff members. Despite this, existing staff and three key replacements were able to process 3,900 more payments than in 2002 for a total collection of \$7,637,312.81. This reflects an increase of 5% for the year. Modest increases occurred in Restitution, Fines and Costs, Act 84 and Act 86, while Supervision Fees, 3rd Party Collection and Act 27 Fines and Costs declined. 3rd Party Collections have yet to rebound from previous years due to vendor problems and data transfer issues.

Type	2002	# of Payments	2003	# of Payments
Restitution	4,117,790.61	46296	4,451,422.86	50807
Supervision Fees	883,198.70	18363	760,119.09	16945
Fines & Costs	1,753,650.14	37718	1,788,938.87	38699
3 rd Party Fines & Costs	10,111.71	161	2,253.62	35
Act 27 Fines & Costs	11,847.10	391	8,670.00	290
Act 84 Fines & Costs	549,639.54	11	620,574.37	11
Act 85 & 86 F/C	2,737.79	70	5,334.00	132
Totals	7,278,375.59	103,010	7,637,312.81	10,6919

Fraud Supervision

The Fraud Unit continues to supervise Welfare Fraud, Insurance Fraud and Unemployment Compensation Fraud cases prosecuted by the District Attorney's 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 supervision payments or not contacting his/her probation officer as required.

Throughout the year, 1237 VOP summaries were written. It is the large number of VOP hearings listed by the unit that facilitates collections. Another contributor to its success is the help the unit received from the APPD Accounting and Records Units. Both of these units provide valuable information to the officers that help with collection totals. Also, the Fraud Unit works hand in hand with the Pennsylvania Office of Inspector General (OIG) and the Philadelphia District Attorney's Office in a combined effort to achieve maximum results.

During 2003 the number of officers assigned to the Fraud Unit varied from nine to eleven. At years end, there were ten (10) officers assigned along with one (1) supervisor. This unit accounted for 54% of all restitution money collected within the APPD.

Tax intercepts by the IRS and sent to OIG in 2003 totaled \$260,620, an amount not reflected in the collections.

Welfare Fraud

Welfare Fraud collections for the year 2003 totaled \$1,448,003.45. This represents a 1% increase from last year's total. Welfare Fraud Intake stabilized with 515 new cases and 482 terminations. The main reason for the success of the Unit is the outstanding effort by its officers. Even with an average caseload that remains constant at 670 cases per officer, the unit continues to produce quality work and productive collection rates.

Unemployment Compensation Fraud

During 2003, Unemployment Compensation collections totaled \$715,307.06. This is an increase of 22% from last year's collections. Here, too, each caseload's collection rate is a product of the number of VOP hearings adjudicated by the supervising officer. There are presently 594 cases assigned to these two caseloads. A second probation officer added to the unit in 2002, along with an increase in cases, has helped improve collections. Intake for the year was 242 cases with 121 expirations.

Insurance Fraud

In 2003, Insurance Fraud collections totaled \$252,970.73. This is a decrease of 12% over last year's collections. This caseload is handled by one of the Fraud Unit probation officers, and VOP hearings are handled by a special unit of the District Attorney's Office. There are a total of 213 cases with 38 new cases received and 21 terminated for the year. Another factor contributing to the non-growth of this caseload is the plea bargain arrangement with the DA and the offender, where restitution is paid directly to the victim.

Overall, all three components of the Fraud Unit collected \$2,416,311.24 in 2003 for a 5% increase from 2002.

FUTURE PLANS

In the year ahead the Fraud Unit is looking forward to the purchase of a Network Copier/Printer to help increase letter output in a more timely manner to offenders with delinquent accounts. This upgrade will make the unit's supervision of this offender population more effective and will help to maintain and/or increase collection rates. In the event of an increase in cases, a second supervisor may become necessary to manage the unit, especially since the Unit prepares and schedules all their VOP hearings.

FRAUD 2003			
Total Active Cases		6,117	
Total Clients		5,852	
Total Contacts		50,288	
Office Visits		5,103	
Home Visits		772	
Hearings		1,237	
Phone		43,176	
Total Referrals:	483	Court Hours:	63

FRAUD UNIT COLLECTIONS 2003	
DPW – Welfare	1,448,033.45
Unemployment Compensation	715,307.06
Fraud	
Insurance Fraud	252,970.73
Total Collections for 2003	2,416,311.24

IRS INTERCEPTS	
Welfare	166,620.00
Unemployment	94,000.00
Total	260,620.00

Presentence Investigation

The Presentence Division contributes to the Philadelphia Adult Probation and Parole Department in meeting its mission statement by providing information to assist in the judicial decision making process. In 2003 the Presentence Division satisfied 3217 requests for investigations. This represents a 7% decrease in requests from 2002.

Presentence reports are prepared by the division's 20 investigators. These reports carefully assess for the Court the character of the offender and the nature of the offense. In addition, a criminal history is compiled and a sentencing guideline prior record score is calculated. Together, the presentence reports, criminal histories, and prior record scores serve as 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, which gives the victims and their families the opportunity to make a Victim Impact Statement to the sentencing Judge.

During 2003 the unit received 370 cases: 129 homicides and 241 sexual offenses. A total of 172 Victim Impact Statements were given to the judges prior to sentencing. The staff also received 515 phone calls from victims inquiring about restitution that is owed to them as a condition of supervision. As a member agency of the Philadelphia Coalition for Victim Advocacy the two Victims Services probation officers can act as liaisons within this network and serve as brokers for all victims of crime in the First Judicial District of Pennsylvania.

Division 2003 Highlights

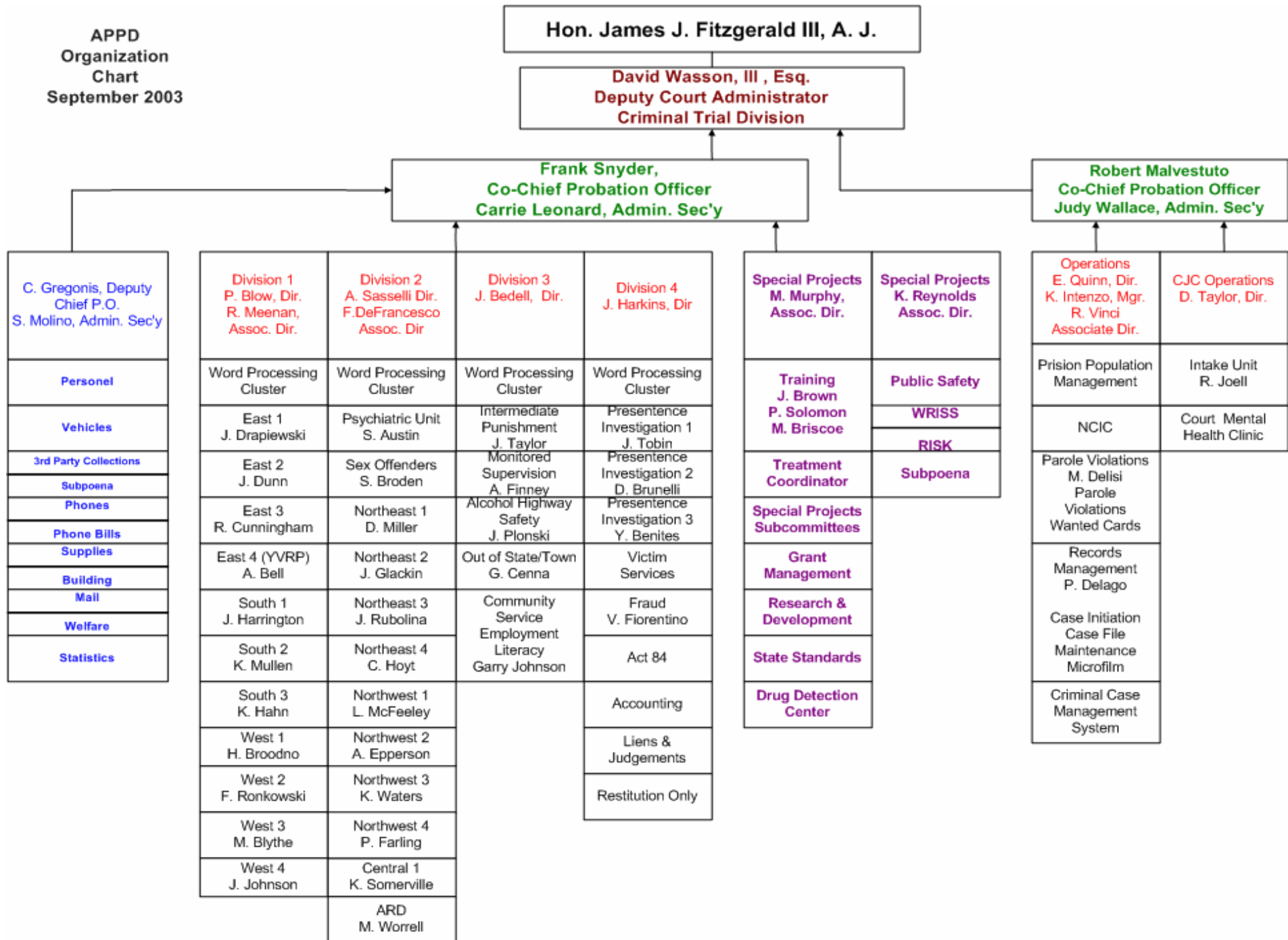
The voice-to-text dictating software experiment came to an end, but it may be reviewed again if the technology improves. Expanding its use may prove to be a cost efficient option for Court Administration.

Field supervision probation officers continue to be rotated through PSI, learning how to conduct presentence reports. APPD is hopeful this policy will provide for competent replacements when needed, since it is anticipated that a number of investigative positions may become available due to retirement in the next two to three years.

Presentence specialists now lend more of their expertise on a routine basis to the orientation and 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 also processes over 600 NCIC requests from various outside law enforcement agencies.

Filing systems continue to be streamlined by microfilming all hard copy reports. All 2002 and half of 2003 PSI reports have been microfilmed to date. All investigators have been trained and certified in the use of sentencing guidelines software and JNET. By early 2004 APPD anticipates that all sentencing guidelines will be sent to the judiciary electronically over the JNET System.

APPD
Organization
Chart
September 2003



End of Annual Report, 2003
Philadelphia Adult Probation and Parole Department