
2006

Annual Report

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

Honorable C. Darnell Jones, II, President Judge
Honorable James J. Fitzgerald III, Administrative Judge, Trial Division
Honorable D. Webster Keogh, Supervising Judge, Criminal Trial Division
David C. Lawrence, 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
2006

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 & 2006 Highlights	2-3
Personnel Functions	4
Labor Relations	4
Disciplinary Investigations	4
Office of Facilities and Grant Management	5
Facilities Management	5
Dept. of Public Welfare Criminal Record Checks	5
Maintenance of Federal, State and Local Grants	5
APPD Budget for FY '06	6
Statistical Information	7-8
Supervision Division I	9
Personnel & Clerical Support	10
East Regions 1 – 5	10
West Regions 1 - 5	11
Youth Violence Reduction Partnership (YVRP)	11-12
Supervision Division II	13
ARD Program (Accelerated Rehabilitation Disposition)	13-14
Mental Health Unit	14-15
Sex Offenders Unit	15
Forensic Intensive Recovery Unit (FIR)	15
Alcohol Highway Safety Unit (AHSD)	15-16
Northeast and Northwest Units	16
Supervision Division III	17
Central Regions 1 – 3	18
South Regions 1 – 2	18
Strategic Antiviolence Unit (SAV-U)	18
Special Initiatives	19
WRISS (Weapon Related Injury Surveillance System)	19
Research Department	19
Prob-Start	20
Philadelphia Police Department Liaison	20
Anti-Violence/Gun Court	20
Domestic Violence	21
IP/FIR Treatment Coordination	21
Drug Detection Center	21
Supervision Division IV	22
Fraud Supervision	22
Presentence Investigation	22
Victim Services Unit	23
Court Mental Health Clinic	23
Intermediate Punishment Unit	24

	Monitored Supervision Unit	24
	Division IV Highlights for 2006	24
Division V (Operations)		25
	Intake Unit	25-26
	DNA Processing	26
	Out of State/Out of Town Unit	27-28
	Community Service Coordination Office	27
	GED Condition/Center for Literacy	28
	Financial Services	28
	Accounting Unit Statistics	28
	Prison Population Management	28-29
	Violations Unit	29
	Parole Unit	29-30
	Records Management Unit	30
	Records Management Statistics	30
Division VI		31
	Probation Case Management System	31
	Operations Manual	31
	Training and Staff Development	31
	Graduate Courses	32
	APPD Officer Safety Training Program	32
	2006 Training Hours Report	32
	2006 Training Expenses	32
2006 Philadelphia Adult Probation Parole Department Organizational Chart		33

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

The Philadelphia Adult Probation and Parole Department faced the year 2006 confronted with the challenges of an ever-increasing caseload and limited budgetary resources. The Department's response has been to remain committed to its mission statement while looking to community and academic partnerships to explore new methods of managing and delivering services to our offender population. Building on the advances in forging community alliances made in 2005, APPD continued to improve and expand on its anti-violence, re-entry and employment initiatives.

2006 Highlights

The Strategic Anti-Violence Unit (SAV-U)

In addition to the continuation and expansion of the Youth Violence Reduction Program (established in 2002) and the Gun Court supervision program (est. 2005), 2006 saw the development of APPD's newest anti-violence initiative, the Strategic Anti-Violence Unit (or SAV-U). This unit is the product of a partnership with criminologists and statisticians from the University of Pennsylvania (Penn), initially forged in 2005. Using probation and parole data going back to the 1960's, the Jerry Lee Center of Criminology at Penn developed a statistical model for predicting homicide or attempted homicide among our offender population. The SAV unit was developed using evidence-based strategies to supervise those offenders identified by the Penn model. The unit, consisting of five officers who will supervise no more than 15 offenders each, will begin a pilot demonstration phase in January 2007, and once operational issues and protocols are finalized, the department (in collaboration with Penn) will undertake an experimental evaluation of the SAV unit. If the predictive model, in concert with the SAV supervision strategy, is found to reduce homicide among our offender population, the department will expand the program.

Mayor's Taskforce on Domestic Violence

In 2006, APPD began participation in a federal grant from the US Department of Justice to encourage the arrest and prosecution of domestic violence. Under this grant, the APPD received the services of a domestic violence victim advocate from bilingual domestic violence program of Lutheran Settlement House in Philadelphia, PA. The advocate is located in the APPD offices, and facilitates complaints of domestic violence against offenders under APPD supervision. Additionally, she works with the domestic intervention officers to file victim complaints and assist in the violation hearings, supporting officers' work in assuring both victim safety and offender accountability.

Reentry Initiatives

The APPD and those we supervise continued to benefit from the 2005 Philadelphia Consensus Group for the Reentry of Ex-Offenders. The Mayor's Office for the Reentry of Ex-Offenders (M.O.R.E) transitioned from serving primarily as a planning body into a direct service entity, offering a set of reentry services to offenders at all stages of the criminal justice system, focusing on case management and job placement. APPD staff participated in numerous committees of

this Office, as well as utilized their job training and placement services through offender referrals.

In 2006, APPD also partnered with the Philadelphia Prison System and Public Defenders Association to plan and implement a pre- and post-release planning team. The goal of this effort is to have every prisoner who is about to be released evaluated for risk and needs prior to their release. It is the intention of APPD to ultimately have every parolee assigned an officer prior to their release, and to ensure that the parolee is informed of the name and phone number of his or her parole officer prior to his or her release. This process has only just begun. Further plans for 2007 include bringing into the fold the APPD Research and Planning Department to conduct an experimental evaluation of APPD reentry efforts.

Employment Initiatives

APPD recognizes the value in helping the offenders we supervise obtain and maintain employment. As such, APPD maintained a strong relationship with the Philadelphia Careerlink system throughout 2006. Careerlink is the State of Pennsylvania's system of one-stop services designed to help those who are either unemployed or underemployed find work. In 2006, a formal structure for direct referrals by probation officers for services was instituted between Careerlink and APPD. Additionally, all new cases with court-mandated conditions of finding and/or maintaining employment received in the mail an information packet about Careerlink and its services.

With the many fruitful partnerships and initiatives undertaken and expanded upon in 2006, we are confident that APPD is poised to be at the forefront of community supervision strategies and service delivery. While our agency has undergone many transformations in the last several years, we continue to embrace an evidence-based philosophy that will guide us into the challenging yet exciting future of community corrections.

PERSONNEL FUNCTIONS

As an ongoing process, the Office of the Chief Probation Officer continues to provide support to APPD and Administration.

Labor Relations

The Office of the Chief Probation Officer 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 the Chief Probation Officer 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 the Chief Probation Officer conducts all investigations 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 Chief Probation Officer for disposal of the matter.

◆◆◆
OFFICE OF FACILITIES AND GRANT MANAGEMENT
◆◆◆

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

- Facilities Management of 1401 Arch Street Philadelphia, PA 19102
 - Maintaining the fleet vehicles
 - Maintaining supplies and equipment
- Department of Public Welfare Criminal Record Checks
- Supervision of part-time clerical employees
- Monitoring and Maintenance of all Federal, State and Local Grants

Facilities Management

APPD strives for a safe, clean and pleasant work environment for its entire staff. In 2006 there were no significant structural changes to the building. As an ongoing process, Facilities Management provides standard building support functions, including but not limited to:

- Processing complaints and/or requests for repair and maintenance services
- Telephone services regarding number changes and calls for service
- Ongoing messenger service
- Inventory control of supplies and equipment
- Maintenance of fleet vehicles
- Maintenance of service contracts
- Supervision of part-time clerical staff

Department of Public Welfare Criminal Record Checks

This is an ongoing process in which the Department of Public Welfare requests criminal record and financial obligation checks on offenders who are applying for public assistance. There is an average of 75 requests per day. These requests are individually screened. This process is currently being revamped in order to facilitate the use of the new computer systems brought online by APPD in the past year.

Supervision of Part-Time Employees

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

Maintenance of Federal, State and Local Grants

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

**Probation & Parole Professional Staff
Salary Budget for FY '07
July 1, 2006 to June 30, 2007**

<i>Program</i>	<i>Staff Positions</i>	<i>City</i>	<i>State</i>	<i>Federal</i>	<i>Total</i>
Grant In Aid	272	7,059,073	4,640,108	0	11,699,181
Match	84	2,317,100	0	0	2,317,100
Restrictive I.P	10	0	607,717	0	607,717
Victims	4	0	150,500	0	150,500
Welfare	9	0	411,118	0	411,118
Insurance	1	0	47,657	0	47,657
Unemployment	2	0	95,514	0	95,514
Blueprint III	22	0	983,031	469,970	1,453,001
SAV-U	4	250,000	0	0	250,000
Gun Court	12	0	700,000	0	700,000
Supervision Fee	6	202,300	0	0	202,300
					0
Total	426	9,828,473	7,635,645	469,970	17,934,088

DEPARTMENT EXPENDITURES 2006

<i>Personnel</i>	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Total
General Fund	3,270,475	4,093,495	3,281,141	4,087,519	14,732,630
Supervision Fee	93,609	58,569	69,627	93,006	314,811
Grants	618,118	599,216	262,433	422,937	1,902,704
Other	0	0	0	0	0
Total	3,982,282	4,751,280	3,613,201	4,603,462	16,950,145

<i>Supplies/Operating</i>	1st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Total
General Fund	150,264	150,800	171,161	145,141	617,366
Supervision Fee	830,306	174,124	256,379	506,330	1,767,139
Grant	3,550	272,344	5,086	95,671	376,651
Other	0	0	0	0	0
Total	984,120	597,268	432,626	747,142	2,761,156

TOTAL: \$19,711,301

PHILADELPHIA ADULT PROBATION/PAROLE DEPARTMENT
MONTHLY CASELOAD STATISTICS - BY DISTRICT
DECEMBER 2006

DISTRICTS	CASES	PEOPLE	# PO'S	AVG. PEOPLE	AVG. CASES
East 1	2,074	1,424	8	259	178
East 2	643	439	9	71	49
East 3	1,533	1,012	8	192	127
East 4	1,726	1,210	6	288	202
East 5	1,577	1,033	7	225	148
West 1	2,470	1,713	10	247	171
West 2	1,989	1,411	8	249	176
West 3	2,025	1,395	7	289	199
West 4	437	295	7	62	42
West 5	851	591	9	95	66
TOTAL DIVISION I	15,325	10,523	79	194	133
A.R.D.	2,730	2,680	7	390	383
Alcohol Highway Safety - PIP	2,915	2,246	8	364	281
Mental Health	1,798	1,151	7	257	164
Sex Offenders	1,028	837	5	206	167
Northeast 1	1,834	1,326	7	262	189
Northeast 3	1,814	1,160	7	259	166
Northeast 4	1,487	1,003	8	186	125
FIR	1,552	954	6	259	159
Northwest 1	1,893	1,387	7	270	198
Northwest 2	1,418	1,015	8	177	127
Northwest 3	1,544	1,121	7	221	160
Northwest 4	1,815	1,335	8	227	167
TOTAL DIVISION II	21,828	16,215	85	257	191
Central 1	1,715	1,265	7	245	181
Central 2	1,792	1,180	8	224	148
Central 3	353	249	8	44	31
South 1	2,026	1,360	6	338	227
South 2	1,438	1,013	7	205	145
SAV	20	16	3	7	5
Research	0	0	1	0	0
IP Coordinator	0	0	1	0	0
TOTAL DIVISION III	7,344	5,083	39	188	130
Fraud	6,025	5,678	11	548	516
Intermediate Punishment	1,873	1,019	8	234	127
Monitored Supervision	554	373	7	79	53
Restitution	372	336	2	186	168
Presentence Investigation 1	0	0	9	0	0
Presentence Investigation 2	0	0	10	0	0
Victim's Impact	0	0	2	0	0
DIVISION IV	8,824	7,406	28	315	265
ACT 84 - State Institution	1,132	928	0	0	0
Wanted Cards	13,761	10,728	0	0	0
House Arrest Officers	0	0	2	0	0
Reentry	0	0	2	0	0
Out of State/Town	618	506	4	155	127
DIVISION V	618	506	4	155	127
PCMS	0	0	1	0	0
DIVISION VI	0	0	1	0	0

PHILADELPHIA ADULT PROBATION/PAROLE DEPARTMENT
MONTHLY AGGREGATE WORKLOAD REPORT
MONTH OF DECEMBER 2006

CATEGORIES	MONTHLY	YEAR TO DATE
PAPPD Cases Received	2,147	20,005
PAPPD Cases Expired	2,255	18,616
Total PAPPD Cases	60,257	
Average PAPPD Case Count:		
Division I	176	
Division II	220	
Division III	173	
Division IV	298	
Division V	142	
Division VI	0	
VOP's Requested/Scheduled	1,335	5,751
VOP's Continued/Disposed	1,409	24,616
Total P.O. Court Hours	1,987	20,975
Offender Contacts	53,610	513,550
Drug/Eye Screens Conducted	5,345	47,348
Arrests	N/A	#VALUE!
Convictions	N/A	N/A
Parole Petitions Submitted (Cases)	517	5,190
Mental Health Reports Completed	193	1,472
Presentence Reports Completed	247	1,840
Economic Sanctions Collections	N/A	\$5,680,574.16
Total Payments Processed	N/A	81,663

◆◆◆
SUPERVISION DIVISION I
◆◆◆

SUPERVISION DIVISION I, at the beginning of 2006, was composed of eleven (11) regional units charged with ensuring the compliance of offenders with the rules and regulations of probation and parole and court imposed conditions. These units provide appropriate supervision and services for offenders aimed at reducing criminal activity. These services are intended to aid offenders in meeting their basic needs and developing their potential skills, through collaboration with community agencies.

Division I units are housed on the twelfth (12th) and fourteenth (14th) floors of 1401 Arch Street. Eighty-eight (88) probation officers supervise over 12,600 offenders with 15,131 cases who live in the East, West, and South regions of Philadelphia. The average caseload size is 172 cases. There are five (5) East Units, four (4) West units and two (2) South units. Two (2) of the eleven (11) units, East 2 and West 5, contain eight (8) Youth Violence Reduction Partnership (YVRP) caseloads supervising those offenders between the ages of 18 and 24 identified as those most likely to kill or be killed, five (7) Gun Court/Antiviolence caseloads, and two (2) Domestic Violence caseloads. Additionally there are two (2) Courtesy Supervision caseloads supervising approximately five hundred and thirty-five (535) offenders who reside in Philadelphia but were convicted in another county within Pennsylvania.

In February 2006, YVRP supervision expanded into the 19th Police District. This required the formation of a new unit. The West 4 unit was formed and assigned to Division I with one supervisor, six (6) YVRP officers and one (1) Gun Court/Antiviolence officer. Caseloads were populated and relationships developed with the 19th Police District, Philadelphia Anti-drug Anti-violence Network (PAAN), and Concerned Parents for employment opportunities. In July, the South II unit moved from the 12th floor and was assigned to Division 3, allowing the East 5 Unit, with its' newly promoted supervisor, to move to the 12th floor and join the existing four (4) East Units. Subsequently, this move created space for the new West 4 unit to organize in closer proximity to their supervisor's office and other unit members. In October, the South I unit was assigned to Division 3 joining South I.

Supervision Division I closed 2006 consisting of ten (10) supervision units with responsibility for the supervision of 10,523 offenders with 15,325 cases. This includes the Youth Violence Reduction Partnership's eighteen (18) caseloads, two (2) Domestic Intervention caseloads, two (2) Courtesy Supervision caseloads and five (5) Gun Court/Anti-violence caseloads in East and West Philadelphia.

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

PERSONNEL:

As 2006 began, we had three (3) probation officer vacancies. But, new officer assignments saw the year close with only one (1) vacancy. Several units experienced the temporary loss of employees for months at a time.

CLERICAL SUPPORT:

This year we continue to utilize part time staff on each floor to help with the daily duties of the reception booth, helping with client flow and ordering supplies. We have part time staff on both floors. At the close of 2006, the twelfth and fourteenth floors have two full time employees and two part time clerical staff members.

EAST REGION:

We began the year with five East units comprised of five (5) supervisors and thirty-five (35) officers supervising offenders residing in the areas corresponding to the 24th, 25th, and 26th Police Districts. They are located on the 12th floor. The figures below represent unit information as of December 2006.

East 1 has one (1) supervisor and eight (8) probation officers. This includes one (1) officer assigned to the East and partial West Courtesy Supervision caseload. There are seven (7) regional caseloads. At the end of 2006, the unit is responsible for the supervision of 1424 offenders with 2074 cases. The caseloads average 178 people and 259 cases.

East 2 consists of one (1) supervisor and nine (9) probation officers. This is a YVRP unit and contains six (6) YVRP officers, two (2) Gun Court/ Antiviolence officers and one (1) Domestic Violence officer. The nine officers are responsible for the supervision of 439 offenders with 643 cases. The caseloads average 49 people and 71 cases of offenders most likely to kill or be killed.

East 3 currently contains one (1) supervisor and eight (8) probation officers. They have the responsibility for the supervision of 1012 offenders with 1533 cases. The caseload average is 127 people and 192 cases.

East 4 consists of one (1) supervisor, six (6) probation officers and one (1) newly hired, untrained officer. The unit is responsible for supervising seven caseloads including one (1) Low Risk caseload containing 287 offenders with 317 cases. Collectively, the unit supervises 1210 offenders with 1726 cases. The average caseload size is 202 offenders with 288 cases.

East 5 is primarily responsible for supervision in the 26th Police District (East Division). As 2006 ends, the unit consists of one (1) supervisor, and seven (7) probation officers. The unit supervises 1033 people and 1577 cases. The caseload average is 148 people and 225 cases.

WEST REGION:

We began the year with four West units comprised of four (4) supervisors and thirty-five (35) officers supervising offenders residing in the areas corresponding to the 12th, 16th, 18th and 19th Police Districts. We ended the year with five (5) supervisors and forty-four (44) probation officers. They are located on the 14th floor. The figures below represent unit information as of December 2006.

West 1 has one (1) supervisor and ten (10) probation officers. This includes one (1) officer supervising the Courtesy Supervision caseload containing 284 offenders with 372 cases. At the end of 2006, the unit is responsible for the supervision of 1713 offenders with 2470 cases. The caseloads average 171 people and 247 cases.

West 2 consists of one (1) supervisor, eight (8) probation officers and one (1) untrained officer. The eight officers are responsible for the supervision of 1411 offenders with 1989 cases. There is one Low-risk caseload with 306 offenders and 354 cases. The caseloads average 176 people and 249 cases.

West 3 currently contains one (1) supervisor, seven (7) probation officers and two (2) untrained officers. They have the responsibility for the supervision of 1395 offenders with 2025 cases. The caseload average is 199 people and 289 cases.

West 4, the newly formed 19th Police District YVRP Unit, contains one (1) supervisor and seven (7) probation officers. One of these officers is a Gun Court/Anti-violence officer while the other six (6) are YVRP officers. These officers are responsible for supervising 295 offenders with 437 cases. All offenders in this unit are considered to be high risk offenders. The average caseload size is 42 offenders with 62 cases.

West 5 consists of one (1) supervisor and nine (9) officers. There are six (6) Youth Violence Reduction Partnership caseloads, one (1) Domestic Violence caseload and two (2) Gun Court/Anti-violence caseloads. The Gun Court/Anti-violence caseloads were populated directly from Gun Court sentences and out of the high number of individuals needing special, intensive supervision, but either not residing in the YVRP areas or being too old for YVRP supervision. The unit supervises 591 people with 851 cases. The caseload average is 66 people with 95 cases.

YOUTH VIOLENCE REDUCTION PARTNERSHIP (YVRP):

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

During 2006 the eighteen (18) YVRP officers assigned to Division I were accompanied by the Police on night field visits which are referred to as targeted patrols. Contact requirements and supervision goals for this program are termed "Benchmarks". Benchmarks for each offender are four (4) targeted patrols, two (2) daytime field visits, two (2) office visits and two (2) collateral contacts during each month. Positive supports were utilized and are described as activities supporting a productive lifestyle which divert the offender from actions that would put them at risk to "kill or be killed".

In addition to the YVRP partnerships during 2006, Division I managers and officers were actively developing, maintaining and expanding other partnerships for the benefit of our offenders and to heighten community safety. The partnership with Magee Rehabilitation Center's Joe Davis was strengthened, and Mr. Davis meets regularly with our high risk offenders educating them on the effects of gun violence on the individual and the community. This presentation, "Think First", also satisfies the educational stipulation on the offender's sentence while providing substantial and relevant information regarding the effects of gun violence. In July, numerous APPD Staff members, 219 YVRP and Gun Court offenders, several state and local officials and representatives from other organizations involved with the reduction of violence within Philadelphia attended the presentation: "Beyond the Walls: The Road to Redemption". This presentation was coordinated and facilitated by the Division Director. In brief, "Beyond The Walls: The Road to Redemption" is produced by TOVA Artistic Projects for Social Change. The actors are primarily family members of victims of gun violence or the perpetrators of violence making the presentation relevant and credible to our offender population.

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

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



SUPERVISION DIVISION II



At year's end in 2006, Division II was comprised of five (5) specialized units of Accelerated Rehabilitation Disposition (ARD), Alcohol Highway Safety (AHSD), Forensic Intensive Recovery Unit (FIR), Mental Health Unit and Sex Offenders Unit, along with seven (7) regional units including three Northeast Units and 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; Domestic Violence, Gun Court/AntiViolence, ReEntry, Courtesy Supervision (other counties) and Low Risk.

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

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

Accelerated Rehabilitation Disposition (ARD)

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

The unit is comprised of one supervisor and seven probation officers supervising approximately 2700 people and cases at the close of 2006.

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

The Goals of the ARD Unit are:

To afford the criminal court judiciary the opportunity to channel its resources to those cases requiring adjudication through the adversary system.

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.

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.

To permit individuals to provide for himself/herself and family through employment.

To permit individuals to pay restitution to victims.

Mental Health Unit (MHU)

The unit is comprised of one supervisor and eight (8) probation officers, supervising approximately one-thousand one-hundred (1100) people with approximately one-thousand- eight-hundred (1800) cases.

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

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

The upcoming year will undoubtedly present more challenges through cases of even greater complexity and changes in mental health delivery systems. The unit will 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.

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

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

Established in 1985 with special funding from the State Department of Public Welfare and the State Board of Probation and Parole, a partnership was developed between APPD and the Philadelphia

Office of Mental Retardation (via a contract with Citizens Acting Together Can Help, Inc.) to service this offender population under the auspices of the Special Offender Project. In 2004, administration of the Mental Retardation component of the Special Offender Project was transferred from C.A.T.C.H., Inc. to Personlink, a program of the Philadelphia Health Management Corporation. APPD will always appreciate its long partnership with C.A.T.C.H., while looking forward to similar success in its new relationship.

Both partnerships stemmed from recognition that the deinstitutionalization of individuals with a diagnosis of mental retardation would ultimately bring them in contact with the criminal justice system as adults. Since these offenders tend to be at an intellectual and social disadvantage, APPD works to ensure that their rights are protected and that they have equal access to habilitative/rehabilitative services.

Sex Offenders Unit

The Sex Offenders Unit is comprised of one supervisor and seven probation officers supervising approximately eight hundred (800) offenders with approximately one-thousand (1000) cases.

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

Forensic Intensive Recovery Unit (FIR)

The FIR Unit was recreated late this year from the Northeast 2 unit. It is fully staffed, having one supervisor and eight (8) probation officers. The unit was responsible for the supervision of approximately one thousand (1000) offenders with approximately fifteen-hundred (1500) cases.

Each probation officer in the unit is responsible for maintaining contact with specific programs. They visit the programs and help to maintain the direct link between the courts and the treatment facilities.

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

Alcohol Highway Safety Unit (AHSD)

The Alcohol Highway Safety Unit moved from Division III to Division II this year, requiring a physical move from the eleventh floor to the eighth floor.

AHSD was fully staffed at the end of the year with one (1) supervisor and nine (9) officers supervising approximately twenty-two hundred people (2200), approximately twenty-nine hundred (2900) cases. One of the officers supervises cases for Philadelphia residents who were convicted in other jurisdictions. This unit carries the largest caseloads in the division, averaging three-hundred (300) cases per officer. The unit also records the greatest number of office visits in the division, regularly accomplishing over 1000 office visits each month. The unit supervisor is serving on the DUI Treatment Court Planning Committee, joining with a group of Philadelphia criminal justice system leaders. This plan is scheduled to take shape and begin operation in early 2007.

Regional Unit Supervision in Division II

Northeast and Northwest Units

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

The three Northeast units are responsible for the supervision of approximately thirty –five hundred (3500) offenders with approximately fifty-one hundred cases (5100). There are three unit supervisors and twenty- four officers in this area.

The four Northwest units, comprised of four supervisors and thirty-two officers are responsible for the supervision of approximately four-thousand-nine-hundred (4900) offenders with approximately six-thousand-seven hundred cases (6700)

The **Domestic Violence** 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** 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.

Two **Gun Court/Anti-Violence** caseloads within each region, with its targeted police patrols, were added to the region's areas of specialization last year. Through this police/probation partnership and our agency's commitment to the intensive supervision of Gun Court offenders, we hope to reduce the number of incidents of firearm violence within Philadelphia.

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

❖❖❖
SUPERVISION DIVISION III
❖❖❖

The Adult Probation and Parole Department and Division III continued to adapt to organizational changes during 2006. Following the retirement of its director, the former associate director of the division was promoted to replace her. A Probation Case Management System (MONITOR) was introduced in April of the year, and Division III shared with the rest of the department in accomplishing scheduled caseload tasks within a technology based system.

As of January 1, 2006, the division was staffed with one Director and two Associate Directors, who collaborated in directing three offender-specific units, Alcohol Highway Safety, Intermediate Punishment and Monitored Supervision, and one (1) Central Unit, all located on the 11th Floor of the APPD's 1401 Arch Street offices. The 10th floor section continued to encompass the Training Unit, Public Safety/Anti-Violence Initiatives, various Special Projects, Grants Management, Drug Detection strategies and IP/FIR Treatment Coordination.

Throughout the year the division continued to implement department changes. By the end of January, the Monitored Supervision (M.S.) Unit was fully functioning on the 4th floor, taking advantage of the proximity to Pretrial Services and the Monitor Room. Following M.S. to the fourth floor location was the Intermediate Punishment Unit, which has many sentences carrying the house arrest condition. Additionally, Central I Unit was transferred from Division II into this division, and a new Central III Anti-Violence Unit was created.

By the end of April, Division III consisted of two supervision units, Intermediate Punishment and Monitored Supervision, functioning on the 4th floor and four supervision units, Alcohol Highway Safety Unit and Central I, II, III functioning on the 11th floor.

July brought further changes to Division III with the transfer of the Alcohol Highway Safety Unit (AHS) to Division II. South II Unit was transferred to Division III from Division I, and this unit was in place by mid-July on the 11th floor space just vacated by AHS. The two South II AV/Gun Court officers, who had been located on the 11th floor along with Central region's AV/Gun Court P.O.s, now shared common space with their own unit.

By October 2006, Division III supervision efforts comprised five (5) regional units; Central I, II, III and South I and II. All units occupy 11th floor space, except for South I which remains located on the 12th floor space of Division I.

The final 2006 division structural change was the creation of the Strategic Anti-Violence Unit (SAV-U) in December. This five (5) officer unit is an evidence-based partnership with the University of Pennsylvania, and has a focus on reducing the violence committed and suffered by a population statistically predicted to be at greatest risk.

A major component of the newly configured Division III was the ever increasing Anti-Violence Initiatives. Looking back two years, Division III was just beginning to develop efforts focused on violence reduction. By the end of 2005, the anti-violence effort was no longer a special project, but had grown into a full scale department operation to address the escalating violence in the city. The Division remained involved in most of the APPD's cooperative relationships with Philadelphia and

surrounding county police departments and with state and federal law enforcement agencies. The Research Initiatives and the Special Projects remain in Division III as does the IP Treatment Coordinator position, the Drug Detection Center and the clerical tasks of Welfare Act 20.

In exchange for these new responsibilities, Division III has lost Intermediate Punishment and Monitored Supervision Units to Division IV and the Training Unit and the APPD Annual Report.

As with APPD's other supervision divisions, Division III's regional units also encompass special initiative caseloads of Youth Violence Reduction Partnership caseloads, Anti-Violence/Gun Court caseloads, and Domestic Intervention as well as treatment oriented, Forensic Intensive Recovery (FIR) cases. By December of 2006, six (6) supervisors managed the division's units, to which a total of 47 probation officers (a single caseload was vacant at year's end) were assigned. Full and part-time receptionists and clerical staff support the work of the supervision units, facilitate the office visit procedures, and contribute to the process of data collection.

REGIONAL UNITS:

Central I: The unit has one (1) supervisor and eight (8) probation officers. They are responsible for the supervision of seven (7) caseloads comprised of 22nd Police District residents and one (1) courtesy caseload of non-Philadelphia county cases. The Central Unit was the first to send its officers to weekly Pre-Compstat meetings, where the Center City District and the District Attorney's Office are frequently represented. This process has expanded the unit's resources and promoted an awareness of various agencies and how we can work together. The unit's work with the police is being emulated by the rest of the division as we increase our participation in Pre-Compstat meetings. The year end Central I caseload was 1715 cases (1265 offenders).

Central II: The unit has one (1) supervisor and is fully staffed on its regional caseloads with eight (8) officers supervising offenders who live in the 6th, 9th and 23rd Philadelphia Police Districts. The unit supervisor joins the crime meeting discussion each week at the 9th District's Central Division, sharing information with our police partners and following up on police information on offenders being supervised by APPD. The year end Central II caseload was 1972 cases (1180 offenders).

Central III: 2006 saw the expansion of the much publicized Youth Violence Reduction Partnership (YVRP) into the 22nd Police District. The unit is staffed with one (1) supervisor and eight (8) probation officers. Two (2) officers carry Gun Court/Antiviolence caseloads, with the remaining six (6) P.O.s handling offenders under the age of twenty-five (25) deemed to be at great risk 'of killing or being killed' by violence. The year end Central III caseload was 352 cases (249 offenders).

South I Unit: The unit contains one (1) supervisor and eight (8) regional officers. There was one vacancy within the unit, the sole unassigned caseload in Division III. The unit's year end caseload totaled 2026 cases (1360 offenders).

South II Unit: The unit has one (1) supervisor and nine (9) officers. Six (6) officers handle regional supervision caseloads. Also within S2 are two (2) Gun Court/Antiviolence officers and a Domestic Intervention Officer. The unit carried 1438 cases (1030 offenders).

Strategic Antiviolence Unit (SAV-U): Three veteran officers and two newly hired officers were assigned to this research pilot supervision initiative. Supervision and social service delivery protocols are under development. The year end caseload totaled 20 cases (16 offenders).

SPECIAL INITIATIVES

A separate section of Division III supports the Office of the Chief Probation Officer, providing training and education in both practical and theoretical perspectives in the world of criminal justice, law enforcement, case management and social services. Expanding the vision and depth of probation and parole work has been characteristic of Philadelphia Adult Probation and Parole Department, and this is reflected in the department's interrelated projects and special initiatives that take place every day in the workplace, in the prisons and in the community.

Weapon Related Injury Surveillance System (WRISS)

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

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

Research Department:

The research department expanded in 2006 with the hiring of a full-time research associate over the summer. This has greatly increased the capacity of the research department to provide analytic services to the APPD. Two major reports were completed in 2006: the evaluation of gun court and the 2002-2006 summary of the Weapons Related Injury Surveillance System (WRISS) data.

Work in the early part of 2006 focused on preparing the WRISS data for analysis. This involved extensive cleaning and restructuring as the data had many errors and inconsistencies. Now that the research department has assumed responsibility for the maintenance of the WRISS database, problems with integrity should be minimized.

The research department acquired two new software packages in 2006, both thanks to our partnership with the University of Pennsylvania. SPSS is a statistical package that allows for the manipulation and analysis of data. Arc GIS is mapping software which enables us to create maps as well as perform geographic analysis of data.

In 2006, the research department acquired access to the data tables that support Monitor and CPCMS. This access allows us to pull our own data for analysis, reducing our dependence on the FJD MIS staff. As we become more proficient in access these tables, our dependence will continue to shrink.

The research department plays a central role in our partnership with the Jerry Lee Center of Criminology at the University of Pennsylvania by acting as a liaison between the probation department and the University. The research staff translates the language of academia for the practitioner audience of the APPD and vice-versa. The research staff also helps the University to acquire and understand the data sets that are required to support this joint effort. The majority of the year was spent on producing empirically based risk models to identify offenders who are at high risk for committing murder or attempted murder. Work also began on the creation of a low risk model.

In addition, the research department fielded various requests from APPD administrators and staff for data or assistance with the writing of reports and grants. We also responded to requests for maps.

Prob-Start

An example of the department's innovative approaches is the development of a research relationship with the Jerry Lee Center of Criminology of the University of Pennsylvania. Early in 2005 conversations were initiated to explore how academic research could help to identify best practices for maximizing services to the Court, protection of the community, opportunities for offenders and assistance to victims. Among the Prob-stat initiatives are: the calculation of recidivism rates, mapping of offender populations, validation of risk assessment tools and evaluation of specific program components.

Based on the department's involvement and familiarity with Philadelphia Police Department's Compstat analysis, the term "Prob-stat" was coined to capture how research and data analysis might contribute to our work. By year end, an agreement was reached to develop a research agenda. The mission statement of Prob-stat, a weekly data analysis and evidence-based management strategy, is to unite community supervision agencies and academic criminology in a data-driven partnership to prevent crime, especially serious violence, committed by and against offenders under court supervision in the community. This is accomplished by risk modeling, caseload analysis and the establishment of the SAV-U

Philadelphia Police Department Liaison

Division III management continues to serve as the APPD liaison with the Philadelphia Police Department, overseeing attendance at Compstat meetings and assuring APPD representation at all six 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.

Anti-Violence/Gun Court

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

Domestic Violence

The department continues to be represented in various discussions on addressing issues of domestic violence, with several Division III members serving on the Mayor's Taskforce on Domestic Violence. A multi-agency grant provides funding to increase the effectiveness of law enforcement in the area of domestic violence. APPD is a participant in this grant, and we will eventually receive access to electronic monitors for use with repeat domestic violence offenders, and the assignment of a staff person to our department from one of the domestic violence victim agencies to facilitate an enhanced response by APPD to victims of domestic violence.

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

IP/FIR Treatment Coordination

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

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

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



SUPERVISION DIVISION IV



Division IV consists of six specialized units of Fraud, two (2) Presentence Investigation Units, Victim Services, Intermediate Punishment and Monitored Supervision. The division is also responsible for the collection of monies from offenders stipulated to Restitution Only cases, and it continued its work with the Court Mental Health Clinic.

Fraud Supervision

The Fraud Unit continues to supervise Welfare Fraud, Insurance Fraud and Unemployment Compensation Fraud cases prosecuted by the District Attorneys' Office. Its main focus is the collection of Court ordered monies. All probationers are placed on minimum supervision. They are required to call their officer monthly and to make monthly restitution payments. This supervision level is modified if a probationer is not complying with the Court ordered monthly payments or not contacting his/her probation officer as required.

During this year, as in the previous year, there were personnel changes. Four (4) new officers joined the Government Fraud Unit as well as a new supervisor. Audits continue to be conducted on all of the caseloads. Many cases that were past the natural expiration date were brought to Court to get an active, current probation, or the Subject was contacted and monies were paid in full. Total number of cases under supervision has reduced slightly to approximately 5700.

Future Plans

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

Presentence Investigation

The Presentence Division contributes to the Philadelphia Adult Probation/Parole Department in meeting its mission statement by providing information to assist in the judicial decision making process. In 2006 the Presentence Division satisfied 2474 requests for investigations. This represents a 4% decrease in requests from 2005. As a result, we did not have to allocate additional staff.

Presentence reports are prepared by the Division's 20 investigators. These reports carefully assess for the Court the character of the offender and the nature of the offense. In addition, a criminal history is compiled and a sentencing guideline prior record score is calculated. Together, the presentence reports, criminal histories and prior record score serve as tools to aid the judiciary in imposing a sentence in the best interest of the community, the victim and the offender.

Victim Services Unit

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

During 2006 the Unit received 339 cases; 148 homicides and 191 sexual offenses. A total of 566 Victim Impact Statements were given to the judges prior to sentencing. The staff also received 696 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 Victim Services probation officers act as liaisons within this network and serve as brokers for all victims of crime in the First Judicial District of Pennsylvania.

Court Mental Health Clinic

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

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

MENTAL HEALTH COURT ORDERS			
	2004	2005	2006
January	207	218	159
February	183	171	148
March	217	217	210
April	200	211	169
May	181	190	151
June	244	212	196
July	221	176	142
August	134	155	174
September	205	185	175
October	200	200	214
November	199	161	238
December	208	136	207
TOTAL	2392	2232	2183

All Court Mental Health staff completed state standard training requirements in 2006.

Intermediate Punishment Unit consists of one (1) supervisor and eight (8) officers who intensively supervise offenders who are selected by the Public Defender and District Attorney for possible inclusion in the IP Program. Offenders who are found legally appropriate are referred for clinical evaluations to determine need for treatment. A recommendation is presented at trial, and offenders may choose to present their guilty plea and receive a sentence to Intermediate Punishment according to the appropriate level of care. Some offenders who are sentenced to outpatient treatment or to house arrest alone, with no need of substance abuse treatment, are installed on electronic monitoring equipment. The Unit has the goal of helping the offender through the recovery process while trying to deter the individual from further criminal activity. Of the 556 people sentenced to Intermediate Punishment during 2006, approximately 96% were found to be in need of Substance Abuse treatment. The number of offenders requiring inpatient treatment was 209; 330 offenders were sentenced to Intensive outpatient treatment; and 17 were sentenced to House Arrest only (no treatment necessary).

Monitored Supervision Unit is an intensive supervision unit which provides a highly structured alternative to incarceration, with focus on the pro-active supervision of offenders, utilizing referrals to alcohol, drug, employment and mental health treatment centers. The Unit includes two (2) officers who are responsible for prison interviews of offenders who are released to the several Intermediate Punishment situations and to Monitored Supervision on house arrest, and who then arrange for a home investigation prior to release and installation on electronic monitoring equipment. The Unit is staffed with seven (7) officers who actively supervise offenders who are sentenced to house arrest, with one (1) of the officers also providing courtesy supervision of the house arrest component for offenders being supervised in APPD's Mental Health and Sex Offenders Units, on Anti-Violence/Gun Court caseloads and on various other caseloads throughout the department. The responsibility for interviewing and enrolling offenders into Passive Voice Monitoring, and subsequently transferring the case to the region of residence unit, ended in 2006

Division IV Highlights for 2006

Field supervision probation officers continue to be rotated through PSI, learning how to conduct presentence reports. Through this policy we were able to replace five (5) senior investigators who retired this past year while maintaining the completeness and quality APPD expects from these reports. Since it is anticipated that a number of investigative positions may become available due to retirement in the next year, we will continue to identify APPD staff that have an aptitude for this line of work.

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.

Microfilming has become a concern as we have been unsuccessful in completing the copying of the 2006 reports. All investigators have been trained and certified in the use of sentencing guidelines software and JNET. Sentencing guidelines continue to be sent electronically to the judiciary over the JNET System.

❖❖❖
DIVISION V (OPERATIONS)
❖❖❖

The Operations Division has a myriad of responsibilities. It is responsible for scheduling Gagnon I and Gagnon II hearings, issuing and removing warrants, issuing and tracking parole petitions and initiating, transferring and terminating probation/parole cases. The division handles SSI warrant cases and information services, and is the liaison with the prison and all outside agencies. It functions as the foundation for all Supervision staff, along with many other duties that support the work of the department. Specifically, through the division's Intake Unit, all cases are initiated for the First Judicial District's pre-trial diversion matters and for all post-trial convictions with probation and/or bench paroles.

The Operations Division also includes the Out-of Town Unit and DNA Processing that became operational in February 2005. The Community Service Coordination Office and the GED Conditions/Center for Literacy, although located at 1401 Arch Street, are part of this Division.

The Intake Unit and Out-of Town Unit each function with a supervisor and staff. Whereas, DNA Processing is manned by combinations of staff from each unit.

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

Finally, in 2006 the Operations Division Director was transferred to a different division and the Operations Manager assumed the responsibility for Operations.

PROBATION INTAKE UNIT

STAFFING

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

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

Intake's Vital Statistics for 2006:

Total cases processed in 2006 show an overall decrease of 102. Furthermore, as a result of the **change from CCMS to Monitor at the close of business on 8/31/2006, face sheets are no longer generated, and court orders are sent to the Record Room at 1401 Arch Street.**

ARD cases are still being initiated and processed in the Record Room after the screening sheets are sent by Intake.

In 2006, FJD and Intake Operations continued to move into the electronic media with a Probation Case Management System (i.e. Monitor). On April 24, 2006, Monitor became operational and Intake began a new way of initiating cases. Likewise, the Adult Probation Department began a new way of supervising cases. The dual entry of work that occurred for Intake and other departments in the FJD ended with the close of business on August 31, 2006, when the utilization of our Criminal Case Management System (CCMS) ended and was replaced with Monitor, thereby placing everyone on one (1) unified system for the creation and supervision of new cases. Since the FJD was required to learn the new Criminal Case Management System (CPCMS) for the state, training was provided. Along with the new state systems came more requirements for the 325 process. Specifically, the State Board requested Pre-Sentence Investigators and PARS Reports, as well as arrest information and/or the Criminal Complaint Report from the Preliminary Record System for these cases. This required Intake to train more staff to facilitate the timely completion of its expanded work for the State Board.

In 2007, the FJD, Intake and our Supervision Divisions will have the task of integrating the aforementioned systems effectively into their daily operations. Our future utilization of the Statistical Tracking Analysis Reporting System (STARS) will complement Monitor and CPCMS. Moreover, the cross training of our staff will be occurring, due to retirements and staff reorganization.

TOTAL CASES FOR 2006			
Post Trial	ARD Cases sent to Records	State	Total
15,937	2,971	585	19,493
TOTAL CASES FOR 2005			
Post Trial	ARD	State	Total
15281	519	512	16,312
Total Cases Processed in 2005			16312
Total Cases Processed in 2006			19,493
Increase of			3,181

DNA PROCESSING

During the calendar year 2006, a total of 1126 individuals received DNA testing as they were placed on Probation.

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 requires finding solutions to problems related to eligibility for transfer.

We utilize an administratively supervised, step-down caseload for all Interstate Compact cases that have been accepted and are under full courtesy supervision by the state of residence, so that we can complete monthly assessments of 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 2006, the total of Interstate Compact cases numbered 358 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 260 cases are under supervision.

The Interstate Compact is still in its early stages 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.

All Intake and Out of Town Unit staff completed state standard training requirements in 2006. All clerical and support staff completed the required sixteen (16) hours. 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.

Community Service Coordination Office: The coordinator for all referrals for court ordered community service functions within the CJC Operations Division, although housed at 1401 Arch Street with Probation/Parole Services. 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. 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.

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 from other counties such as Camden County and from the FJD's Philadelphia Gun Court.

Gun Court started in 2005. Each case receives a court ordered condition to complete twenty community service hours. This court ordered condition provides a social component for Gun Court.

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

Financial Services

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

In September 2006, we migrated our collection process into the AOPC Common Pleas Case Management System. As a result, we are unable to give a detailed breakdown of money collected as in previous years. **However, total collections for the year were \$10,159,170.46 which surpassed the total collected in 2005.**

Type	2005 12 Months	# of Payments	2006 1/1 to 8/31	# of Payments	2006 9/1 to 12/31 CPCMS
Restitution	5,018,852.61	70990	3,467,749.92	43229	
Supervision Fees	1,034,871.78	24402	681,029.55	16452	
Fines & Costs	1,623,475.03	35923	1,125,336.15	21924	
3 rd Party Fines & Costs	0	0	0	0	
Act 27 Fines & Costs	758,74	30	386.08	14	
Act 84 Fines & Costs	583,689.96	51	405,142.15	13	
Act 85 & 86 F/C	1,544.61	51	930.31	31	
Totals	8,263,192.73	131,446	5,680,574.16	81663	4,478,596.00

Prison Population Management

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

The Prison Population Management function also includes insuring compliance with rules which govern detainees and violation hearings, and which affect the prison population. Under certain circumstances, detainees can be removed or “certified” by the Deputy Managing Director for Criminal Justice Prison Population Management. In 2006, 1425 detainees were certified.

APPD Prison Population Managers also effectuated the removal of 747 detainees for cause. Those detainees for which payment of fines were a condition of removal netted \$123,593.00.

This year, we sent requests to 3030 Judges directly in order to schedule violation hearings for offenders whose detainees may otherwise be certified.

Violations Unit

The Violations unit handles several aspects of Probation/Parole violations for all cases supervised by the department’s officers, including generating and tracking arrest warrants, scheduling and staffing detainer hearings and scheduling violation hearings. An Arrest Warrant is the legal instrument used to hold an offender who is in Violation of Probation/Parole. Offenders whose whereabouts are unknown and whose cooperation and contact with APPD cannot be restored are placed in “Wanted” status for having absconded from supervision. Such offenders are then listed in local and State databases as being wanted by APPD, and an arrest warrant is issued which will hold them in the event that they are apprehended. **In 2006, APPD filed 12,045 arrest warrants and removed 11,781 existing warrants.** The Violations Unit fields calls from agencies all over the United States regarding offenders who are apprehended by other jurisdictions.

A Violations Unit staff person represents APPD at all warrant hearings which are held at the Philadelphia Prisons. Warrants can also be sent to other jurisdictions to hold a wanted offender for transfer to a Philadelphia prison. The Violations Unit generates and tracks all detainees issued on cases supervised by APPD. **There were 9064 warrant 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.

WARRANT STATISTICS	
Warrants Filed 2006	12,045
Warrants Removed 2006	11,781

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). This year R.I.N. was rewritten to an updated version of the original computer program. The Public Defenders Office is also networked to RIN, and it uses RIN data to petition the Court for the parole of inmates which it represents. The Parole Unit processes those petitions.

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

In 2006, the Parole Unit issued 6934 petitions to the Judiciary and processed 6,415 corresponding parole orders. The unit also conducted 1,110 reviews of parole petitions to inpatient programs.

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 – 2006	
Cases Initiated by Records	8,729
Cases Processed	19,493
Courtesy/State Cases Reviewed	2,727
Cases Microfilmed	4,989



PROBATION CASE MANAGEMENT SYSTEM

APPD staff worked with the project vendor, Loryx Systems, Inc., on customization and conversion planning from the contract signing on August 23, 2005 until the software program, Monitor, went on line on April 23, 2006. The program has been up and running since that time. A detailed start-up plan was formulated. A system was designed for the reporting and remediation of program problems and supporting users. APPD has therefore realized a major upgrade in the management of case supervision data by moving from a manual system to a networked application. This is just the first phase in the ongoing improvement in this area. Using the program for the remainder of 2006 has provided a data bank which can serve as the basis of officer and agency evaluation and a true MIS system, managing with information.

OPERATIONS MANUAL

Monitor has completely changed the work practices which were heretofore standard operating procedure in APPD. Unlimited improvement has become possible because of the significant gain in functionality. As a corollary to the PCMS project, a new APPD Operations Manual must be written in order to catalogue the redesign of business rules necessitated and enabled by Monitor. Preliminary planning began in 2006 and substantive material is expected to be available in 2007. The plan is an incremental one, components of the manual being placed in service and trained on as they are completed.

TRAINING AND STAFF DEVELOPMENT

The Philadelphia Adult Probation-Parole Department continued to remain in compliance with the Pennsylvania Board of Parole and Probation training hours requirement for calendar year 2006. This was achieved through the offering of a variety of in-service and external courses, meetings, workshops, college courses, professional conferences and training institutes.

PROFESSIONAL CONFERENCES

Philadelphia APPD once again sponsored the attendance of employees to the American Probation Parole Association's Annual Training Institute. 10 Probation Officers and Supervisors attended the 31st Annual Training Institute in Chicago, Illinois. In addition to obtaining valuable information at the various workshops, the APPA training institute provided an opportunity for employees to network and participate in discussions regarding best practices in Probation and Parole, problem-solving on common supervision and career issues, and concerns for advancement of the Probation-Parole profession.

For the first time, 6 APPD managers participated in the Mid-Atlantic Association of Court Managers Annual Conference (MAACM), which was held in Lake Harmony, Pennsylvania during October, 2006. This conference provided a myriad of workshops geared towards skills enhancement,

supervision techniques, management issues and concerns and showcasing innovative programs in operation at particular courts.

GRADUATE COURSES

During calendar year 2006, approximately 15 Probation-Parole Officers matriculated in graduate level programs at universities throughout the Philadelphia area. Eleven (11) of these Officers participated in the Graduate Level Tuition Reimbursement program coordinated through the Pennsylvania Board of Probation and Parole. Under this program, Probation Officers are reimbursed for a portion of the tuition costs of qualifying courses when the Officer has earned a grade of “B” or higher. Additionally, 4 Probation Officers completed graduate course work, earning Masters Degrees in Criminal Justice and other related fields of study.

APPD OFFICER SAFETY TRAINING PROGRAM

The Philadelphia APPD’s extensive Officer Safety Training Program was implemented with the basic self-defense course “RAD”. RAD offers separate male (Resisting Aggression Defense) and female (Rape and Aggression Defense) training classes. At the beginning of the calendar year, 11 APPD Probation Officers received training and certification as RAD Instructors. Subsequently, 15 in-service classes were conducted for Probation-Parole Officers from the various supervision units. Additional RAD classes will be held in 2007 to provide this training to remaining supervision unit Officers. The RAD program will be integrated into the Probation-Parole Supervision Techniques-Training for New Probation Officers curriculum. The RAD classes generated a major portion of the training hours for calendar year 2006.

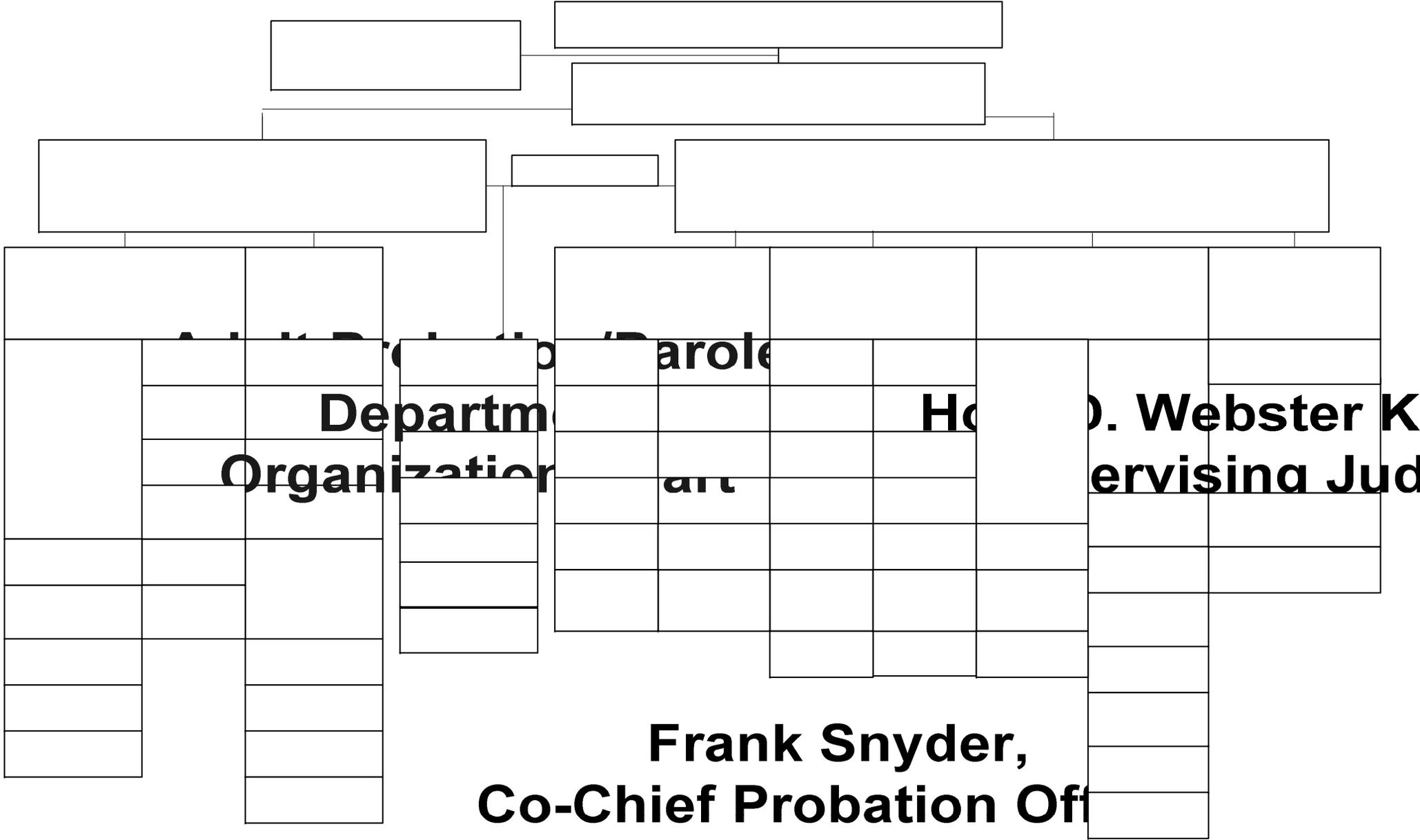
2006 TRAINING HOURS

APPD training hours for calendar year 2006 are elucidated as follows:

Total number of Training Courses for 2006:	In-Service Courses	686
	Outside Courses	187
	Total	873
Total hours by group:	Management	4,454
	Professional	20,659.30
	Support Staff	1,961.00
	Total	27,074.30

TRAINING EXPENSES

A total of **\$20,530.75** was spent on training during calendar year 2006. This expenditure included conference registrations, travel expenses, meals reimbursement, consultant fees, and course application fees.



Department of Corrections, Probation and Parole

Hon. Webster K. ... Supervising Judge

Frank Snyder,
Co-Chief Probation Officer

End of Annual Report 2006

Philadelphia Adult Probation and Parole Department