
2004

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
2004

Co-Chief Probation Officers

Robert J. Malvestuto

Frank M. Snyder

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

W. Kevin Reynolds

❖❖❖ Contents ❖❖❖

Mission Statement	1
Office of the Chief Probation Officers & <i>2004</i> Highlights	2
Office of Facilities Management and Personnel Services	4
Facilities Management	4
APPD Budget for FY '05	5
Department Expenditures for 2004	5
Personnel Services	6
Dept. of Public Welfare Criminal Record Checks	7
Statistical Information	8
Operations Division	12
Prison Population Management	12
Violations Unit	13
Statistical Charts	14
Parole Unit	15
Parole Petition Results Report	16
Records Management Unit	17
Criminal Justice Center Operations	18
Intake Unit	18
Court Mental Health Clinic	19
Out of State/Out of Town Unit	20
Probation Case Management System	21
Special Projects Division	22
Training Unit	22
Special Projects & Services	23
Speakers Bureau	23
Masters Degree Program	23
Grant Management	23
Optical Eye Scan	24
Special Projects/Services to the Court	25
Treatment Coordination	25
State Standards and Philadelphia APPD Website	25
WRISS Program (Weapons Related Injury Surveillance System)	26
Police Liaison	26
Research and Development	26
Offender Re-Entry Project	27
Employment Initiatives	27
Domestic Violence Project	27
APPD Subcommittees	28
Supervision Division I	29
East Divisions	29
South Divisions	30

	West Divisions	30
	(YVRP) Youth Violence Reduction Partnership	31
Supervision Division II		32
	ARD Program (Accelerated Rehabilitation Disposition	32
	Mental Health Unit	33
	Sex Offenders Unit	34
	Central I	35
	Northeast Units 1 - IV	36
	Northwest Units I – IV	37
Supervision Division III		38
	Alcohol Highway Safety Unit	39
	Central II	39
	Intermediate Punishment Unit	40
	Monitored Supervision Unit	40
	Out of State/Out of Town Unit	41
	Center for Adult Education	42
	Community Service	42
	Restitution Only Caseloads	43
Supervision Division IV		45
	Accounting Unit	45
	Fraud Supervision	45
	Fraud Unit Statistical Charts	47
	Presentence Investigation	48
	Victim Services Unit	48
	Division IV Highlights for 2004	48
	2004 Philadelphia Adult Probation Parole Department Organizational Chart	49

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 2004, the Philadelphia Adult Probation and Parole Department (APPD) provided supervision and services to over 51,800 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 1000 less persons than were on supervision in 2003. Various reasons may explain the lower number, such as use of new technology to locate and resolve restitution case offenders and the benefit that enhanced communications with police permitted in locating offenders for violation hearings. 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. 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.

APPD enjoys a collaborative relationship with PreTrial Service, the First Judicial District agency which handles 1401 Arch Street building security, passive voice and electronic monitoring home investigations and equipment installations, time out schedules, 24 hour signal monitoring, internal arrests and external arrest warrants, home investigations for pending Wanted Card cases, as well as pre-trial and post-trial bench warrant apprehensions. In the latter regard, in March 2004, PreTrial Service Warrant Officer Joseph LeClaire was slain in the line of duty, a loss that was profoundly felt by all FJD.

With constraints on available resources, probation and parole departments across the country are being forced to look at new ways of doing business if the needs of today's offenders are to be met. It is necessary to look to other systems and to develop new alliances if we are to meet human needs while working to ensure public safety.

2004 Highlights

With Washington, DC leading the way, all levels of government are focusing on the development of integrated systems. In June, 2004, Philadelphia Adult Probation and Parole Department, along with many community partners, in corrections, criminal justice, social service, public health, faith-based organizations and advocacy groups, ex-offenders and their families, continued to develop the Philadelphia Consensus Group on Reentry and Reintegration of Adjudicated Offenders. With federal funding, the Consensus Group conducted a demonstration project devoted to the employment needs of non-violent, felony offenders returning to the community from the City's prison system. During 2004, APPD has been a partner in this effort, providing project space and various supportive services as we work together to meet the employment needs of offenders who are under our parole supervision.

Another example of this new sense of collaboration is the Philadelphia Reentry Program. In partnership with Intercommunity Action Inc., one of the city's Mental Health/Mental Retardation Centers, a pilot program was initiated, with public and private funding, to provide treatment, intensive case management and close parole supervision to offenders with co-occurring disorders who are returning to the community from the city's prison system.

Year 2003 had witnessed the upgrade and migration of computer systems. That year's extensive department training in the use of the court-wide Criminal Case Management System saw its rewards in skilled use of the application throughout 2004. Building on that achievement, the department issued a request for proposals for an automated caseload management system. Much of 2004 was devoted to developing an automated caseload system, an undertaking that is expected to be in place within the next two years.

New strategies toward promoting public safety were implemented during the year. Gun Court was a key element in the Blueprint for a Safer Philadelphia funding that was received by the City of Philadelphia. APPD developed the grant application for Gun Court, outlining the special, intensive Anti-Violence caseload supervision that is to be involved. By the year's end, the newly funded staff had been hired, discussions were underway with police partners, and a system of tracking all Gun Court cases had been developed. Innovative drug use detection continued with the department's capability of optical scanning for substance abuse prescreening, using the PassPoint Impairment Screening and Detection technology.

Notable increases were achieved in collections of financial obligations to courts and to victims. In 2004 the department witnessed an overall increase of 3.5% over the previous year, for a total collection of over \$7.9 million dollars. New academic alliances were forged, in promoting drug use studies with University of Pennsylvania and developing a resource for anger management services with LaSalle University. APPD's cooperative relationship and sharing of information with Philadelphia Police Department continued to be developed, with increased unit staffing on caseloads of Youth Violence Reduction Partnership, which identifies those offenders most like "to kill or be killed" caseloads, on regional caseloads in police districts with high arrest rates and in departmental participation in the weekly police Compstat meetings.

APPD's commitment to Domestic Intervention intensive supervision continued with assignment of specially trained Domestic Intervention officers to designated police divisions of offender residence. Criminal Justice Treatment Initiatives, which involve behavioral health treatment and related services as an alternative to incarceration, continue to be an integral part of APPD's supervision strategies. Forensic Intensive Recovery caseloads provide community-based treatment and support services through early parole, and Intermediate Punishment Program directly sentences offenders to behavioral health treatment and community service in lieu of incarceration.

The Philadelphia Adult Probation and Parole Department has made, and continues to make organizational changes to optimize available personnel resources. The 2004 audit by the Pennsylvania Board of Probation and Parole found that the department, as in the two previous years, remains in full compliance with all applicable Board standards. The Board noted the department's accomplishments, and it 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.



OFFICE OF FACILITIES MANAGEMENT AND PERSONNEL SERVICES



As in the previous year, 2004 saw many changes come to the Office of Facilities Management and Personnel Services. In June Deputy Chief Probation Officer Charles Gregonis retired. His responsibilities were divided among this office's staff, who continued to report to Co-Chief Probation Officer Frank Snyder.

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

Facility Management of 1401 Arch Street, Philadelphia, PA 19102
Personnel Services for the Adult Probation and Parole 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 2004 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 services
- Automated services for maintaining fleet vehicles for field visits
- Telephone services regarding number changes, problems and service
- 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 '05
JULY 1, 2004 TO JUNE 30, 2005**

Program	Staff Positions	City	State	Federal	Total
Grant in Aid	228	\$5,031,840	\$5,169,545		\$10,201,385
Match	62	\$2,621,911			\$ 2,621,911
Restrictive IP	10		\$ 615,055		\$ 615,055
Victims	3			\$154,916	\$ 154,916
Welfare Fraud	9		\$334,957		\$ 334,957
Insurance Fraud	1		\$ 40,390		\$ 40,390
Unemployment	2		\$ 84,060		\$ 84,060
City Gen'l Fund	79	\$1,889,091			\$ 1,899,091
Supervision Fee	2	\$ 45,458			\$ 45,458
Totals	396	\$9,588,300	\$6,244,007	\$154,916	\$15,987,223

DEPARTMENT EXPENDITURES 2004

Personnel	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Total
Gen'l 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	\$ 182,743.11	\$ 225,658.61	Consol. In 4 th	\$ 399,045.00	\$ 807,446.72
Other	\$ 0.00	\$ 0.00			\$ 0.00
Supplies/Operating					
Gen'l Fund	\$ 211,771.46	\$ 139,729.59	\$ 194,721.79	\$ 188,759.31	\$ 734,982.15
SVF	\$ 47,312.06	\$ 837,409.77	\$ 125,513.53	\$ 71,880.87	\$ 1,082,116.23
Grant	\$ 611,580.28	\$ 193,600.41	Consol. In 4 th	\$ 317,695.00	\$ 1,122,875.69
Other	\$ 0.00	\$ 0.00			\$ 0.00
Total					\$18,798,417.79

Personnel Services

As an ongoing process, Personnel Services staff continues to provide support to APPD staff and administration in the following areas:

- Recording of employee daily time usage and providing quarterly updates to employees
- Prepare and process employee FMLA applications
- Act as liaison/advocate for employees in responding to Court Human Resources Office
- Prepare and process employment applications and state forms
- Prepare staffing and time usage reports for APPD administration
- Assist employees in filling out health insurance forms
- Act as coordinator for FJD/City Combined Campaign Drive
- 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
- Issue reports to CPOs and Office of Professional Responsibility: compensation time earnings, lateness, and work schedules
- Coordinate interview schedules and prepare packets for all candidates interviewing for employment with APPD. Candidate packages include 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

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 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 conducts all investigates into improper behavior by employees of the APPD. In general, there is an investigation conducted on every major disciplinary action with recommendations forwarded to the Co-Chief Probation Officers for disposal of the matter.

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 Welfare. This is a time consuming process, and it continues to be streamlined and revised when possible.

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 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 and staff.

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, detainers lodged, violation hearings attended and amounts of monies collected through our department's collection processes.

**PHILADELPHIA ADULT PROBATION/PAROLE DEPARTMENT
MONTHLY CASELOAD STATISTICS BY DISTRICT
DECEMBER 2004**

DISTRICTS	CASES	PEOPLE	# PO'S	AVG. CASELOAD	AVG. PEOPLE
East 1	1,409	1,178	7	201	168
East 2	741	594	7	106	85
East 3	1,348	1,108	7	193	158
East 4	1,395	1,124	7	199	161
East 5	1,453	1,226	7	208	175
South 1	1,589	1,279	7	227	183
South 2	1,510	1,235	8	189	154
West 1	1,222	1,042	6	204	174
West 2	1,317	1,146	7	188	164
West 3	1,261	1,065	7	180	152
West 4	1,582	1,276	6	264	213
West 5	602	457	7	86	65
TOTAL DIVISION I	15,429	12,730	83	186	153
Northeast 1	858	720	7	123	103
Northeast 2	1,247	1,064	6	208	177
Northeast 3	1,158	934	7	174	133
Northeast 4	1,001	834	7	143	119
Northwest 1	1,392	1,167	8	174	146
Northwest 2	1,402	1,147	7	200	164
Northwest 3	1,356	1,177	7	194	168
Northwest 4	1,535	1,288	7	219	184
A.R.D.	2,579	2,573	7	368	368
Central 1	1,530	1,324	9	170	147
Psychiatric Unit	1,172	957	8	147	120
Sex Offenders	930	814	6	155	136
TOTAL DIVISION II	16,160	13,999	86	188	163
Alcohol Highway Safety - PIP	3,074	2,754	9	342	306
Central 2	1,545	1,282	9	172	142
Intermediate Punishment	945	786	8	118	98
Monitored Supervision	395	308	7	56	44
Out of State/Town	793	729	4	198	182
House Arrest Officers	0	0	2	0	0
IP Coordinator	0	0	1	0	0
TOTAL DIVISION III	6,752	5,859	37	182	158
ACT 84 - State Institution	2,117	2,051	0	0	0
Fraud	6,101	5,824	11	555	529
Restitution Only	1,237	1,198	2	619	599
Presentence Investigation 1	0	0	11	0	0
Presentence Investigation 2	0	0	8	0	0
Victim's Impact	0	0	2	0	0
DIVISION IV	7,338	7,022	13	564	1,128
Wanted Cards	11,989	10,166	0	0	0
Operations Division					
Operations Officers	0	0	1	0	0
OPERATIONS DIVISION	11,989	10,166	0	0	0

PHILADELPHIA ADULT PROBATION/PAROLE DEPARTMENT
MONTHLY AGGREGATE WORKLOAD REPORT
MONTH OF DECEMBER 2004

CATEGORIES	MONTHLY	YEAR TO DATE
APPD Cases Received	1,878	25,488
APPD Cases Expired	2,090	27,436
Total APPD Cases	59,785	
Average APPD Case Count:		
Division I	186	
Division II	188	
Division III	182	
Division IV	564	
VOP's Requested/Scheduled	977	12,953
VOP's Continued/Disposed	2,934	34,984
Total P.O. Court Hours	2,905	32,784
Offender Contacts	53,572	635,658
Drug Screens Conducted	3,539	48,443
Arrests	674	10,075
Parole Petitions Submitted (Cases)	654	7,419
Mental Health Reports Completed	227	2,390
Presentence Reports Completed	210	2,727
Economic Sanctions Collections	\$762,991.67	\$7,915,799.61
Total Payments Processed	11,242	120,680

PHILADELPHIA ADULT PROBATION / PAROLE DEPARTMENT

MONTH OF DECEMBER 2004

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	15,429	12,730	1,946	541	287	372	2%	7,647	401	14,900.45	5%	1,902	307	33,869.66	16%	982	40,415.31
DIVISION II	16,160	13,999	1,929	545	257	329	2%	7,692	999	33,585.09	13%	2,091	459	100,132.69	22%	1,285	45,271.57
DIVISION III	6,752	5,859	781	297	75	108	1%	3,115	216	13,499.50	7%	738	175	19,520.12	24%	655	38,663.25
DIVISION IV	9,455	9,073	7,415	1157	41	45	0%	68	0	0.00	0%	8,742	4237	247,978.82	48%	249	15,968.02
OPERATIONS DIVISION	11,989	10,166	9,359	0	14	20	0%	5,255	3	360.00	0%	2,692	7	307.00	0%	0	0.00
TOTAL	59,785	51,827	21,430	2,540	674	874	1%	23,777	1,619	\$62,345.04	7%	16,165	5185	\$401,808.29	32%	3171	\$140,318.15

ADULT PROBATION/PAROLE DEPARTMENT
COMPARATIVE STATISTICAL SUMMARIES

FOR COLLECTION IN YEAR 2004

TYPE OF FEES	2000	2001	2002	2003	2004
Restitution Fees	\$3,692,618	\$4,011,166	\$4,117,791	\$4,451,423	\$4,653,034
Supervision Fees	\$684,137	\$851,876	\$833,199	\$760,119	\$811,606
Fines and Costs	\$1,477,876	\$1,708,793	\$1,753,050	\$1,788,939	\$1,798,081
Third Party	\$63,542	\$39,592	\$10,112	\$2,254	\$40,240
Act 27	0	0	\$11,847	\$8,670	\$4,731
Act 84	0	\$434,353	\$549,640	\$620,574	\$603,575
Act 85 / 86	0	0	\$2,738	\$5,334	\$4,530
Total Amounts	\$5,918,173	\$7,045,780	\$7,278,376	\$7,637,313	\$7,915,799
Total Payments	96,043	94,054	103,010	106,919	\$120,680

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OPERATIONS DIVISION
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This year the Violation Unit along with the Manager of the Operations Division was involved in a major project. The goal was to reduce the number of absconders through the removal of deceased offenders, increasing the number of manual detainers issued and removal through judicial approval. The Manager of Operations was involved the RFP for a new automated caseload management program. The Operations Division Director was transferred to a special assignment and a new Director was assigned. The Records Unit received the responsibility of initiating Unemployment Compensation cases and no longer has the responsibility of microfilming Presentence reports.

Prison Population Management

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

The Prison Population Management function also includes insuring compliance with rules which govern detainers and violation hearings, and which effect the prison population. Under certain circumstances, detainers can be removed or "certified" by the Deputy Managing Director for Criminal Justice Prison Population Management. In 2004, 1,718 detainers were certified. There were also 21 Special Release Hearings at which 35 APPD cases were considered for release.

APPD PPM Managers also effectuated the removal of 576 detainers for cause. Those detainers for which payment of fines were a condition of removal netted \$87,552.

This year, we contacted 764 Judges directly in order to schedule violation hearings for offenders whose detainers may otherwise be certified.

Violations Unit

The project described above was a tremendous success. The number of manual detainers increased by 13% while the number of Wanted Card detainers decreased by 2%. The overall number of cases decreased by 4%, which made this year the first time in the history of APPD there was a decrease in detainers issued.

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 2004, APPD filed 5,037 wanted detainers, and removed 5,116.** 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 Pre-Trial Services Warrant Unit. That detainer can be "lodged" against an offender to ensure incarceration until a hearing is held. APPD also issues manual detainers in order to take probationers into custody whose whereabouts are known. **In 2004, APPD issued 6,417 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 8,426 detainer hearings held this year.**

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

Detainers Lodged - 2004

Manual/WC	8,426
TOTAL	8,426
Detainer Dispositions	
Held	8,292
Removed	134
TOTAL	8,426

Wanted Statistics

Wanted Detainers Filed in 2004	5,037
Wanted Cards Removed in 2004	5,116
Total No. of Cases on Wanted Cards as of 12/31/04	11,930
Total Cases on Wanted Cards as of 12/31/03	12,350

Manual Detainer Statistics - 2004

Manuals Issued in 2004	6,417
Manuals Removed in 2004	6,424
Manuals Issued in 2003	5,592
Manuals Removed in 2003	5,295

Parole Unit

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

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

In 2004, the Parole Unit issued 7,524 petitions to the Judiciary and processed 7,066 corresponding parole orders.

Parole Petitions Submitted – 2004			
Petition Type	Cases	People	State
ETGT	1,989	1,388	5
Minimum	890	623	1
Programs - Non FIR	2	1	0
Programs - FIR	0	0	0
Special*	1,780	1,204	3
Resubmitted	0	0	0
Early Parole	2,863	1,683	6
TOTAL	7,524	4,899	15

Parole Petition Results - 2004			
Petition Type	Paroled	Denied	Hearings
		cases/people	
ETGT	1,216/855	609/457	51/42
Minimum	591/426	190/130	6/6
Programs - Non FIR	2/1	0/0	0/0
Programs - FIR	0/0	0/0	0/0
Special*	1,343/971	280/177	22/19
Resubmits	0/0	0/0	0/0
Subtotals	3,152/2,253	1,079/764	79/67
Defender Petitions	2,208/1,380	506/342	42/32
TOTALS	5,360/3,633	1,585/1,106	121/99

*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 - 2004	
Cases Initiated by Records	4,572
Cases Processed	19,607
Courtesy/State Cases Reviewed	2,270
Cases Microfilmed	14,635
Arrest Notices Distributed	10,385

Records, along with the Violations Unit, have been working with the Pre-Trial Warrant Unit by reporting the address of wanted offenders for whom we receive 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 3,100 pre-trial Accelerated Rehabilitation Disposition (ARD) cases and 15,574 post-trial cases, for a total of 18,674 APPD cases in 2004. In addition, the Intake Unit initiated 526 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. By comparison, 2004 recorded slightly fewer ARD cases, fewer post-trial cases and fewer state cases. Intake Unit records reveal an approximate 13% decrease in the total number of 19,200 new cases emerging from CJC Courtrooms to be processed in 2004 than the 22,186 new cases that were processed in 2003. This decrease is to be viewed in connection with other trends that were noticed in 2004, such as the 8% decrease from 2003 in cases for which parole petitions were accomplished, and the 7% decrease from 2003 in the number of persons for whom parole petitions were submitted. Taking all of these percentages into account, APPD records a 2% reduction in the total number of cases carried by the department and a 2% reduction in the overall number of persons being supervised in 2004.

APPD's Intake Unit continues its efforts to maintain effective and open communication with judges, court staff and partner agencies. This year monthly discussions were initiated with the other APPD units with whom Intake shares mutual concerns. APPD Operations, the Parole Unit and Records Unit all participated in meetings with Intake to develop improved understanding of how our work tasks are interrelated. One particular achievement in 2004 was the careful formulation of the DUI Sentencing Order to reflect the changes in the PA Motor Vehicle Code with the enactment of Act 24: DUI.08.

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 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.

In March, the Court Mental Health Clinic professionals provided 26 debriefing assessment sessions for PreTrial Service’s Warrant Unit in connection with the shooting of three warrant officers, resulting in the death of one senior officer, Joseph LeClaire. Training was provided throughout the year for APPD Mental Health Unit officers, and judicial training sessions took place in June and September with an outside speaker, an expert in the field, presenting to the judges on important and relevant mental health topics.

MENTAL HEALTH COURT ORDERS			
	2002	2003	2004
January	278	285	207
February	266	243	183
March	252	221	217
April	282	222	200
May	256	215	181
June	253	200	244
July	243	219	221
August	309	191	134
September	310	200	205
October	318	220	200
November	271	167	199
December	253	208	201
TOTAL	3,291 + 1%	2,591	2,392

All Intake and Court Mental Health staff completed state standard training requirements in 2004. 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. The Intercounty Transfer Agreement has been streamlined and standardized during 2004, and the Interstate Compact is utilizing computer technology for electronically sending, receiving and tracking of cases.



PROBATION CASE MANAGEMENT SYSTEM



In February, 2004 the Adult Probation Department began a project designed to computerize caseload management by entering all case supervision records into a database and integrating all aspects of case supervision in a multi-faceted network application.

A full-time project manager was appointed, with the charge to develop a Request for Proposal (RFP) which would document the functional requirements of such a system. A lengthy and detailed RFP was published in applicable venues and distributed nationally to some 50 companies known to specialize in this area. The project manager consulted with other jurisdictions who have undertaken similar projects.

Proposals were received from companies all over North America, and evaluated by a committee which worked with the Director of Procurement for the First Judicial District. Companies were invited to come to Philadelphia, demonstrate their product and be interviewed by the selection committee. At this writing, contract negotiations are in progress with the selected vendor.

This project is expected to totally reengineer the work process in the Adult Probation Department. Planning for its implementation has been ongoing, with numerous task committees assisting in the necessary analysis, which is both technical and administrative. PCMS will interface with several other systems and will present, in one venue and virtually on-demand, information which would have previously required extensive research to assemble. The expected improvement in the effectiveness of probation supervision is significant.

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SPECIAL PROJECTS DIVISION
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The Special Projects Division of APPD is devoted to the oversight of areas that enhance the quality of probation and parole supervision. Our Training Unit’s activities include new officer training, ongoing department training, the Speakers Bureau, Intern Program and Masters Degree Program. Another aspect of this division’s work is the management of various grants, both ongoing and new initiatives. A wide range of projects are included in the division’s responsibilities, both those which emerge from grant applications and existing programs that support the mission statement and the work of APPD.

TRAINING UNIT

Training Courses and Expenditures

During calendar year 2004, 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.

Adult Probation and Parole Department employees achieved a total of 20,927 training hours and met the state standard requirement that is set by the Pennsylvania Board of Probation and Parole. This total number of hours is the result of employee attendance at more than **603** In-Service courses, unit and/or committee meetings and **382** 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	3,154
Professional Staff	15,230.5
Support Staff	1,614.5
Retired/Resigned Staff in 2004	928

A total of **\$12,161.98** 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. Such learning and the opportunity to represent the department at external events, transfers to improved job performance and employee morale.

Speakers Bureau

Requests for speakers come from schools, churches, community groups and other law enforcement organizations to present information on 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. All speakers are provided with information, presentation outlines, handout materials, and audio-visual resources, such as PowerPoint, to assist with their presentation.

Intern Program

During the year 2004, our department continued to maintain its very active student intern program, accepting interns from various locale universities and several public, private and charter secondary schools. APPD is always looking to develop new, cooperative relationships with educational institutions.

Masters Degree Program

During calendar year 2004, Probation/Parole Employees who successfully completed Graduate Level Academic Courses were eligible to receive tuition reimbursement. This procedure was limited to providing tuition reimbursement for Graduate Level Academic credit courses in pursuit of specific job-related skills which can be expected to enhance the employee's value to the County Adult Probation/Parole Department in his/her current position.

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.

Intermediate Punishment Program

Philadelphia continues to place an increasing number of offenders with serious felony cases into the Intermediate Punishment Program (IPP), which is funded by Pennsylvania Commission on Crime and Delinquency, via direct sentences to IPP in lieu of incarceration. A strict interpretation of the sentencing guidelines means that the typical IPP offender in Philadelphia, many of whom have multiple cases, otherwise would have been incarcerated within the Philadelphia County Prisons or in the Pennsylvania State Correctional Institutions. Statistics indicate that IPP is having a positive impact on the prison overcrowding situation in Philadelphia and is effective in reducing substance abuse among IPP offenders.

IPP is managed under the direction of APPD's Co-Chief Probation Officers. Monthly meetings of the IPP Executive Committee are devoted to budgetary issues, overall statistics, communication between probation officers and treatment programs and recovery housing issues.

Representatives of APPD, the Defender Association, the District Attorney's Office, the Health Department's Coordinating Office for Drug and Alcohol Abuse Programs, the Clinical Evaluation Unit and the Office of Prison Population Management attend these meetings.

Records indicate that at the end of year 2004, 786 offenders with 945 suffixed cases were under supervision in the Intermediate Punishment Unit, with 154 of these offenders under electronic monitoring supervision. In the last calendar quarter of 2004, 96.6% of IPP sentenced offenders were evaluated as needing drug treatment, with 20.9% of those being sentenced to long term residential inpatient treatment, 21.6% being sentenced to short term residential treatment, 53.8% to intensive or regular outpatient treatment and 3% being sentenced to electronic monitoring house arrest.

Optical Scan Project

In 2002, APPD was notified by Pennsylvania Commission on Crime and Delinquency of a funding award for an Optical Scan Project utilizing the technology of PassPoint, 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 the department could reduce the cost of negative urinalysis by using this device to test those offenders who consistently provide negative urine samples.

Since the PassPoint technology was instituted in May, 2003, we have monitored the number of urinalysis drug detection tests being taken and identified those offenders who continue to test negative for illegal drug use. These offenders are referred for baselining into the PassPoint system with validation by a negative urinalysis. We record the number of subsequent eye scans and note what percentage of the scans indicates no drug use and no need for to submit to costly urinalysis.

We are seeing a gradual decline in the percentage of negative urinalysis results as more and more drug free, compliant offenders are entered into the PassPoint system. This allows for maximizing the use of urinalysis for offenders who have continued to test positive or who have been detected as high risk during a PassPoint scan. Utilizing this new screening technology benefits the department in achieving greater efficiency and savings. Further, we anticipate that the offender's experience of the less invasive aspects of eye scanning may encourage sobriety and that more frequent testing may act as a deterrent to drug use.

Blueprint for a Safer Philadelphia – Anti-Violence/Gun Court Initiative

Gun Court is a key element in the recent Blueprint for a Safer Philadelphia funding received by the city.

The goal of this initiative is to intensively supervise offenders who have identified themselves as being an at-risk population to suffer from or commit firearm violence. The envisioned police/probation partnership and APPD's commitment to intensively supervise Gun Court offenders are focused on reducing the number of incidents of firearm violence within Philadelphia.

Special Projects developed the grant application and outlined the special, intensive supervision which will be provided. Coordinating the funding and developing police/probation targeted

patrols (late night field visits to at-risk offender's homes), in preparation for the January 2005 start up of Gun Court, were major undertakings. By the end of 2004, the newly funded staff had been hired, discussions were well underway with our police partners and a system of tracking all Gun Court cases had been developed. A database had been created, and a researcher was hired to measure the success of this specialty court with APPD intensive supervision of the offenders upon release.

SPECIAL PROJECTS

The division's various projects during 2004 were focused on certain goals of APPD's mission statement: providing services to the Court, protecting the community, providing opportunities to offenders to improve their lives and assisting victims. A few of the major special projects have been:

Services to the Court

External Warrants/Database and Subpoenas- All arrest warrants for active APPD offenders are sent to this division. The warrants are reviewed, entered into the department database, and a copy is provided to the supervising officer for review. The offender's known address and next reporting date are then provided to the agency originating the arrest document. Warrants have been serviced for the Philadelphia Police Department, the Philadelphia District Attorney's Office, Immigration and Naturalization Service (INS), the FBI's Fugitive Task Force, Alcohol, Tobacco and Firearms (ATF) as well as several suburban police departments.

The division works closely with First Judicial District attorney's to review all subpoenas for APPD records or for APPD staff appearances in court. Frequently the information can be provided in writing, or the subpoena does not clearly designate the information to be provided. This review process has saved the department numerous hours of court presence and travel time which were not required.

Treatment Coordination-Special Projects and APPD officers with specially assigned Forensic Intensive Recovery (FIR) cases continued to attend FIR meetings held at Philadelphia Health Management Corporation and chaired by the Coordinating Office for Drug and Alcohol Abuse Programs (CODAAP). Special Projects Division receives treatment program reports for offenders under the supervision of APPD probation/parole officers. These reports are identified, recorded and distributed to the assigned 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. A list is kept of FIR officers assigned to each FIR treatment program, and communication is maintained with other agencies to resolve treatment issues.

*State Standards and Philadelphia Adult Probation and Parole Department Website-*Special Projects are responsible for monitoring and reporting on APPD compliance with the State Standards for Adult Probation and Parole Services. The 2004 Audit Report of APPD found that the department continues to maintain 100 percent compliance with all applicable Standards reviewed and commended us on the exceptional presentation of Standards compliance supporting documentation.

Special Projects maintains the APPD website, with periodic edits to provide 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 the management of each division.

Public Safety

Weapons Related Injury Surveillance System (WRISS)-In 2004, APPD remained an active participant in the city-wide WRISS effort. Special Projects receives daily notice on all firearm related injuries. Each victim is researched for involvement with the First Judicial District, including active APPD supervision case, bail case, active bench warrant or fugitive, Wanted Card status. The supervising officer is advised of the date, time and location of the shooting incident via a WRISS Investigation Report. Each officer is instructed to contact the offender, the investigating police detective unit and assess the risk of further violence, especially retaliation. The collected information is recorded on the WRISS form, and the original is retained in the offender's permanent file for future reference.

Late in 2004, the Philadelphia Police Department began a weekly review of all shooting incidents. Special Projects became the APPD representative at this session and coordinated the information regarding actively supervised victims and shooters, as well as fugitive, wanted offenders or those in judicial process on bail. A copy of the APPD WRISS Investigation Report, with supervising officer's name and telephone number, are provided to the police.

On a positive note, APPD witnessed a 15% reduction in the number of supervised offenders suffering a gunshot wound or death (287 in 2003 vs. 245 in 2004). This is the second consecutive yearly reduction in our supervised gunshot victims.

Police Liaison-The Special Projects Division continued to serve as the APPD liaison with the Philadelphia Police Department, overseeing the Compstat meeting and insuring APPD representation at all six (6) police division Pre-Compstat sessions. Our department supervision staff and their police counterparts share information on crime patterns, repeat offenders and violent city block areas within the police division. This cooperation has allowed our department to play a more active role in crime suppression.

Research and Development-Throughout 2004, Special Projects has coordinated all research related efforts for the department. Division staff continued to submit Intermediate Punishment outcome data for a Pennsylvania Commission on Crime and Delinquency funded study, to provide assistance to the Co-Chief Probation Officers by conducting research and analysis on selected topics upon request. Division staff provides Weapons Related Injury Surveillance System (WRISS) statistics to the Youth Violence Reduction Partnership (YVRP) Steering Committee meetings and assists in identifying potential offenders for inclusion in the program.

Our department, with assistance from Temple University, has developed a computerized RISK instrument to assess an offender's likelihood of re-arrest. In the past this instrument has been used primarily to identify low risk offenders who can be effectively supervised on a large caseload with minimal contact. In 2004, Special Projects began to use this RISK tool in identifying offenders most at risk for re-arrest and violence. These at risk offenders were

determined to be candidates for intensive supervision within one of the Anti-violence caseloads being developed across the department. The RISK instrument is constantly being reviewed for accuracy and improved programming, with the intent toward department-wide use in the near future.

Providing Opportunities to Offenders

Offender Re-entry-Special Projects participates in the Philadelphia Consensus Group on Offender Re-entry and Reintegration, focusing on the need for systemic change in corrections toward effective re-entry of an offender from prison into the community. APPD received an invitation from Philadelphia Prison Commissioner Leon King to join an advisory group. Subsequently the department was involved in the design and leadership of a June 2004 Summit Workshop on Re-entry. The group continued to meet throughout 2004 to review and make recommendations for both institutional and systemic change to facilitate offender re-entry. A demonstration project, Ready for Work, entered its first year of operation in 2004, providing employment assistance to offenders who are released from prison. Funded by a private foundation and the US Department of Labor as a faith-based initiative, Ready for Work is housed within APPD, receiving referrals from supervising probation/parole officers.

APPD continued to promote an initiative designed to meet the needs of offenders with co-occurring disorders. Developed in cooperation with Intercommunity Action Inc., (Interac), the Philadelphia Re-entry Project is designed for offenders who are coming out of prison with serious mental health and drug/alcohol problems. The effort was started with funding from a local foundation and from Pennsylvania Commission on Crime and Delinquency. Qualified staff to provide case management services to the project's very complex target population was not secured until October 2004. Efforts to build referral relationships and to generally market the program to appropriate stakeholders took place during the remainder of 2004. It is expected that offenders will begin to flow into this cooperative program in year 2005.

Employment Initiatives-Special Projects Division continued to explore this important area of offender rehabilitation. Corrections literature reveals that finding and maintaining legal employment is a major factor in successful completion of a probation or parole period. Joint projects were explored with Philadelphia Workforce Development Corporation, the Career Link System, Impact Services, Pennsylvania Prison Society and Transitional Work Corporation to develop intervention strategies and to seek new resources to serve the offender population's employment needs.

Assisting Victims

Domestic Violence-Special Projects remained one of the department coordinators for APPD's response to domestic violence offenders. We participated on the Mayor's Task Force on Domestic Violence, which allowed APPD to develop new relationships with our community's service providers to both victims and perpetrators. During the second half of 2004, a new initiative was undertaken in cooperation with Philadelphia Police, whereby Special Projects is notified by the arresting police detective of any offender on APPD supervision who is arrested on a domestic related offense. This notification permits immediate follow-up by APPD toward victim safety.

APPD Sub-committees

Special Projects supports the efforts of the department's committees. The Drug Detection Committee meets to review the operation of the department's in-house drug testing center, using urinalysis and a new eye screening technology of PassPoint. Officer Safety, Mentoring, Dress Code, Morale and other committees explore issues and make recommendations toward the overall benefit of employees and enhanced operations of the department.

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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. We entered 2004 with four East units and one partial East unit, four West units and two South units. We have lost probation officers to other agencies and retirements and have gained many new officers as replacements. Supervision Division I closes the year with responsibility for the supervision of 12,693 offenders with 14,076 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, two Courtesy Supervision caseloads and two Anti-Violence caseloads in West Philadelphia.

Training remains a focal point for each supervisor as well as the need for close supervision and evaluation of new staff. We close the year with four uncovered caseloads. We received one new supervisor in the beginning of the year, and a supervisor returned from active duty with the United States Army Reserves. We ended last year with a full complement of clerical support in each cluster, but in 2004 we have added part time staff on each floor to help with the daily duties of the receptionist booth and client flow. The 12th floor has two full time employees and one part time person. The 14th floor continues to have three full time employees and one part timer.

EAST DIVISION

East Division continues to be one of the busiest and most populous areas. We continue to struggle with the volume as we close out the year. The East units supervise offenders residing in the 24th, 25th and 26th Philadelphia Police Department Districts.

East I contains one supervisor and eight probation officers. The East I Unit closes the year supervising 1163 offenders with 1396 cases. The caseload average is 166 people and 199 cases.

East II contains one supervisor and eight probation officers. During this year the unit structure has changed so that it now more closely resembles that of the West V Unit. It contains one Domestic Intervention caseload, four Youth Violence Reduction Partnership (YVRP) caseloads and is designated to receive Anti-Violence caseloads in the future. There are currently three regular caseloads. This unit will undergo more structural changes as new projects such as Gun Court begin in early 2005. The unit is currently supervising 587 offenders with 726 cases. The caseload average is 65 people and 81 cases.

East III contains one supervisor and eight probation officers. Personnel changes have occurred throughout the year causing the movement of the Domestic Violence caseload from this unit to East II. We continue to have one Passive Voice Monitoring caseload. The unit closes the year supervising 1098 offenders with 1321 cases. The caseload average is 157 people and 189 cases.

East IV was restructured and became a complete East Unit in terms of staffing and caseloads. It currently has one supervisor and eight regular supervision caseloads. The unit supervised 1123 people and 1400 cases. The caseload average is 160 people and 200 cases.

East V at the close of 2003 was only a partial unit. This unit is responsible for supervision primarily in the 26th Police District (East Division) and is located on the 14th floor. Staff has been added, and we close 2004 with one supervisor, one officer who maintains an East Courtesy Supervision caseload and partial West one and six officers with regular supervision caseloads. The unit supervises 1226 people and 1455 cases. The caseload average is 175 people and 208 cases.

SOUTH DIVISION

South underwent structural and geographic changes in 2003. Two South Units, located on the 12th floor, service offenders primarily residing in the South Police Division (1st, 3rd, 4th and 17th Police Districts) as well as part of the 6th and 9th Police Districts.

South I contains one supervisor and eight probation officers. They are responsible for the supervision of 1289 offenders with 1608 cases. The average caseload contains 143 people and 179 cases.

South II contains one supervisor and eight probation officers. They are responsible for the supervision of 1229 offenders with 1509 cases. The average caseload has 154 people with 189 cases.

WEST DIVISION

We now have five West units which supervise offenders residing in the areas corresponding to the 12th, 16th, 18th and 19th Police Districts. They are located on the 14th floor.

West I has one supervisor and eight probation officers. There are three caseloads which contain FIR programs. There is one West Courtesy caseload which was moved from this unit and replaced by a regular caseload. The unit is responsible for the supervision of 1065 offenders with 1249 cases. The caseloads average 152 people and 178 cases.

West II received a new supervisor. The unit consists of seven probation officers and is responsible for 1133 offenders with 1309 cases. There is one Courtesy Supervision caseload which has 162 people with 187 cases.

West III currently contains one supervisor and seven probation officers. They have the responsibility for the supervision of 1055 offenders who have 1247 cases. The caseload average is 132 people and 156 cases.

West IV experienced a change in supervisor and during the year received a FIR caseload. There are seven caseloads with one vacancy. The unit is responsible for the supervision of 1269 people and 1569 cases. The caseload average size is 212 people with 262 cases.

West V was created in 2004. The unit is located on the 14th floor. It is made up of one supervisor, five Youth Violence Reduction Partnership caseloads, one Domestic Violence

caseload and two Anti-Violence caseloads. These were developed out of the high numbers of individuals needing special, intensive supervision but either not residing in the YVRP geographic areas or being too old for YVRP supervision. The unit supervises 456 people and 507 cases. The caseload average is 57 people and 75 cases.

YOUTH VIOLENCE REDUCTION PARTNERSHIP

We began 2004 with one supervisor having four East and five West YVRP officers. These caseloads became regionalized and were placed on the floors with the respective regional units. East officers moved to the 12th floor and became part of the East II unit, while the five West officers remained on the 14th floor in the West area.

The YVRP Project continued to build on the foundations of identifying those offenders most likely “to kill or be killed”, providing them with intensive supervision, in the office and in the field, and referrals to outside resources. The probation officers are accompanied by the police on night field visits (targeted patrols). The program continues to require emphasis on team cooperation, training and discussions among the partner agencies, and reviewing program objectives and goals with staff. Interrupting the cycle of violence and preventing violence in offenders’ lives are the primary program goals. In mid 2004, the idea of providing the same type of supervision to offenders who were not eligible for YVRP was expanded to the Anti-Violence caseloads. Two of these caseloads were developed, and supervision began in the West area. The offenders fit the same criteria of high risk “to kill or be killed” but are either too old for YVRP (age 24 and below) or they reside in areas not covered by YVRP and can not be part of the YVRP project. We expect to expand this concept in the future.

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SUPERVISION DIVISION II
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At year's end in 2004, 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, three (3) clerk typists, two (2) part-time clericals, one (1) administrative technician and, on average, eighty-eight (88) probation officers who conducted 93,567 office interviews, 9,641 home visits, 13,299 violation hearings and 22,028 urine screenings during the year. These numbers produce a monthly officer average of eighty-nine (89) office interviews, nine (9) home visits, thirteen (13) 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. Significantly, the division's collection rates for economic sanctions were outstanding. And, its percentages for supervision fees and restitution were the highest for any division with responsibility for the direct supervision of offenders by region or special condition.

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 2004, a total of 2953 cases were diverted from the criminal court docket into the ARD Unit for supervision, thus creating a monthly average of 246 cases. For the year, seventy-four (74) percent of all cases expired were recommended for expungement by the unit. Included in this percentage are cases that were received in late 2003 that expired in 2004.

Lastly, in the year ahead, the division anticipates that all ARD staff will be using the new computer application. The creation of a data base on a stand-alone computer system for the in-house identification of all expunged and non-expunged cases was completed in 2004. 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 967 offenders under its supervision including those assigned to its Dual Diagnosed Forensic Intensive Recovery (FIR) caseloads. 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.

With this goal in mind, the MHU embarked upon a new treatment initiative with I.N.T.E.R.A.C., Inc. in 2004. This new partnership with the city's mental health system will provide intensive supervision to newly paroled offenders with co-occurring addiction and mental illness in a re-entry program.

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 sharing of information with the Philadelphia Police at Pre-Compstat meetings.

Sex Offenders Unit

The Sex Offenders Unit was created for the purpose of supervising, in one unit, all offenders convicted of sexual offenses, to better monitor compliance with conditions of the sentence. Criteria for Sex Offender Unit supervision include a sentence of reporting probation or parole on charges of a sexual nature. Sex Offender Unit supervision may be recommended due to a past history of sexual offending or a mental health report that indicates a propensity for inappropriate sexual behavior. The Sex Offender Unit provides intensive supervision through office visits and field visits to 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 offences. 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 2004, supervision of APPD's Special Offender caseload, comprised of individuals with an IQ score of 70 or less, remained under the auspices of the Sex Offenders Unit. The high number of sex offenders on the Special Offender caseload necessitates this arrangement.

- Any offender with an IQ score of 70 or below, the cause of which occurred before the age of 18 is eligible. This requirement is imposed upon the caseload by funding sources. Working cooperatively with an on site case manager now provided by Personlink, the unit provides intensive supervision and services to all types of offenders with mental retardation.

- Established in 1985 with special funding from the State Department of Public Welfare and the State Board of Probation and Parole, a partnership was developed between APPD and the Philadelphia Office of Mental Retardation (via a contract with Citizens Acting Together Can Help, Inc.) to service this offender population under the auspices of the Special Offender Project. In 2004, administration of the Mental Retardation component of the Special Offender Project was transferred from C.A.T.C.H., Inc. to Personlink, a program of the Philadelphia Health Management Corporation. APPD will always appreciate its long partnership with C.A.T.C.H., while looking forward to similar success in its new relationship.
- Both partnerships stemmed from recognition that the deinstitutionalization of individuals with a diagnosis of mental retardation would ultimately bring them in contact with the criminal justice system as adults. Since these offenders tend to be at an intellectual and social disadvantage, APPD works to ensure that their rights are protected and that they have equal access to habilitative/rehabilitative services.
- 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, the unit will continued 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. In this vein, the unit is planning to conduct targeted home visits with police, during non-traditional work hours, in 2005. Its staff will also be receiving specialized training in the detection of pornography on personal computers for the time when these offender checks commence.

Central I

The unit is now comprised of ten (10) probation officers. They are responsible for the supervision of seven (7) regional caseloads, one (1) courtesy caseload of non-Philadelphia county cases and, most recently, specialized anti-violence and gun court caseloads were added to the unit’s oversight. Furthermore, one (1) of its regional officers has been trained in the supervision of offenders sentenced to passive telephone monitoring.

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). It shares 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., manual detainees have been faxed to the county prison upon the discovery that a Wanted Card detainer had not been lodged, automatically, on a repeat offender following his arrest.

To conclude, the unit's work with the police is being emulated by the rest of the division as we increase our participation in Pre-Compstat meetings.

Northeast Units I – IV

Present within these four (4) regional units, in addition to their more generic caseloads, are five (5) specialized caseloads to address the special needs of the offender population. Specifically, there are two (2) Forensic Intensive Recovery (FIR) caseloads for offenders diagnosed with severe substance abuse and/or mental health problems by the FIR Clinical Evaluation Unit of the Philadelphia Health Management Corporation, in addition to five (5) partial FIR caseloads.

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, 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.

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.

Finally, in keeping with our initiative to increase our lines of communication with police, these units have commenced their attendance at Pre-Compstat and Compstat meetings. Furthermore, the Northeast I and IV units have been assigned to the 15th Police District, and their new cases are drawn from the census tracts that fall within the geographical confines of the District. Whereas, the intake for Northeast II and III is drawn from the census tracts covering the 2nd, 7th and 8th Police Districts. This will expedite APPD's exchange of information with district commanders which, in turn, will enhance the effectiveness of offender supervision.

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 and one (1) partial 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.

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.

Likewise, in keeping with our initiative to increase our lines of communication with police, these units now have representation at both Pre-Compstat and Compstat meetings as the division becomes more proactive in crime reduction efforts across all neighborhoods.

For example, to provide more effective supervision of offenders in the region, police captains from the 5th, 14th, 35th, and 39th Police Districts now fax their repeat offender arrests to our designated representatives for review. Currently, the majority of this research is being completed for the 14th district which provides APPD with its daily arrest sheet for major crimes and repeat offenders. If an individual is on probation, APPD ascertains if a detainer has been lodged. If detention has yet to occur, contact is established with the supervising officer to ascertain the course of action decided upon, and this information is reported to the captain(s) who initiated the inquiry. This is a win-win situation for both agencies that quickens the response time of APPD to high profile cases with new violations.

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SUPERVISION DIVISION III
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Throughout 2004, Division III continued to implement the department's goals and objectives by providing supervision and services to offenders and victims in both regionalized and specialized areas of probation and parole, by arranging and expanding the use of community services for the benefit of the community and by hosting the Center for Literacy office for arrangement of court imposed conditions of educational/vocational classes.

For the most part, the division functions on the 11th floor and encompasses Alcohol Highway Safety, Intermediate Punishment, Monitored Supervision, the regionalized Central II Unit with a Domestic Intervention caseload, and the Restitution Only special initiative. The Drug Detection Center and PassPoint eye scan technology, which are used by the entire department, are housed on the 11th floor as well. However, the division's Out of State/Out of Town Unit is located in the Criminal Justice Center, in order to immediately process the cases for Intercounty Transfer and Interstate Compact prior to an offender's return to the jurisdiction of residence.

The 11th floor clerical staff supports the work of the division, by processing violation summaries and other written communications, maintaining intake logs for case assignments, completing community service referral letters, identifying and distributing detainer and VOP lists for the units in the division, maintaining accurate logs of daily office visits by offenders and performing certain other specialized tasks related to house arrest and computer managed caseloads. In addition to these responsibilities, the clerical staff operates the receptionist desk, directing offenders to the drug detection center, checking in all reporting offenders, notifying probation officers of arrivals, coordinating use of the interview rooms and keeping order in the waiting room.

An associated management issue is the flow of offenders to the 11th floor waiting rooms, 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. In 2004, an average of 3362 offenders were on the floor each month for Division III unit office visits, an increase of approximately 10% over the previous year. Drug Detection Center records show that an equal number of offenders have been referred each month to the 11th floor for drug use testing by the rest of the department. We continue 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 35 probation officers on the 11th floor.

Collections of financial obligations vary within the division, due to the differences in the court orders. For instance, supervision fees are usually waived for the first year of an Intermediate Punishment sentence, based on strict treatment requirements. Alcohol Highway Safety by far collects the most in fines/costs, which may be due to the employment profiles of these offenders. We continue to stress collection of supervision fees and the importance of payment plans for all monies owed.

Each unit in Division III has a special challenge. Caseload sizes, office visits and field visits cannot be compared. However, taken individually, the numbers reflect the workload and the high standards of supervision that are evident in the work of the officers and the leadership of the supervisors.

Alcohol Highway Safety Unit: This unit is staffed by one supervisor and nine probation officers, and has the responsibility of post-trial monitoring of offenders who have been convicted of Driving Under the Influence of Alcohol or a Controlled Substance. The laws, policies and practices that govern the supervision of the DUI offender require that the unit maintain good communication with APPD's Parole Unit, the Philadelphia County Prisons, the Philadelphia District Attorney's Office, the Office of the Public Defender and the sentencing judge. In regard to Weekend Sentence Violations, it is the duty of the probation officer to immediately investigate the situation and submit a written response with appropriate action to all parties.

Sentences imposed for DUI convictions involve conditions of Alcohol Highway Safe Driving School, and counseling or treatment if indicated by an evaluation. Referrals for Safe Driving School classes are routinely accomplished by the probation officer, and if treatment is mandated, all requests for assessments and counseling are forwarded to the Office of the DUI Coordinator of Philadelphia County. However, the ODC is currently revising their procedures, so we expect that various changes will be made in the referral process during the coming year.

A major challenge this year has resulted from the changes in DUI laws. Act 24 created a new chapter (#38) in the Vehicle Code, effective February 1, 2004, enacting a .08 minimum blood alcohol content standard for Driving Under the Influence. The Act provides for a graduated grading of offenses and penalties based on the blood alcohol content and the number of prior convictions. The AHS Unit has participated in ongoing, extensive study of the implications and impact on sentencing, and has collaborated with all partner agencies to assist the court in revising the certificate of probation in accordance with the requirements of the new laws.

At the end of 2004, the unit was supervising a total of 3074 cases, of which 463, or 15%, are in step-down, administratively supervised status, awaiting expiration if no new arrests occur. The step-down concept has been implemented so that AHS officers can devote their time and attention to their heavy caseloads of offenders who have not completed conditions and who need constant monitoring. Comparing end of the year caseload sizes with those of 2003, the unit shows a 2% increase in cases in 2004. The re-arrest rate remained steady at 1% throughout the year.

Central II Regional Unit: In February, 2004, this unit added the 6th Police District to its existing census tracts of the 9th and the 23rd Police Districts. The unit consists of one supervisor, 8 regional officers and one officer who supervise the domestic intervention cases from the designated census tracts. Central II also shares in the department's responsibility for FIR cases, and FIR paroles to five specific FIR treatment programs currently join the regional caseloads of three unit officers. The unit supervisor and the partial FIR case carrying officers have received special training.

Caseloads in Central II Unit range from 139 cases to 236. Efforts during the year have been devoted to having officers address problem cases that are past expiration, and we are in the process of shifting the assignment of the FIR programs in an attempt to equalize the caseloads.

Currently the unit supervises a total of 1545 cases, representing an 11% decrease from the end of 2003, which may be explained by the concerted effort to find solutions to the problems that are keeping cases from closing. The re-arrest rate averaged 3% for the year.

Intermediate Punishment Unit: The IP program is a collaborative effort between the court and several partner agencies. The unit functions with one supervisor and eight officers. Monthly meetings of the IP Program Executive Committee are held in order to discuss and resolve operational issues and review program progress. In attendance are representatives from the Defender Association, The District Attorney's Office, APPD, the Health Department's Coordinating Office for Drug and Alcohol Abuse Programs (CODAAP) and the IPP Clinical Evaluation Unit.

In 2004, this unit has worked to foster better communication between the IP probation officers and the case managers assigned to the treatment programs, with proactive visits to residential programs to promote the offender's cooperation and compliance. We have assigned one of the division's cars to the IP Unit so that officers can accomplish impromptu visits to treatment programs, in addition to regularly scheduled days for field work. Another technique to improve offenders' compliance is the schedule of monthly case conferences that are held in the IP courtroom. The Unit supervisor, a probation officer, representatives from the Public Defender and the District Attorney, the treatment case manager and when possible the IP judge, all meet to talk with the offender about various problems being encountered, such as recovery housing, electronic monitoring issues or difficulties with specific treatment facilities.

Statistics reveal a decline in the unit numbers from 1059 cases in January to 945 cases in December, 2004, an 11% decrease. Caseload sizes ranged during the year from a low of 88 cases to a high of 198 cases. A few personnel changes (one officer resignation, a new P.O. trainee assignment, one transfer of a P.O. to another unit, another new P.O. trainee assignment) have allowed the supervisor to somewhat equalize the caseloads, to the current low of 106 and high of 136. New cases coming into the unit were fairly steady, with a median of 53 per month, and extremes of 72 in March and 41 in November. Re-arrest rates for this IP population ranged between 2 and 4 % each month, with an average re-arrest rate for the year of 3%.

Urinalysis and PassPoint eye scanning are major aspects of IP case supervision. At least 500 urine tests and 125 eye scans in a month are standard for the unit, on an IP population of about 800 offenders, some of whom are not included due to incarceration or residential program testing. Another aspect of IP supervision is the responsibility of time out schedules and the monitoring of compliance with house arrest for the 150-175 offenders who are on court ordered electronic monitoring during the year. The unit is fortunate to usually include at least one officer who is fluent in Spanish.

Monitored Supervision Unit: This house arrest unit provides intensive supervision as a highly structured alternative to incarceration, with drug and alcohol and/or mental health treatment and employment referrals. Monitored Supervision has been designed to assist in relieving prison overcrowding. It uses a fully computerized case management system and employs a proactive approach to supervision. Not only does Monitored Supervision provide electronic monitoring for their own assigned cases, they also provide the courtesy EM supervision on cases that are

assigned to special units such as Mental Health or Sex Offenders Units. Monitored Supervision Unit is especially field oriented, and contacts are planned for the home, a treatment facility and to the offender's employment. Drug related convictions require drug detection testing each visit. Any new arrest requires that a detainer be lodged and the offender taken into custody.

Excellent relationships are maintained with PreTrial Service administration, management of monitor operations and with the Warrant Unit's supervisors and officers. The tasks of prison pick-ups, equipment installation and maintenance, and appropriate action to house arrest violations and alerts are discharged by communication and collaboration between APPD and PreTrial Service. 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, the case is transferred to the appropriate supervision region of residence.

Monitored Supervision Unit functions with one supervisor and seven officers. An additional two Monitored Supervision Unit officers devote their time exclusively to the prison interviews and related tasks for offenders who are eligible for release from custody on house arrest or on passive voice monitoring, as Monitored Supervision or as Intermediate Punishment assigned cases. Last year's difficulties with a waiting list for equipment have not been present this year, largely because more equipment has become available. Accurate records are kept each month, providing a three month comparison of numbers of offenders on electronic monitoring, on passive voice monitoring, intake levels, successful completions, revocations, arrests and other events on the caseloads. At the close of 2004, there were 306 offenders on electronic monitoring equipment, with the average of about 43 offenders and 54 cases per probation officer. Prison interviews for house arrest generally average around 60 each month, while the prison interviews for Intermediate Punishment house arrest cases average about 45 each month. Re-arrest rates for the year average to 2.4%.

Out of State/Out of Town Unit: This unit is located in the Criminal Justice Center in order to intercept offenders immediately after court for case initiation and interview. Caseloads consist of Philadelphia convictions on residents of other states and other Pennsylvania counties. Offenders are interviewed, all documents are obtained and cases are prepared for transfer, by Interstate Compact regulations or by Intercounty Transfer Agreement, to the state or county of residence for their courtesy supervision. Cases are monitored through the transfer process until acceptance, with follow-up requests for periodic progress reports. Cases are returned to APPD from other jurisdictions if the offender sustains a new arrest or fails to comply with supervision, which results in a violation hearing being listed before the sentencing judge. Interstate Compact cases carry complex requirements regarding permission to return to state of residence and granting of travel permits. Case management of both intercounty and interstate cases frequently required finding solutions to problems related to eligibility for transfer.

At the end of the year, there were two Out of State caseloads of 103 offenders with 110 cases in Interstate Compact process. An additional 160 offenders with 156 cases were under active investigation for compliance, with requests for progress reports from the state of residence. We utilize an administratively supervised step-down caseload of all Interstate Compact cases that have been accepted and are under full courtesy supervision by the state of residence, so that we can assess every month the number of cases being supervised for APPD by states of residence. Cases that are returned for new arrests or other forms of non-compliance are returned to the original Out of State officer for appropriate action. At the close of 2004, the total of Interstate

Compact cases numbered 404 offenders with 426 cases being case managed by two probation officers devoting full time to out of state cases and by one probation officer dividing time between an out of county caseload and the out of state step-down caseload. There are two Out of County caseloads on which 325 offenders with 367 cases are under supervision.

In order to support the work of this unit, two clerk typists from Division III's 11th floor cluster alternate each week at the Criminal Justice Center, providing office procedure support for these out of state and out of county caseloads. They assist in the preparation of cases, in the sending of the packages either electronically or by mail, the tracking of the response, and the requests and filing of progress reports.

The Interstate Compact is still in its early states of implementation, with First Judicial District Court of Common Pleas Judge Sheila Woods-Skipper serving on the Interstate Compact Advisory Council. We maintain communication with Judge Woods-Skipper, so that concerns about compliance with the Compact can be brought before our judiciary. Unit management is scheduled to participate on a sub-committee of the State Council's Interstate Compact for Offender Supervision, to address the issue of supervising misdemeanants who live outside of Pennsylvania but do not come under the auspices of the Interstate Compact, with the first session scheduled at the Parole Board in Harrisburg in mid-December, 2004.

GED Condition/Center for Literacy: At the present time, 3,216 out of 59,995 cases, or 5% of all cases in the department carry the condition of GED or Adult Basic Education. The department enjoys the collaboration of Philadelphia Center for Literacy. Division III encompasses this CFL initiative of referring all offenders for assessment and ongoing tutoring. The representative from CFL is housed with Division III's 11th floor supervision units and provides a monthly report. At the end of 2004, there were 41 active tutored students, recording 2,744 tutoring hours. Referrals from court numbered 707 and referrals from probation officers numbered 109. Copies of offender information and court orders are sent to the CFL office on every case on which the educational condition has been specified. Referrals are processed and relevant information is given to the probation officer assigned to the supervision of the case. Probation officers make direct referrals for offenders who need a different service or site, or who may have an added condition from a violation hearing.

Community Service Coordination Office: The coordinator for all referrals for court ordered community service functions within Division III. A data base is maintained for all offenders with the community service condition, and each person is referred upon receipt of the copy of the case and court order from APPD's Intake Unit. At the present time, 4,419 out of 59,995, or 7% of all cases in the department carry the condition to accomplish community service hours. Appropriate placements are arranged, by convenience of location or by court specified activity, utilizing the 31 resource organizations in our network. Each organization meets the requirements of site supervision, offender accountability, monitoring of completed hours and service that meets the department's mission goal in benefiting the community. Throughout the year, APPD's communication with community service agencies is maintained, the scope of services is widened and new resources are developed. While most community service stipulations originate from the APPD Intake Unit, occasional requests are accommodated from Family Court, Intermediate Punishment Unit's residential treatment providers and by judicial requests on suspended sentences.

Monthly reports reflect the benefits to our communities that come about from the work of offenders who are fulfilling their court ordered hours of service in such varied jobs as spreading 100 bags of mulch near Tacony Bridge, working with Philadelphia Food Bank, the Anti-Graffiti Network, staining and preparing flower boxes for community gardens, cleaning alleys, underpasses and vacant lots, volunteering in a city library branch, working with a Neighborhood Transformation Initiative such as West Philadelphia Improvement Project. In September, 2004, the Community Service Coordinator helped to plan and also to represent APPD at the 2004 Conference of the National Community Sentencing Association which was held in Philadelphia. A panel was coordinated on Community Service: Are We Returning to the Community? and a panel was moderated on The Court's Perspective Regarding Community/Alternative Sentencing.

In October, the department's Community Service Coordinator was nominated to receive the 181 Points of Light Community Service award from a committee in the Commonwealth's 181st Legislative District, in recognition of the positive working relationship being fostered between APPD and community organizations.

Restitution Only Caseloads: In December, 2003, in accordance with the department's mission goal of assisting victims, a special effort was undertaken to investigate and enforce restitution orders on cases that involved the ordered financial obligation without an accompanying probation supervision period. Within Division III, an officer was assigned the task of researching the existing 1005 court ordered restitution cases of 955 offenders whose obligation did not involve an Act 84 state sentence with a condition of restitution. Utilizing the court mainframe sources, master files, internet telephone websites and NCIC, offenders were gradually placed on payment plans. Explorations were done of other internet services to locate people, such as a free trial with Accurint, but in November, the more inclusive, superior internet resource of Lexis/Nexus was added to the investigative techniques.

To illustrate the progress made by this investigative effort, at the end of 2004, matters on 35% of the original 1005 cases had been addressed, either by resolving and closing the case or by locating the offender and agreeing on a payment plan. The caseload stood at 865 cases/830 people. There were numerous instances of complete payment of restitution to victims. While it is difficult to compare dollar amounts over time, since one large restitution payment can skew interpretation, records indicate a steady increase every month in the number of payments made by offenders on payment plans and of payments on the entire caseload. After the initial January collection of \$18,000, monies collected in restitution each month generally fell in the range of \$6,000 to \$8,000. We have the goal of having completed investigations on all of the original 1005 cases early in 2005.

In August, a second probation officer was assigned to the Restitution Only Unit, with the specific task of retrieving stand alone Restitution Only cases, with no open matters and no pending county paroles, from all caseloads in the department. For some time, supervision probation officers had been required to keep the Restitution Only orders, for unpaid restitution, that were created from their active county cases. Efforts were initiated to systematically cull these cases from department caseloads, utilizing all of the resources that have been developed by this unit to locate offenders, to elicit full payment of restitution or to establish firm payment plans. In the months of September and October, the gradually submitted cases were reviewed, and by the end of October a data base had been established for 182 cases/180 people. It is expected that by the beginning of 2005, all caseloads in the department will have been reviewed for eligible R.O. cases and transferred onto this caseload.

In addition to the Act 84 #800,000 series (for offenders who have restitution ordered on their state sentences), there was an additional caseload in the Accounting Unit, of offenders who are serving state sentences on other matters, but who have restitution only county cases. This caseload, which consists of post-trial case numbers and suffixes, is comparable to the Restitution Only caseload that is being built from all department units. In the beginning of December, it was decided that since this caseload did not have automatic Act 84 deductions, it would be better located under the collection efforts of the R.O. Unit. Accordingly, this caseload of 167 cases/162 people was transferred into the departmental Restitution Only caseload, for a November total of 383 cases/373 people.

Effective December 6, 2004, Restitution Only Unit caseloads were sufficiently reorganized and supported by a computer based case management program to be reassigned to the Accounting Unit in Division IV.


SUPERVISION DIVISION IV


Division IV consists of three distinct units within the PAPPD, with responsibility for departmental collections (Accounting Unit), investigations (Presentence Investigations including Victim Services), and the supervision of cases with economic sanctions (Welfare, Insurance, and Unemployment Compensation Fraud, Restitution Only and Act 84).

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 directly mailed 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 2004 we were able to process 13,700 more payments than in 2003 for a total collection of \$7,915,799.61. This reflects an increase of 3.5% for the year. Notable increases occurred in Restitution (\$201,611) and Supervision Fees (\$51,487). We are hopeful 3rd Party Collections will rebound to previous years collections, by resolving data transfer issues.

Type	2003	# of Payments	2004	# of Payments
Restitution	4,451,422.86	50807	4,653,034.16	60029
Supervision Fees	760,119.09	16945	811,606.09	19701
Fines & Costs	1,788,938.87	38699	1,798,081.19	40652
3 rd Party Fines & Costs	2,253.62	35	40,240.82	1
Act 27 Fines & Costs	8,670.00	290	4,731.99	157
Act 84 Fines & Costs	620,574.37	11	603,575.32	20
Act 85 & 86 F/C	5,334.00	132	4,530.04	121
Totals	7,637,312.81	106,919	7,915,799.61	120,680

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, 1176 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 2004 there were eleven probation officers assigned to the Fraud Unit two of which have dual caseload responsibilities, along with one (1) supervisor. Throughout the year there were several personnel changes, most importantly being the change in supervisors. Three of the Welfare Fraud Officers and one ARD Officer are new to the department. Despite this turnover the unit continues to account for 51% of all restitution money collected within the APPD.

Tax intercepts/recoupments by the IRS and sent to OIG in 2004 totaled \$301,372 an amount not reflected in the collections, and represents a significant increase from 2003.

Welfare Fraud

Welfare Fraud collections for the year 2004 totaled \$1,415,988.12. This represents a \$32,045.33 decrease from last year's total and could be the result of the increase in recoupments. Welfare Fraud Intake was lower with 419 new cases and 367 terminations. The additional officer has reduced caseloads to @560 cases per officer, and the unit continues to produce quality work and productive collection rates.

Unemployment Compensation Fraud

During 2004, Unemployment Compensation collections totaled \$792,476.27. This is an increase of 12% from last year's collections and a total increase of 34% in two years. Here, too, each caseload's collection rate is a product of the number of VOP hearings adjudicated by the supervising officers. A second probation officer added to the unit in 2003, and has helped improve collections. There are presently 610 cases assigned to these two caseloads. Intake for the year was 359 cases with 113 expirations.

Insurance Fraud

In 2004, Insurance Fraud collections totaled \$195,241.70. This is a decrease of 22% (\$57,729.03) from 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 was a net reduction of 59 cases for the year.

Overall, the three components of the Fraud Unit collected \$2,403,706.09 in 2004 for a .05% decrease from 2004.

FUTURE PLANS

In the year ahead the Fraud Unit is looking forward to the implementation of the PCMS automated case management system. This upgrade will make the unit's supervision of the offender population more effective and will help to maintain and/or increase collection rates and identify delinquent accounts.

FRAUD 2004			
Total Active Cases	6,101		
Total Clients	5,824		
Total Contacts	49,307		
Office Visits	4,820		
Home Visits	1,284		
Hearings	1,440		
Phone	41,763		
Total Referrals:	483	Court Hours:	263

FRAUD UNIT COLLECTIONS 2003	
DPW – Welfare	1,415,988.12
Unemployment Compensation	792,476.27
Fraud	
Insurance Fraud	195,241.70
Total Collections for 2003	2,403,706.09

IRS INTERCEPTS	
Welfare	253,072.62
Unemployment	48,300.00
Total	301,372.62

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 2004 the Presentence Division satisfied 2717 requests for investigations. This represents a 15 % decrease in requests from 2003.

Presentence reports are prepared by the division's 18 investigators. These reports carefully assess for the Court the character of the offender and the nature of the offense. In addition, a criminal history is compiled and a sentencing guideline prior record score is calculated. Together, the presentence reports, criminal histories, and prior record 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.

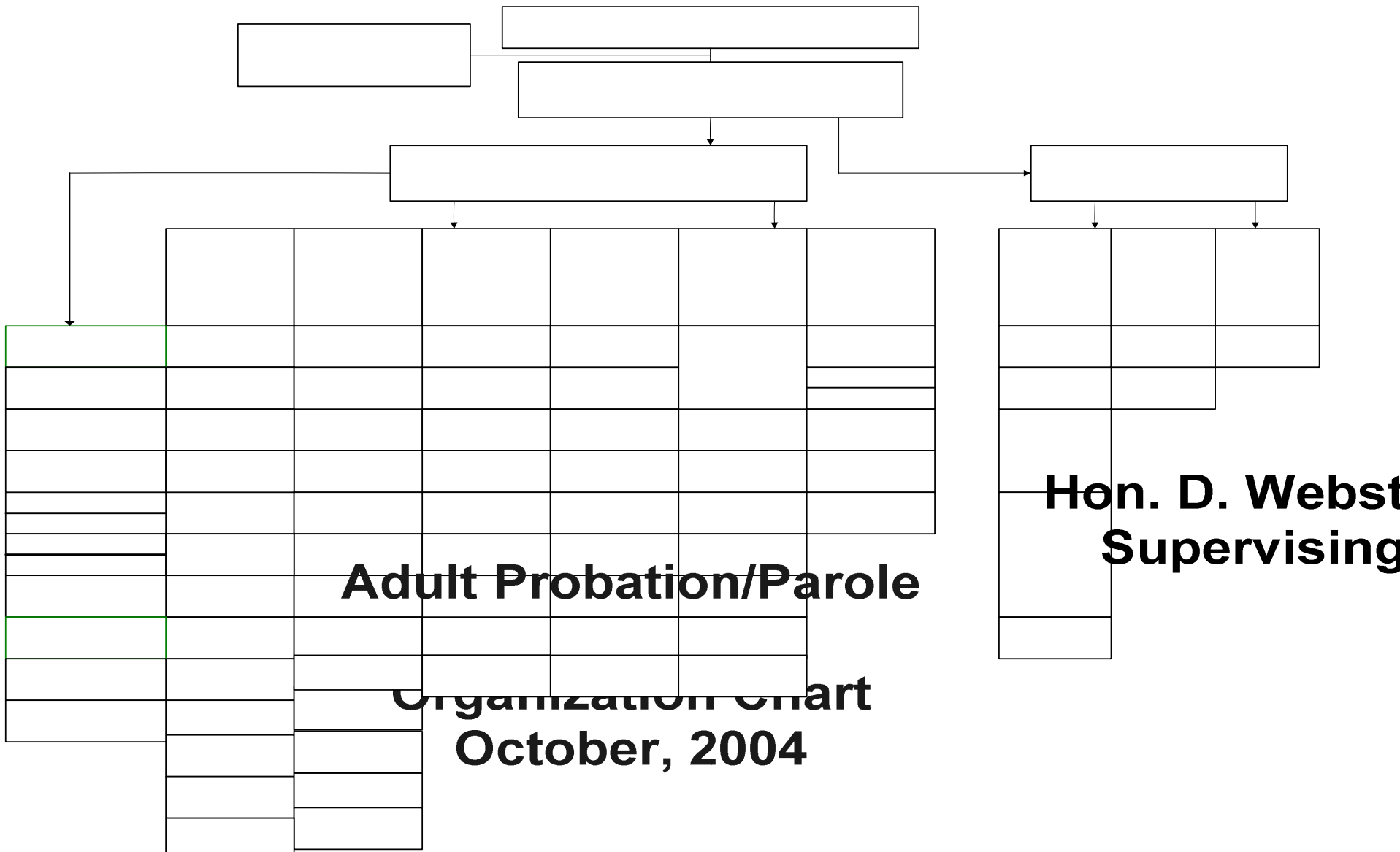
During 2004 the unit received 350 cases: 141 homicides and 209 sexual offenses. A total of 164 Victim Impact Statements were given to the judges prior to sentencing. The staff also received 406 phone calls from victims inquiring about restitution that is owed to them as a condition of supervision. As 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 2004 Highlights

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 continue to lend more of their expertise on a routine basis to the orientation training of new employees in a variety of areas, including drug and alcohol assessment, writing skills, mentoring and computer program analysis. The division support staff processes over 600 NCIC requests from various outside law enforcement agencies.

Filing systems continue to be streamlined by microfilming all hard copy reports. All 2004 reports have been microfilmed to date. Every investigator has been trained and certified in the use of sentencing guidelines software and JNET. Sentencing guidelines are now being sent to the judiciary electronically over the JNET System.



End of Annual Report 2004

Philadelphia Adult Probation and Parole Department