

1999 Annual Report

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

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

Adult Probation and Parole Department 1999

Co-Chief Probation Officers

*Robert J. Malvestuto
Frank M. Snyder*

Deputy Chief Probation Officers

*Nayada D. Bellinger
Charles E. Gregonis*

Directors

*Patricia L. Blow
James H. Harkins
Jacqueline Manns-Smalley
Linda M. Mathers
Charles McDonough
Edward V. Quinn
Anthony R. Sasselli
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Associate Directors

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Mission Statement

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

Service to the Court

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

Protection of the Community through Supervision of Offenders

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

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

Services to Victims

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

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

In 1999, the Philadelphia Adult Probation and Parole Department (PAPPD) provided supervision and services to over 40,000 people who were sentenced to probation or paroled from county prisons by Judges of the Common Pleas and Municipal Court.

The department operated with nearly 400 employees structured into two divisions: Supervision Services and Administrative Services. 1999 was a year of change, as the department underwent reorganizational changes designed to reflect the needs of the current probation and parole population.

Co-Chief Probation Officer Frank M. Snyder was charged with overseeing Supervision Services. Co-Chief Probation Officer Robert J. Malvestuto was charged with managing Administrative Services. The Co-Chiefs were responsible for ensuring that their branch fulfilled the department's overall mission and goals. Each section or branch has goals and objectives that work in concert toward achieving the overall departmental mission and goals.

Co-Chief Snyder supervised sub-components of PAPPD's Supervision Services (actual service delivery divisions), including: General Supervision I, General Supervision II, Special Services, and FOCIS.

Co-Chief Malvestuto supervised sub-components of the department's Administrative Services branch, including: Planning and Information, Management and Personnel Services, Presentence Investigation, and the Operations Division.

Deputy Chief Probation Officer Nayada Bellinger was responsible for Prison Population Management. Deputy Chief Charles Gregonis supervised the Office of Integrity and Accountability.

1999 Highlights

PAPPD engaged in a department-wide initiative designed to take staff and management into the new millennium equipped with sophisticated technologies and equipment. The Management Information Systems (MIS) unit procured and installed computers and system software at *each* employees' workstation, and collaborated with the Training and Staff Development Unit to provide a series of training sessions for employees, equipping each staff member with the skills and knowledge required for effective use of word processing software, court E-mail systems, electronic filing systems, and more. Before the end of the year, all officers were trained in the use of computers on the First Judicial District (FJD) network. Communication through e-mail and access to the mainframe at each desk has facilitated the availability of the most current criminal information.

PAPPD achieved increased collections: The 1999 collection total, since 1998, increased 18% in dollars, and 11% in payments. Most notable is the fact that Philadelphia County, due to some very targeted customizing of the collection system by PAPPD's MIS, met and exceeded the goal set by the State for collection of fines assessed for the Victim Compensation Fund.



Administrative Services

Planning and Information Division

The Planning and Information Division is an administrative division of the Adult Probation and Parole Department which operates out of the Office of the Co-Chief Probation Officer for Administrative Services. The mission of the division is: (1) to seek out new funds that will assist in the development of new programs and initiatives within the Adult Probation and Parole Department; (2) to enhance staff capabilities through the provision of quality training and staff development programs and to achieve the Pennsylvania Board of Probation and Parole's mandated training requirements for county Probation and Parole Departments; (3) to educate the community about probation issues through the development of informational documents and speaking engagements.

The two units within the division are the Planning Unit and the Training and Staff Development Unit.

Planning Unit

The mission of the Planning Unit is: (1) to secure funds for the department that will support the implementation of new and innovative programs within the department and to assist administration in the implementation of these programs; and, (2) to educate the community about the department and criminal justice issues through the development of informational documents.

1999 Goals

1. To secure funds for the department that will support the development of new and innovative programs within the department, to assist administration in the implementation of these programs, and to document the department's compliance with State Standards:
 - ◆ To prepare proposals to submit to funding sources.
 - ◆ To prepare quarterly reports, modification requests, and other supporting documentation as required by the funding source.
 - ◆ To work with internal and external stakeholders to assure the implementation of programs in

accordance with goals and objectives outlined in the proposal.

- ◆ To document the department's compliance with State Standards by compiling appropriate information that demonstrates our compliance.
2. To educate the community about probation issues through the development of informational documents:
 - ◆ To prepare the Adult Probation and Parole Department's Annual Report.
 - ◆ To prepare the department's Newsletter quarterly, and to contribute information about the department to the court-wide Newsletter.
 - ◆ To update the department's Operations Manual as required.
 - ◆ To update the department's Resource Directory semi-annually.
 - ◆ To prepare other informational brochures, forms and certificates and to complete special projects as requested from the Co-Chief Probation Officers.

Achievements

In 1999 the Planning Unit provided grant management services for the Restrictive Intermediate Punishment program and the Victim Services grant. The unit continued to work closely with an outside consultant to refine a caseload management program for staff within the Intermediate Punishment Unit.

Unit staff also prepared and distributed the 1998 Annual Report. The department's Newsletter was prepared and distributed to in-house as well as judicial staff.

Organizational changes during 1999 resulted in job functions previously assigned to the Planning Unit being reassigned to the Training Unit and other department employees.

Training and Staff Development

The mission of the Training and Staff Development Unit of the Adult Probation and Parole Department is: (1) to comply with the Pennsylvania Board of Probation and Parole's Training Standards; (2) to establish both mandatory and elective training programs to meet needs defined by probation administration policies; (3) to provide services to the community through our public information and outreach programs.

1999 Goals

1. To comply with the State Board of Probation and Parole's Training Standards:

- ◆ To design, develop, coordinate, and implement training and staff development programs for personnel at all levels of responsibility in the Adult Probation and Parole Department. This includes coordination with city and state training programs and external training consortiums.
- ◆ To provide the opportunity for professional and support staff to receive annually 40 and 16 hours of training, respectively.
- ◆ To provide a minimum of 40 hours of training for new professional employee prior to job placement and a minimum of 16 hours of training for new support staff.
- ◆ Evaluate all training programs presented internally by in-house training specialists and consultants. The objective is to determine the impact of programming, facilitation of next year's planning and any necessary program modifications.
- ◆ To continue to provide opportunities for the training specialists to receive "Training for Trainers" to maintain and enhance their skills.
- ◆ To obtain space and equipment required for the delivery of training programs.
- ◆ To update and expand library and reference materials to complement training and staff development services. Encourage and provide opportunities for employees to continue their education.
- ◆ To disseminate information, coordinate, and monitor attendance at external conferences, workshops, seminars, and degree programs.

2. To establish both mandatory and elective training programs to meet needs defined by probation administration policies:

- ◆ To obtain consultants to deliver specialized training programs.
- ◆ To deliver mandatory training in response to newly developed department and division policies and procedures.
- ◆ To develop and deliver elective training programs in response to needs assessments.
- ◆ To provide one-on-one training for employees with specific needs.
- ◆ To establish and maintain an annual training budget.
- ◆ To continue to provide training for other

departments within the First Judicial District as requested.

3. To provide services to the community through our public information and outreach programs:

- ◆ To maintain our internship/volunteer program with area colleges and universities. To continue to provide training for the interns, volunteers, and persons who supervise them.
- ◆ To continue outreach services with area high schools.
- ◆ To develop an incentive program for employees who continually support these outreach programs.
- ◆ To continue to provide speakers to a variety of community organizations, schools, churches and programs through our Speakers Bureau.
- ◆ To represent the Adult Probation and Parole Department at a variety of career day programs.
- ◆ To continue to represent the Adult Probation and Parole Department in professional organizations which provide opportunities for professional development.
- ◆ To continue to represent the Adult Probation and Parole Department in the National Institute of Corrections Regionalization Training Project, Delaware Valley Area Probation Parole Training Consortium and the City of Philadelphia Training Consortium and to continue to expand training resources through our participation.

Achievements

In 1999 the Training and Staff Development Division continued its three tiered approach to the delivery of training. This approach is described as: (1) to continue to develop in-house training programs that improve or enhance the skills of department employees; (2) to secure outside consultants to deliver programs of special interest to the staff; and (3) to coordinate staff participation in regional and national conferences and workshops.

During the year, 188 courses were made available to department staff. One hundred twenty six (126) were held internally and 62 external courses were provided. The Training Unit staff continued to develop and/or maintain relationships with external agencies, consultants, and special programs in order to provide additional training opportunities. As a result, department employees earned 16,528.9 training hours during 1999. A total of 172 employees earned the required number of hours for

their classification.

In an effort to increase staff compliance with State Training Standards, training guidelines were expanded in 1999 to allow the inclusion of a variety of new methods of acquiring training hours. The use of methods other than the traditional classroom approach is essential in a department of this size. The non-traditional methods provide additional training opportunities for department employees to achieve the total number of hours required by their job classifications.

There are four goals for 2000:

1. To seek out training for trainers programs to improve the skills of our trainers.
2. To continue the three tiered approach for training activities.
3. To update the Training Unit's computer program for more comprehensive reporting of employee training hours.
4. To develop a Core Team of trainers using a cross section of department employees to assist in training development and delivery.



Management Services

The Management Services Unit is a support service unit that reports directly to the Chief Probation Officer overseeing Administrative Services. The employees of the unit are responsible for providing the following services and for maintaining a working expense budget.

Building Services

During the year this unit handles all building complaints that may arise due to environmental concerns and/or building issues.

Meetings with building ownership were not held as frequently during 1999 because of the plans to relocate the department to another building.

This unit maintains ongoing contact with the maintenance service contractor to ensure that the building maintains health, safety, and ADA compliance standards as well as service on a daily basis.

Court Maintenance provides services to the building in areas where the building owner is not responsible. Locksmith and electrical services are provided as requested. Equipment and furniture have been moved or removed in a number of areas primarily due to relocation of staff. During 1999, electrical service was upgraded in the sixth floor training room to develop computer networking capabilities. All staff required computer training when MIS completed the distribution of computers to all workstations.

The shredding procedure continued through 1999. On the second and fourth Tuesday of the month, the pretrial messenger picked up the expired case files from each PAPPD'S floor and shredded the material for easier trash removal. The trash removal procedure continues. However, because of various projects within the FJD, court maintenance did not remove the trash on a consistent basis.

In an effort to enhance the building, the third floor ladies room and the seventh floor mens room were renovated.

Reports regarding furniture, telephone

communication, and employee placement were generated for the pending move to 1401 Arch Street.

Budget/Accounting Services

The unit serves as a liaison between vendors, Court Administration, the City of Philadelphia and Judicial Procurement for supplies, forms, equipment and repairs.

- ◆ In 1999, 36 reimbursable expense vouchers were processed.
- ◆ During 1999, 233,283 pieces of mail were franked by the stamp machine.
- ◆ The drug screening contract with PharmChem laboratories continues through June 2000.
- ◆ The unit prepared and administered the budget for the Intermediate Punishment Grant. The department's Supervision Fee Accounts were administered with the City and the Administrative Office of the PA Courts. The unit prepared the annual Grant-In Aid application for state funding.

Automotive Services

The unit continued to coordinate the maintenance and use of all vehicles assigned to this department. Each division continued to be provided with a specific number of vehicles available to staff in that division. The vehicles are used for field visits, community service placements, and for training or travel to training sessions. Daily transpasses were distributed for use by employees when department vehicles are unavailable.

**Adult Probation and Parole Department Budget for FY'99
July 1, 1999 - June 30, 2000**

Program	Staff Positions	City	State	Federal	Total
Grant in Aid					
Continuing Program	228	\$4,194,312	\$4,718,067		\$8,912,379
Match	62	\$2,434,234			\$2,434,234
Federal					
Restrictive IP	10			\$364,423	\$364,423
Victims	3			\$82,438	\$82,438
State Welfare					
Welfare Fraud	8		\$280,735		\$280,735
Insurance Fraud	1		\$30,030		\$30,030
Unemployment Fraud	1		\$26,804		\$26,804
City of Philadelphia					
General Fund	64	\$1,471,009			\$1,471,009
Supervision Fee	2	\$40,315			\$40,315
Department Totals	375	\$8,139,870	\$5,055,636	\$446,861	\$13,642,367

Department Expenditures - 1999

Category	General Fund	Grant	Supervision Fees	Other	Total
Personnel					\$13,564,395.04
Contracts	\$336,558.66	\$116,163.95	\$101,302.27	\$404,070.17	\$958,095.05
Supplies	\$101,428.13	\$145,743.17	\$18,285.68		\$265,456.98
Equipment	\$6,338.16	\$63,648.50	\$32,414.66		\$102,401.32
Total Expenses					\$14,890,348.39

Telephone Services

The unit serves as a liaison between Court Administration, the City of Philadelphia and the telephone company to accomplish all telephone installation and software necessities. All telephone lines and instruments are maintained by floor plans showing correct locations.

1999 Highlights

- ◆ The Octel Voice Processing System was enhanced through additional informational applications throughout the First Judicial District of PA.
- ◆ The PIN project continued to give access to every employee who must call outside the Philadelphia area in the pursuit of client service.
- ◆ All telephone calls were tracked per employees' PIN numbers and each employee was required to take responsibility for telephone usage.
- ◆ A network card file for the telephone directory was created. As changes occur, the directory is updated.

Messenger Services

The unit is responsible for providing a messenger for the department. E-mail networking has enabled the department to utilize electronic delivery services, however, the hands-on messenger remained irreplaceable in 1999.

Inventory

- ◆ A record was maintained for all furniture, equipment, forms and supplies purchased for use in this department.
- ◆ New chairs for employees were purchased in an effort to upgrade existing broken or damaged furniture.
- ◆ File cabinets were received for a number of client service employees and administrative staff.
- ◆ Additional shelving for the Wanted Card files was purchased.
- ◆ Upgraded hand-held dictators and transcribing equipment were received for use in a number of divisions within the department.
- ◆ A replacement copy machine was received for usage on the fourth floor.
- ◆ Workstations were installed for employees in the Intermediate Punishment Unit.
- ◆ New computers and printers were received and distributed to employees in an effort to upgrade technology in this department.
- ◆ Publications, subscriptions, and training

programs were requested and renewed as required.

- ◆ Summer and winter field-visit shirts were issued to the probation officers.
- ◆ Portable drug testing kits were ordered so probation officers can perform instant drug testing.

Security Services

In 1999 PAPPD employed one security guard and two contractual security personnel. Enhanced security measures were implemented to provide better building security, including: an x-ray machine, a metal detector, hand held metal detectors, an after 5:00 p.m. security procedure, and telephone communications.

The building ownership provided security cameras to tape the building lobbies and the surrounding areas which include Broad Street, Cherry Street, and the area which exits the back of the building that overlooks Arch Street.

A security clock procedure was initiated during 1999. Security guards check areas on each floor four times a day.



Personnel Services

The mission of Personnel Services is to provide services for department employees' needs and to provide support for departmental administration in all areas of personnel administration. In 1999, duties included: counseling and advising, record maintenance, distributing paychecks, disseminating information, and various other personnel-related functions. Personnel staff continued to provide the following services to PAPPD employees:

Counseling/Advising

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

Record Maintenance

- ◆ Personnel files, attendance records, and salary histories are maintained for all department staff. These are updated as data are received.
- ◆ Department telephone directory is updated and revised periodically and distributed throughout the department, to judges, other court departments and outside agencies.
- ◆ Process all dockings and overtime as required.
- ◆ Distribute and collect employee performance evaluations, and forward completed reports to Court Human Resources.

Other Functions

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

1999 Highlights

Attendance recording was networked with Court Human Resources, and was kept up-to-date. Personnel procedures were almost completely automated by the end of 1999.

During the summer of 1999, with the assistance of the Planning Information Division, Personnel conducted mandatory training for all PAPPD employees to clarify FMLA policy, and to ensure appropriate use of this benefit.

Personnel streamlined the issuance of employee evaluations, thereby reducing the average time for an evaluation from 2-3 days to 1 day.

The Personnel unit represented the department on

the ABRA Focus Group.

PAPPD contributions during the 1999 Combined Campaign surpassed our goal of \$14,000.



Presentence Division

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

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

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

1999 Highlights

During 1999 the Presentence Division satisfied 3,166 requests for investigations and the Court Mental Health Clinic completed 3,190 requests for evaluations. This represented a 3% increase from 1998 in both presentence investigations and mental health evaluations.

Presentence investigators and mental health clinicians see many of their cases on a forthwith basis. The daily presence of clinicians and investigators within the Criminal Justice Center allows for the immediate interviewing of defendants. The resulting decrease in FTA's and rapid preparation of reports saves the court time and money.

Presentence staff are excited about the anticipated advances in services new technology will bring in the next millennium. The computerization of sentencing guidelines calculation, data gathering, and voice activated dictating are a few of the turn-of-the-century projects underway.

Presentence and Mental Health Court Orders - 1999		
	Presentence	Mental Health
January	285	264
February	269	273
March	325	352
April	294	305
May	234	223
June	315	288
July	253	251
August	246	240
September	230	223
October	246	251
November	231	274
December	238	246
Totals	3,166	3,190



Operations Division

The Operations division handles all the functions which directly support the supervision of Probation and Parole cases by Probation Officers. It consists of the following units: Accounting, Intake, Management Information Systems, Parole, Records, and Violations. The Division is managed by a Director and an Associate Director, who are also responsible for the MIS Unit. There is a supervisor for each of the other units.

Violations Unit

The Violations unit handles several aspects of cases in which the offender is in Violation of Probation, as well as the entire process of placing "Wanted Cards" against offenders who have absconded from supervision. Offenders whose cooperation and contact with PAPPD cannot be restored, or whose whereabouts have become unknown, are placed in Wanted Card status for having absconded from supervision. In 1999, 6,729 detainers were filed and 5,922 detainers were removed for the year. Those offenders become listed as such in several law enforcement databases. The Violations Unit fields calls from agencies all over the United States regarding offenders who are apprehended by other jurisdictions.

A "Detainer" is the legal instrument used to hold an offender who is in Violation of Probation, either for absconding, or for other reasons. For each offender who is placed in Wanted Card status as above, a detainer is generated and kept on file by Pre-Trial Services. That detainer can be "lodged" against an apprehended offender to ensure incarceration until a hearing is held. A Violations Unit staff person represents PAPPD at all detainer hearings held at the Philadelphia Prisons. Detainers can also be sent to other jurisdictions to hold a wanted offender for transfer to a Philadelphia prison. The Violations Unit generates and tracks all detainers issued on cases supervised by PAPPD. There were 8,419 detainer hearings held in 1999.

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. During 1999, a total of 33,232 Violation of Probation hearings were held for cases supervised

by PAPPD.

Detainers - 1999			
	Total Lodged	Held	Lifted
Municipal Court			
Automatic	22	17	0
Manual	880	749	8
Wanted Cards	1,911	1,778	48
Common Pleas Court			
Automatic	20	15	0
Manual	2,195	1,929	22
Wanted Cards	3,381	3,143	83
MC & CP Totals			
Automatic	42		
Manual	3,075		
Wanted Cards	5,292		
All Detainers for 1999	8,419	7,631	153
All detainers for 1998	8,360		
All detainers for 1997	6,945		
All detainers for 1996	4,962		

Wanted Card Statistics - 1999	
Total No. of Cases on Wanted Cards as of 12/31/98	10,993
Wanted Cards Filed in 1999	6,729
Wanted Cards Removed in 1999	5,922
Total No. of Cases on Wanted Cards as of 12/31/99	11,372

Violation Statistics - 1999	
Violation Hearings Requested	14,330
Violation Hearings Scheduled	26,460
Violation Hearings Disposed	11,511

Intake Unit

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

In 1999, the Intake Unit initiated approximately 20,000 probation cases.

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 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.

In 1999, the Parole Unit issued 6,179 parole petitions to the Judiciary and processed the corresponding parole orders.

Parole Petitions Submitted - 1999			
Petition Type	Cases	People	State
ETGT	1,942	1,219	4
Minimum	1,209	786	6
Programs - Non FIR	43	28	0
Programs - FIR	131	83	0
Special*	657	436	2
Resubmitted	220	129	2
Early Parole	2,737	1,539	3
Total	6,939	4,220	17

Parole Petitions Results - 1999			
Petition Type	Paroled	Denied	Hearings
	cases/people		
ETGT	1,535/970	332/225	16/13
Minimum	934/617	218/126	7/4
Programs - NonFIR	21/16	0/0	0/0
Programs - FIR	106/70	6/4	1/1
Special*	537/358	56/43	3/2
Resubmits	118/80	90/56	3/2
Subtotals	3,251/2,111	694/454	30/22
Defender Petitions	1,978/1,159	354/235	30/25
Totals	8,229/3,270	1,048/689	60/47

*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 probation and parole case. The unit performs the case initiation function on parole, diversion, 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 also manages hundreds of requests received from other agencies for information from active as well as expired cases, and

performs data entry to keep the computer system current on the status of cases being supervised by PAPPD.

Accounting Unit

The Accounting unit receives and processes all payments made by offenders under PAPPD supervision for restitution, fines and court costs, and supervision fee. Payments are made in person by offenders at our payment center, and are mailed in. The number of payments received has increased significantly each year since the system was redesigned in 1993-94. In 1999, the Accounting Unit processed 96,043 payments, with a total collection of \$5,710,065.43. The 1999 collection total, since 1998, increased 18% in dollars, and 11% in payments. Most notable is the fact that Philadelphia County, due to some very targeted customizing of the collection system by PAPPD's MIS, met and exceeded the goal set by the State for collection of fines assessed for the Victim Compensation Fund.

Restitution Collections - 1999		
	No. Of Payments	Amount Collected
January	3,546	\$239,432.96
February	3,629	\$261,360.19
March	4,494	\$327,887.97
April	3,767	\$354,870.56
May	3,451	\$303,720.03
June	3,777	\$307,081.88
July	3,265	\$253,496.86
August	3,975	\$305,044.29
September	3,582	\$249,117.99
October	3,346	\$285,276.95
November	4,348	\$340,261.79
December	3,483	\$335,768.24
Total	44,663	\$3,563,319.71

Supervision Fee Collections - 1999		
	No. Of Payments	Amount Collected
January	1,127	\$43,894.02
February	1,308	\$56,122.05
March	1,623	\$71,484.03
April	1,461	\$63,607.49
May	1,374	\$59,310.43
June	1,503	\$62,446.03
July	1,256	\$51,508.32
August	1,527	\$64,873.31
September	1,211	\$50,267.76
October	1,234	\$50,843.69
November	1,475	\$63,099.32
December	1,106	\$41,740.93
Total	16,205	\$679,197.38

Fines and Costs Collections - 1999		
	No. Of Payments	Amount Collected
January	2,730	\$109,808.07
February	2,998	\$122,620.32
March	3,522	\$148,699.58
April	3,123	\$138,561.41
May	2,956	\$126,374.62
June	2,901	\$116,734.62
July	2,785	\$115,344.25
August	2,912	\$115,995.75
September	2,778	\$114,099.15
October	2,807	\$122,128.70
November	3,013	\$131,022.85
December	2,650	106,159.02
Total	35,175	\$1,467,548.34

Total Collections - 1999		
	No. Of Payments	Amount Collected
January	7,403	\$109,808.07
February	7,935	\$122,620.32
March	9,639	\$148,699.58
April	8,351	\$138,561.41
May	7,781	\$126,374.62
June	8,181	\$116,734.62
July	7,306	\$115,344.25
August	8,414	\$115,995.75
September	7,571	\$114,099.15
October	7,387	\$122,128.70
November	8,836	\$131,022.85
December	7,239	106,159.02
Total	96,043	\$1,467,548.34

network software. Each new user/trainee received a training manual written by MIS specifically for this class which also served as a reference guide for ongoing use.

Management Information Systems (MIS)

Commonly referred to by its acronym, MIS, this small but effective unit manages the information on the mainframe computer system relative to the PAPPD caseload. A mainframe programmer is among the unit staff. Data-intense printouts are generated each month, including caseload profiles for approximately 175 Probation Officers. The MIS Unit is also responsible for the support of the Accounting and Collection System, which it designed. Thousands of statements are produced monthly by the system's programs and sent via staff-operated mass mailing equipment. The collection rate has doubled in the last five years.

In addition to the mainframe computer system, the First Judicial District is also equipped with a network of personal computers. In 1999, the network was expanded significantly in Adult Probation, with approximately 250 staff being connected to the network via their own personal computer. The MIS unit handled the installation, testing, and troubleshooting for all this equipment, and coordinated with the FJD's MIS staff on upgrading the network to handle the additional traffic. PAPPD's MIS also designed a training program for new users and provided a full day of hands-on training in personal computer basics and

**Active Probation and Parole Cases
1999**

Indicator	Municipal	Criminal	Total	% of Department Workload
Probation	12,257	12,839	25,096	52.7%
Parole	1,154	2,397	3,551	7.46%
Probation/Parole	1,226	10,707	11,993	25.06%
Section 17	3,090	371	3,461	7.27%
Reporting Diversion	1,363	338	1,701	3.57%
ISP Pre-Conviction	6	43	49	.11%
Non-Reporting Diversion	107	15	122	.26%
Alcohol Highway Safety	496	1	497	1.04%
Restitution Only	303	904	1,207	2.53%
TOTAL	20,002	27,615	47,617	100%
Percent of Cases from Municipal Court	42%			
Percent of Cases from Criminal Court		58%		
Total Cases Received for 1999	26,797			
Total Cases Terminated for 1999	22,294			



General Supervision

General Supervision I

At the end of 1999, General Supervision I was comprised of nine field units, including: three Central units, three Northeast units, and three South units. The division's typing cluster was staffed by five clerical personnel. The division is managed by one Associate Director and one Director. In 1999, General Supervision I supervised approximately 11,000 probationers /parolees with 13,600 cases.

In 1999, the division's structure transitioned from ten units consisting of a supervisor and seven Probation Officers to nine units. Seven of the nine units consisted of a supervisor and eight officers and the remaining two units had a supervisor and seven officers. Multiple personnel moves occurred in order to achieve the new structure. The restructuring required reassessment of caseload sizes per officer (target size was 150 cases per officer), and adjustments in census tract assignments in General Supervision 1 and 2 to achieve and maintain caseload parity among general supervision officers.

Division supervision staff concentrated on management of specific areas directly impacting case supervision, including: Caseload Audits, Monthly Case Conferences, Audits of Past Expiration Cases, face-to-face contacts with clients and special attention to all special conditions on Probation/Parole cases.

Staff and Management of General Supervision I participated in the following activities in 1999: Violation of Probation (VOP) Pilot Project, Youth Violence Reduction Project (YVRP, a 24th Police District Pilot Project), Community Partnership Committee, Department Reorganization Plan, Theft from Auto/Repeat Offender's Project, Orientation and Training for new Probation Officers, COMPSTAT meetings, Urinalysis Committee, Risk/Needs Committee, Census Tract Committee, and Case Transfer Policy Committee.

General Supervision 2

The division began 1999 as General Supervision 3, with four West units, four Northwest units and the Multilingual Supervision Unit. There were 9 supervisors, 63 Probation Officers and 5 clerical

staff. By the end of 1999, as a result of the disbanding of GS I, the division was restructured as General Supervision 2 and consisted of four West units, four Northwest units, the ARD Unit and Courtesy Supervision. Ten supervisors, 66 Probation Officers and 6 clerical staff reported to one Associate Director and one Director. This Division directly supervised approximately 13,837 probation and parole cases involving 12,140 probationers and parolees.

The Northwest 4 unit continued to be the pilot general supervision unit for the IP+ computerized caseload management system. The unit supervised approximately 1,039 probation and parole cases involving 857 individuals on this automated system. This system has made the need for street books and hand calculated statistics obsolete. The IP+ system received modifications and adjustments to maximize its potential and to make the system more "user friendly".

Members of General Supervision 2 have participated in a variety of outside agency meetings appropriate to our districts and PAPPD's mission. Representatives have attended the Police Department's COMPSTAT meetings, West Philadelphia Citizens Advisory Board meetings and the City Avenue Services District meeting.

Accelerated Rehabilitative Disposition

In 1999, the Accelerated Rehabilitative Disposition Unit (ARD) consisted of 4 Probation Officers supervising approximately 1,897 cases involving 1,889 people. These probationers have been identified by the District Attorney's Office and diverted from Municipal and Common Pleas Courts. Typically, ARD probationers are first offenders charged with minor drug offenses or offenses stemming from social and behavioral problems. The most frequent conditions imposed by the court included: restitution, retail theft school and drug and alcohol treatment. ARD officers continued to make appropriate referrals to social service agencies, and monitor compliance with any court ordered stipulations. Probationers who satisfactorily completed all aspects of their ARD probation were eligible to have their records expunged. Those who violated the restitution condition were returned to court for judicial sanctions.

A.R.D. Violation Statistics - 1999	
Violation Hearings Requested	825
Violation Hearings Scheduled	825
A.R.D. Expungements Denied	836

Courtesy Supervision Unit

The Courtesy Supervision Unit continued to provide a supervision service for Probation Departments throughout the Commonwealth. Four Probation Officers supervised 1,353 individuals who live in Philadelphia but were arrested and convicted in other Pennsylvania Counties. In addition, this unit also had 1 Probation Officer who coordinated the supervision of individuals who were arrested and convicted in Philadelphia but lived in other states. Through the Interstate Compact Agreement this unit routinely transfers cases to other jurisdictions outside of this Commonwealth. In 1999, the ARD caseload consisted of approximately 271 individuals.

Courtesy Supervision Intake Statistics - 1999		
County	Accepted	Rejected
Bucks	411	22
Chester	130	5
Delaware	338	17
Lancaster	39	0
Montgomery	1,280	78
Miscellaneous	258	9
1999 - Total No. Of Courtesy Supervision Cases	2,456	13
1998 - Total No. Of Courtesy Supervision Cases	2,158	152
1997 - Total No. Of Courtesy Supervision Cases	1,823	94

Forensic Intensive Recovery (FIR)

In 1993, the Forensic Intensive Recovery (FIR) program was implemented as a response to a 1991 Federal Consent Decree. The mission of FIR is to enhance community safety by providing substance abuse treatment and related services under Probation and Parole supervision. The short-term goal of this program is to reduce the prison population through community-based treatment. The long-term goal is to reduce criminal recidivism that is due to substance abuse.

The 1991 decree required the City of Philadelphia to contract for and provide a minimum of 250 treatment slots for early paroled male and female inmates in need of substance abuse treatment and other support services. Inmates are assessed by independent evaluators funded with FIR monies who assign a level of care commensurate with the assessed needs of the inmate. Level of care can range from outpatient to long term (6 month or more) inpatient treatment. In 1999 nearly \$15,000,000 in BHSI funding to Philadelphia County enabled clients to receive treatment services.

At the end of 1999 there were 57 licensed drug treatment programs participating in FIR. These range from in-patient to out-patient treatment and although they are primarily Philadelphia-based, there are several programs in other counties, including Harrisburg and Berks. APPD has assigned five officers to supervise the FIR clients. Officers are assigned by treatment program rather than census tract and have done an excellent job in working with the programs and visiting both staff and clients on a regular basis. As of early 2000 there were 370 clients active in the FIR program.



Special Services Division

In 1999 the Special Services division continued to undergo reorganization to address the special requirements of the court and those individuals on probation or parole with unique problems requiring mandated counseling or treatment, as well as the enforcement of special monetary stipulations. Hence, the Alcohol Highway Safe Driving Unit and the department's two (2) Government Fraud Units were added to its ranks.

The division's offender population increased in diversity due to the division's absorption of the DUI and Fraud Units. Division officers assumed a broad range of case specific activities, from treatment recommendations to electronic surveillance, service delivery to victims and offenders alike, as well as the detention of the recalcitrant, high risk offender, with a new concentration upon the collection of funds from offenders guilty of welfare, insurance, or unemployment compensation fraud. The division's managers commenced networking with PENNDOT'S Alcohol Highway Safety Program, the Pennsylvania DUI Association, the District Attorney's Economic Crimes Unit and other agencies to fulfill their new responsibilities.

This division endeavored to address the issue of prison overcrowding by concentrating available resources on high risk offenders. Moreover, judicial decrees ordering prison depopulation continued to impact on caseload sizes, especially within the Monitored Supervision Unit and the Intermediate Punishment Unit.

The division responded to the demands placed upon it in an outstanding manner. By focusing on staff professional development, the division will continue to uphold its high standards for professional casework and intensive probation and parole supervision.

Monitored Supervision Unit

This unit is an intensive supervision unit that provides a highly structured alternative to incarceration with drug treatment. Referrals to this unit can be made either by a probation or parole officer or by the Court. Those individuals identified as high risk by their supervising officer can be arrested by the Warrant Unit of PreTrial Services for specific violations of their monitoring

conditions.

The Monitored Supervision Unit has two components:

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

House Arrest with Electronic Monitoring

House Arrest provides 24 hour monitoring. The offender wears a secure ankle transmitter and must remain within a specified distance of the stationary monitoring unit inside the house unless given permission by the supervising officer to be elsewhere. Before release to this program, the offender is interviewed by a Monitored Supervision Officer. A home visit is conducted to assure that the offender's family is willing to accommodate the electronic monitoring equipment, to assure that there is an operating telephone in the home, and to confirm that the family does not object to the placement of the monitor on their phone. The average length of time that the offender is on a monitor is six months.

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

Curfew with Electronic Monitoring

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

Deferred Sentences

Deferred sentence supervision takes place post-conviction while the offender is awaiting sentencing. Cases in Deferred Sentence status are supervised according to House Arrest regulations.

The Monitored Supervision Unit is a fully computer automated unit with the IP+ caseload management system. IP+ received ongoing modifications to make it more user friendly and comprehensive.

Monitored Supervision Unit - 1999	
Total Active Cases	523
Total Clients	468
Total Contacts	16,468
Office Visits	7,137
Home Visits	913
Hearings	927
Prison	835
Phone	5,384
Collateral	1,272
Total Referrals	973

Intermediate Punishment Unit (IP)

The Intermediate Punishment Unit provides supervision and services to eligible Level 3 and Level 4 felony offenders who would have otherwise received county or state jail sentences. This is the most highly structured form of community supervision offered by the department. Offenders remain in Intermediate Punishment for one year of supervision and if successful are transferred to General Supervision units.

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

In 1999, 32 inpatient and 24 out-patient treatment programs provided services to Intermediate Punishment clients. Treatment program options range from ninety days of in-patient to eighteen months of out-patient treatment. There are programs for Hispanics and women with children, in addition to programs for offenders who are dually diagnosed, or, terminally ill. PHMC provides evaluators and case managers who assist in placing defendants in drug-free housing and provide

counseling support and aid in treatment compliance.

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

1. **In-Patient Drug and Alcohol Treatment Program:**
 - ◆ Short term with a maximum of ninety days, to be followed by ninety days of intensive out-patient supervision with an electronic monitor.
 - ◆ Long term in-patient treatment with a minimum of six months, followed by supervision and aftercare in the General Supervision Division.
2. **House Arrest with Electronic Monitoring:** This component provides intensive supervision by requiring the Defendant to be placed on a continuous monitor for ninety days, followed by ninety days on monitored curfew supervision, i.e., 7:00 AM to 7:00 PM.
3. **Intensive Out-Patient with a Monitor:** The client is required to wear an electronic monitor for six months while attending out-patient treatment.

In 1999, the Intermediate Punishment unit was comprised of eight probation officers and a supervisor. Those offender with back officers are initially supervised by the back officers who prepare the case for transfer to Intermediate Punishment officers. During the year, 494 offenders were sentenced to Intermediate Punishment. Of the 494 offenders in 1999, 301 (61%) were sentenced to residential inpatient treatment, 166 (33.6%) were sentenced to Intensive Outpatient or Outpatient Care, and 27 (5.4%) were sentenced to House Arrest only.

The unit continued to utilize the IP+ caseload management software also in use by Northwest IV and Monitored Supervision.

Intermediate Punishment Unit - 1999	
Total Active Cases	596
Total Clients	487
Total Contacts	10,292
Office Visits	5,752
Home Visits	377
Hearings	681
Prison	-
Phone	2,477
Collateral	1035
Total Referrals	1,002

Psychiatric I Unit - 1999	
Total Active Cases	532
Total Clients	483
Total Contacts	9,701
Office Visits	3,664
Home Visits	320
Hearings	453
Prison	4
Phone	3,571
Collateral	1,689
Total Referrals	1,284

Psychiatric I & II

In 1999, Psychiatric officers remained focused and dedicated to serving the unique needs of offenders with psychiatric disorders while maintaining quality supervision from both a clinical and community correction perspective.

Unit staff work with offenders to assess problem areas and formulate goal-based treatment plans, utilizing community resources best suited to the individual offender. The officers work in conjunction with the community based ICMs, (Intensive Case Managers) to ensure that the offender's needs are met while maintaining appropriate levels of supervision. This case management strategy provides consistent information and guidance for the clients from both the officer and the ICM, and more importantly, exacts rapid response if the client's behavior warrants law enforcement action. This seamless communication system helps to preserve the safety and security of the community at large.

In 1999, the Unit adapted to changes in the mental health delivery system, such as the revisions in the mental health system's Community Behavioral Health Plan.

Psychiatric II Unit -	
Total Active Cases	433
Total Clients	383
Total Contacts	8,157
Office Visits	3,515
Home Visits	296
Hearings	247
Prison	19
Phone	3,340
Collateral	740
Total Referrals	615

Sex Offenders Unit

In 1999, the unit consisted of six probation officers. The Unit works to prevent sex offender recidivism through treatment and supervision. Referrals are made to several treatment providers offering sex offender counseling, such as the Joseph J. Peters Institute and the Philadelphia Consultation Center. For those offenders not yet in treatment, the Unit coordinates Mens' Awareness Groups on a weekly basis. All offenders are seen in the office, as well as at their homes, treatment centers, and places of employment. Approval is received from the sentencing Judge before granting permission for the offender to travel out of the State of Pennsylvania. If permission is granted, a travel permit as well as a waiver of extradition form is signed by the offender.

Unit staff receive on-going training specific to the field of sex offenders. The Center for Sex Offender Management (CSOM) has provided training opportunities for the unit to increase its collective knowledge and skills in the supervision of this highly dangerous offender population. In addition, consultation began with the Sex Offenders Unit of the State Board of Parole. All officers attended sex offender groups held at the state office building at Board and Spring Garden Streets.

Megan's Law: On April 21, 1996, Governor Ridge signed into law what became known as Megan's Law. This law requires offenders to complete a registration form when convicted of designated charges. The information is sent to Harrisburg and kept in a data base for a period of ten years. Many changes have occurred in other portions of Megan's Law which affected the Sexual Offender Assessment Board and its responsibilities, but the registration piece which this department is responsible for has remained intact.

The Unit plans to increase field contacts with offenders, and to identify new treatment providers tailored to the needs of the sex offender.

Sex Offenders Unit - 1999	
Total Active Cases	661
Total Clients	566
Total Contacts	14,648
Office Visits	5,691
Home Visits	499
Hearings	399
Prison	-
Phone	7,734
Collateral	325
Total Referrals	587

Domestic Intervention Unit

In 1999, the Special Offenders Unit was renamed the "Domestic Intervention" Unit to more accurately reflect populations served. While the name changed, the commitment of the Unit Staff and the Adult Probation/Parole Department to the needs of the Medically Fragile and Domestic Violence Offender, as well as to their victims, has remained constant.

Domestic Violence Offenders

The Domestic Violence offender brings to supervision a host of complex problems that must be addressed. These often include addiction, alcoholism, unemployment, underemployment, poor housing, education and medical coverage, child custody issues, as well as a definite need for therapeutic intervention. concern and services from the Probation Officer. Of particular concern is finding quality counseling for batterers without financial resources.

Working to insure offender accountability through supervision and services, the Unit works in collaboration with the District Attorney's Family Violence and Special Assaults Unit, police, domestic violence intervention service providers, and others to strive for victim and community protection. The Unit, in the course of these various collaborations, continues to support and advocate for new services and initiatives addressing the problem of family-based violence.

Medically Fragile Offenders

Designed to meet the need for services and supervision of individuals with life threatening or chronic health problems, the Unit supervises many individuals in the critical stages of HIV/AIDS related illness. Unit officers also provide supervision services to individuals with cancer, heart disease, kidney disease, hepatitis, as well as other conditions that have reached a critical health level. Officers work with offenders and their families, as well as with their various medical/social service providers to insure probation supervision and accountability while providing a compassionate service.

Domestic Intervention Unit - 1999	
Total Active Cases	736
Total Clients	605
Total Contacts	13,490
Office Visits	4,494
Home Visits	267
Hearings	279
Prison	45
Phone	7,922
Collateral	483
Total Referrals	1,073

Medically Fragile Unit - 1999	
Total Active Cases	60
Total Clients	56
Total Contacts	1,420
Office Visits	594
Home Visits	-
Hearings	21
Prison	-
Phone	673
Collateral	132
Total Referrals	143

Special Offenders Project

Established in 1985, The Special Offender Project in 1999 entered its 15th year of operation. Established with special funding from the State Department of Public Welfare and the State Board of Probation and Parole, a partnership was developed between the Adult Probation Department and the Philadelphia Office of Mental Retardation (via a contract with Citizens Acting Together Can Help, Inc.) This partnership stemmed from a recognition that with deinstitutionalization of individuals with a diagnosis of mental retardation, these individuals often appeared as adult offenders in The Criminal Justice System. Aware that these offenders tend to be at an intellectual and social disadvantage, APPD worked to ensure that these offenders' rights were protected. A concern must always exist that habilitative/rehabilitative services are provided to all offenders in an equitable manner.

Each individual in the program is evaluated with an individualized program plan developed to fit the offender's needs. Through the coordination of services between "Systems", the goal of successful completion of Probation or Parole is sought while striving to insure that these individuals do not "fall through the cracks."

Special Offenders Unit - 1999	
Total Active Cases	39
Total Clients	32
Total Contacts	2,675
Office Visits	859
Home Visits	309
Hearings	56
Prison	-
Phone	1,308
Collateral	143
Total Referrals	234

Center for Literacy/Adult Education (CAE)

This program represents the joint efforts of the Philadelphia Adult Probation Department and the Center for Literacy/Adult Education (CAE, Philadelphia's oldest, adult basic education provider).

With the APPD providing office space, a telephone, and supplies, the CAE provides on-site evaluations and referrals to educational programs. CAE recruits and trains volunteer tutors who are matched in a one to one relationship with individuals under supervision in need of literacy services. Meeting twice weekly with their tutors, offenders are asked to make a six month (at a minimum) commitment to improving their literacy skills. Offenders in the CAE program may also be referred to a GED preparation class if assessed as being academically ready.

1999 Highlights

Ninety-two (92) individuals were evaluated and referred to Community Based Adult Education Programs. A total of fifty-two (52) community volunteers were recruited, trained and matched in one to one tutor/mentor relationships with fifty-two (52) offenders. Over 3000 hours of education instruction were provided to these individuals under the courts' supervision by program staff and volunteers.

Alcohol Highway Safe Driving Unit (AHSD)

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

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

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

This unit also supervises offenders who are placed on ARD for Driving Under the Influence of Alcohol/Controlled Substance who receive probation sentences with a maximum of twelve (12) months, who are required to attend Safe Driving School, and must pay fines and costs. Offenders who successfully complete the program have their records expunged.

A.H.S.D. Unit - 1999	
Total Active Cases	1,460
Total Clients	1,239
Total Contacts	22,163
Office Visits	7,334
Home Visits	325
Hearings	472
Prison	-
Phone	13,438
Collateral	594
Total Referrals	1,564

Fraud Unit

The Fraud Unit supervises Welfare Fraud, Insurance Fraud, and Unemployment Compensation Fraud cases prosecuted by the District Attorney's Office. The main focus of the

unit is the collection of court ordered monies. All probationers are placed on minimum supervision and required to call their officer monthly and make their monthly restitution payments. This supervision level is modified if a probationer is not complying with the court ordered monthly restitution payments or not contacting his/her probation officer as required.

Welfare Fraud

Welfare Fraud restitution collections by the Philadelphia Adult Probation Department rose to \$1,539,556 in 1999. This figure surpasses 1998's total by \$129,780. Over the last ten years welfare restitution collections have risen immensely. In 1990, restitution collections totaled \$646,951. In 1999 the increase in yearly restitution collection, versus the amount collected in 1990, is \$892,605 which constitutes an increase of 138% percent.

The increase in restitution collection for Welfare Fraud was accomplished through the efforts and cooperation of employees from the Philadelphia Adult Probation Department, The Philadelphia District Attorney's Office, and The Pennsylvania Office of the Inspector General. These three agencies work together to achieve maximum results.

The Fraud Unit of the APPD handles about five-thousand cases, both pre-trial and post-trial. The success of restitution collection for Welfare Fraud depends greatly on the work of the unit officers.

1999 Statistics

The average caseload size for each Probation Officer was about 500. Officers completed 7,500 contacts (office and home visits). The unit received over 700 new cases while terminating approximately 350 cases.

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

Recoupment

This program handles monies held from a probationer's welfare check to comply with the court ordered restitution. In 1999 the total amount

of recoupment was \$6,349.00.

Unemployment Compensation Fraud

Unemployment Compensation Fraud was initiated by the District Attorney's office, and enforcement of collection is the responsibility of Fraud unit officers. This caseload is growing rapidly and has increased, from 1998 to 1999, by 336 cases or 263%. Restitution collections for 1999 were \$330,416.00. This money is paid back to the Department of Labor and Industry.

Insurance Fraud

One officer supervises about 170 probationers, both pre-trial; and post-trial. In 1999, \$235,117.00 in restitution was collected by this officer. The money is returned to private victims or to the Insurance Fraud Prevention Trust Fund.

Fraud Unit Collections - 1999	
DPW - Welfare	\$1,533,207
Unemployment Compensation Fraud	\$330,416
Recoupment	\$6,349
Insurance Fraud	\$235,117
Total Collections for 1999	\$2,105,089

Restitution Only

These are cases with restitution only orders. Probation has either been terminated with the restitution order to remain or the restitution was ordered without a probation. These cases are created solely to collect restitution. This caseload grew by over 300 cases in 1999.

BI Profile

BI Profile is currently supervised by one officer and contains administratively supervised clients. The probationers in this caseload must pay for a phone service and call monthly to this service. The probation officer is notified of the probationer's compliance. Violations, technical and direct, result in transfer to General Supervision.



Supervision Projects Division

The Supervision Projects Division assumes the many tasks necessary to ensure seamless operation of supervision services. The Division's overall mission is two-fold, possessing responsibilities for both internal and external relationships. Internally, the division works to coordinate the committees, tasks, and projects necessary to achieve those policies and procedures that impact directly upon supervision services.

Department Sub-Committees

The VOP committee developed a new Summary form to be used for detainers and VOP hearings. The Summary form incorporates, for the first time, offenders' NCIC and juvenile histories, and presents this information along with supervision histories in a clear and uniform fashion. In addition, the committee developed a new policy ("First and Last" Policy) designed to reduce court time by having officers appear only at the first listings, and at the final listings prior to bill dispositions. The new Summary Form and policy were scheduled to begin in the Spring 2000. Division staff arranged for NCIC terminals and staff to be available for the processing of the newly required NCIC history data.

The Urinalysis Committee has worked to develop a system which would transfer urine-collection responsibilities from the officers to a specimen collection agency, stationed in APPD. This system was slated to take effect during Summer 2000.

Externally, the division endeavors to improve access and communication to outside agencies impacting directly on APPD's client population. Included are many of the service providers such as other public and private social service agencies, community agencies (including churches and civic groups), as well as law enforcement agencies (the Philadelphia Police Department and the District Attorney's office). In 1999, Division staff were charged with the following duties: providing APPD input on the Youth Violence Reduction Committee, attending weekly Compstat meetings, coordinating Act 84 inquiries, collaborating with Hospitality House towards creating a day reporting center, monitoring and reporting on treatment-related initiatives, and more.

Community Services Unit

The Community Service Unit assumes responsibility for helping to place clients in meaningful assignments as a way to fulfill court-imposed community service requirements. This unit partners with existing local service agencies and community-based organizations to develop and maintain placement opportunities for clients. The unit serves as liaison between the agency staff, the client, and the probation officers involved, and anticipate, resolve and prevent any issues which may arise.

Victim's Impact Unit

The Victim's Impact Unit works to complete the Victim's Impact Statements as part of the Presentence Investigations ordered by the Court. The Unit also maintains and provides information and access to victims about victims' services available throughout the city.

The unit also works to coordinate and participate in many city initiatives designed to make Philadelphia a better and safer place to live.

Philadelphia Adult Probation & Parole Department

1999

