



**Court of
Common Pleas
of Lancaster
County**

**Adult
Probation &
Parole
Services**

**2013
Annual
Report**



Mission Statement

The mission of Adult Probation and Parole Services is to enforce the mandate of the Court of Common Pleas of Lancaster County by ensuring the legal accountability of those individuals under its supervision. This objective is accomplished through individualized direction, client centered goal coordination, the effective use of community-based resources and the swift and consistent administration of prescribed sanctions.

ESSENTIAL VALUES

We believe that protection of the community is paramount. We believe that each person is responsible for his or her own behavior and must be held accountable as a member of the community.

We believe that people in our charge can change for the better and that we can be instrumental in providing opportunities and resources to direct that change. We believe that everyone is entitled to be treated with dignity and respect.

OPERATIONAL GOALS

To provide the greatest likelihood of success for the individuals under our supervision, consistent with the safety of the community, through the use of restorative alternatives and corrective sanctions. To exercise the authority with which we have been entrusted with equality and discretion. To perpetually evaluate and adjust program services to best reflect our values and achieve our mission.

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Welcome Message from the Director

Welcome to the Lancaster County Adult Probation & Parole Services 2013 Annual Report! On behalf of the entire Collective Leadership Team, thank you for taking the time to read the enclosed report. The 2013 Annual Report is designed to provide feedback regarding the department's caseload supervision, personnel, and financial performance to our various stakeholders. As the enforcement arm of the Court of Common Pleas of Lancaster County, our stakeholders include the Court and County of Lancaster, Lancaster County criminal justice agencies, and the community. I believe you will find this report informative and helpful as it highlights the important work that is done on a daily basis in Adult Probation & Parole Services. To that end, the dedicated men and women working in this department routinely carry out our mission with the utmost professionalism and teamwork. And, they do so despite being continuously asked to do more with fewer resources. I truly am proud to be part of the Adult Probation & Parole Services team!

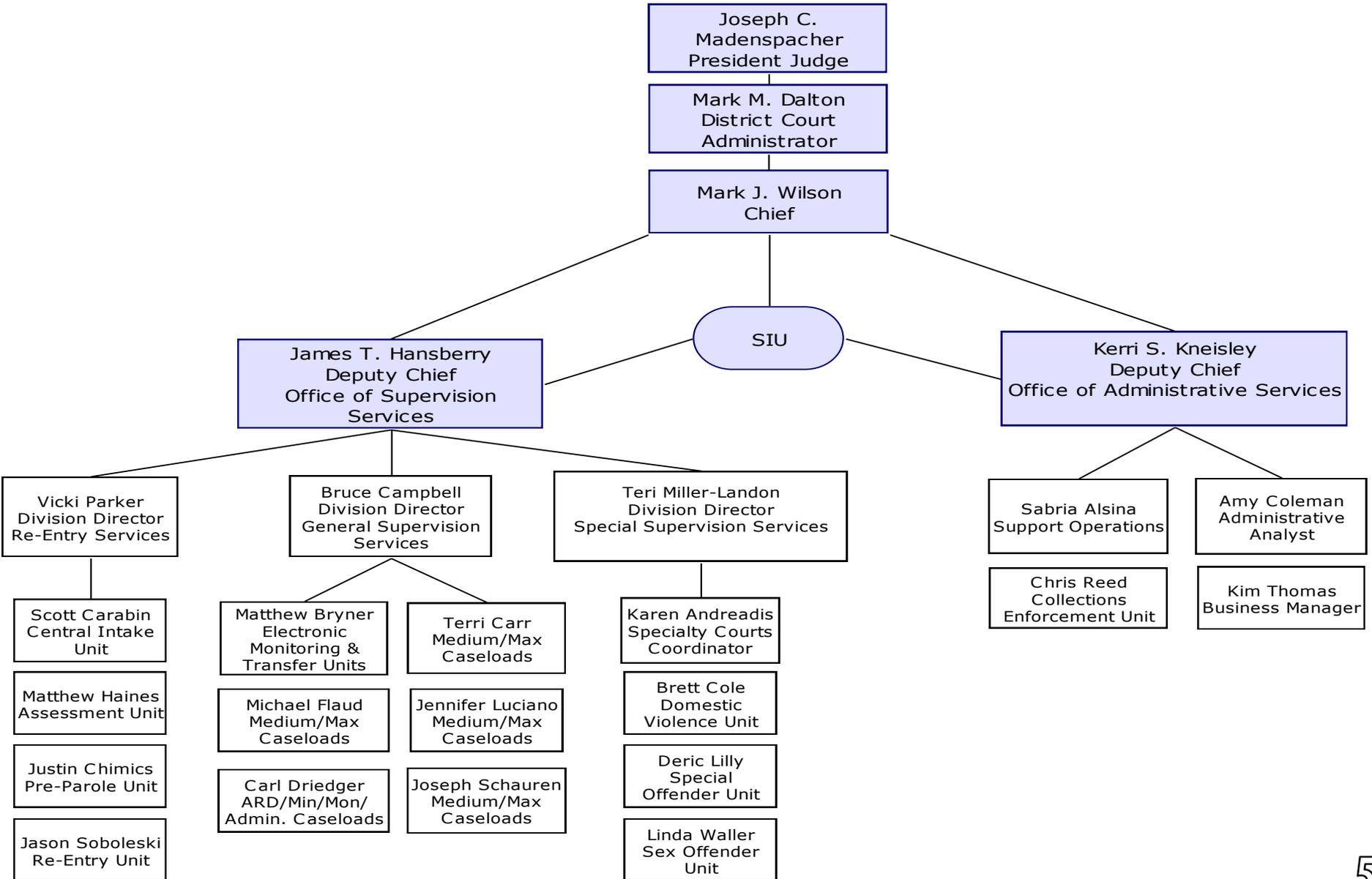
Our department exists to enforce the mandate of the Court and we believe that protection of the community is paramount. By definition, Pennsylvania probation & parole officers are in a supervisory relationship to their offenders. The purpose of this relationship is to assist the offenders in their rehabilitation and re-assimilation into the community and to protect the public. Inherent in this definition is the fact that probation & parole officers perform a dual role as they carry out the essential functions of their positions. This dual role requires that officers balance the enforcement of offenders' supervision with the human service needs of each offender. This is not an easy task given that our overall offender population continued to increase in 2013 and the year ended with close to 9,000 adults under active supervision.

2013 was highlighted with several department-wide accomplishments. First, the department's monthly newsletter, *The Navigator*, was replaced with Probation Matters. Probation Matters is a department website that is designed to provide employees with "one-stop shopping" for all things Adult Probation & Parole Services. Next, work continued toward the goal of replacing our current client case management system with a web-based system. Finally, tremendous efforts toward improving and expanding offender re-entry/reintegration were on-going. Along with department-specific accomplishments, a major county criminal justice system emphasis was on population reduction at Lancaster County Prison. A piece of the credit for the success of the prison population reduction initiative goes to all Adult Probation & Parole Services staff!

Finally, I want to thank the Honorable Joseph C. Madenspacher, President Judge and Mark M. Dalton, District Court Administrator for their continued support of Adult Probation & Parole Services. Special thanks to Amy Coleman, Administrative Analyst, for her work on this report!

Appreciatively,
Mark

Organizational Chart



Section I – Agency Review

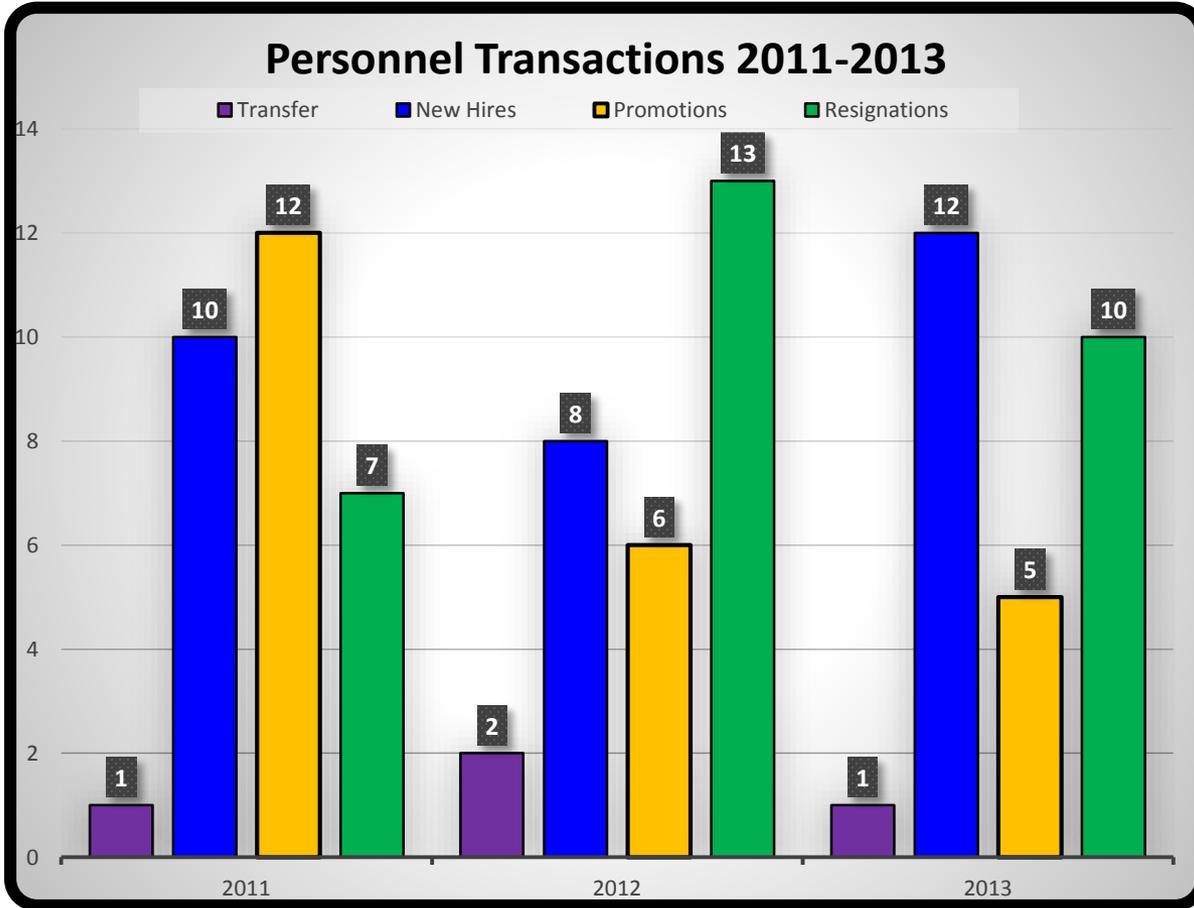
Staff Management

Position Description	
Chief	1
Deputy Chiefs	2
Division Directors	3
Supervisors	15
PO II	72
PO I	19
PO Aide	1
Support Staff	11
Intake Support Staff	6
Account Clerks	4
Admin Staff	3
Total	137



Section I – Agency Review

Staff Management



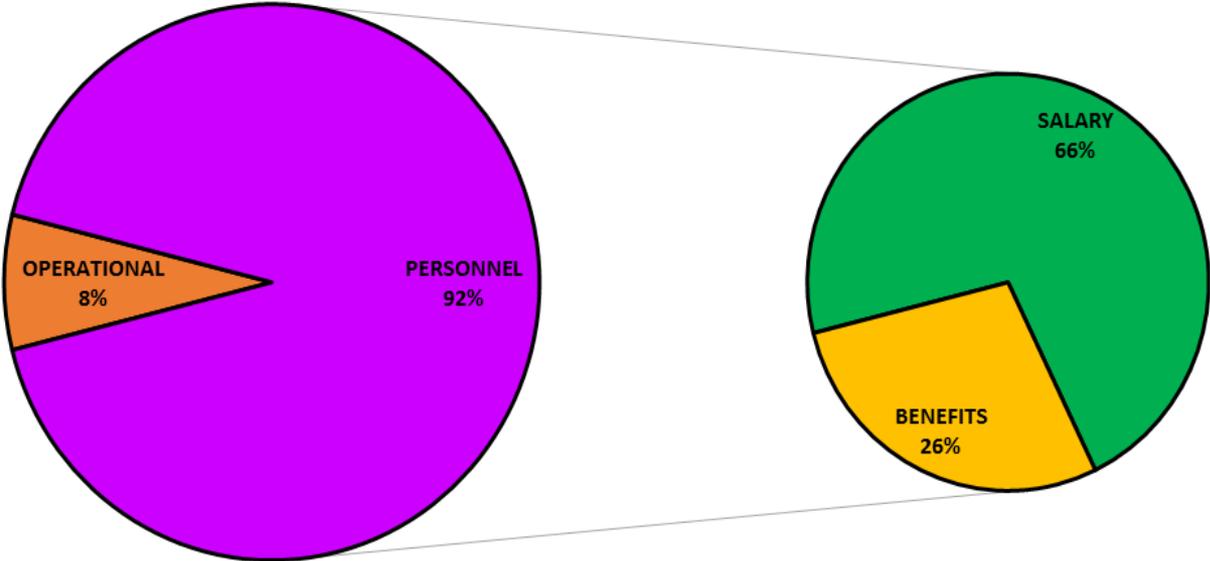
In 2013, there were 12 New Hires, 5 Promotions, 10 Resignations (includes retirements) and 1 Transfer.



Section I – Agency Review

Fiscal Management

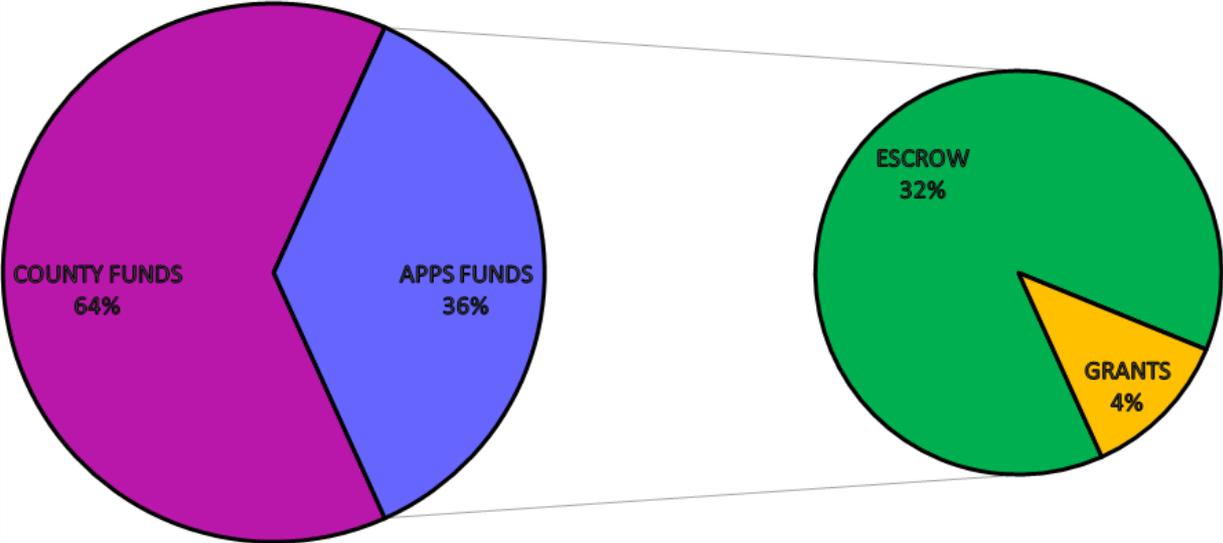
2013 AGENCY EXPENSES



Section I – Agency Review

Fiscal Management

2013 AGENCY FUNDING SOURCES





Section I – Agency Review

Training & Staff Development

In 2013, APPS staff logged a total of 8,425 hours which calculates to almost 351 24-hour days.

The training hours included:

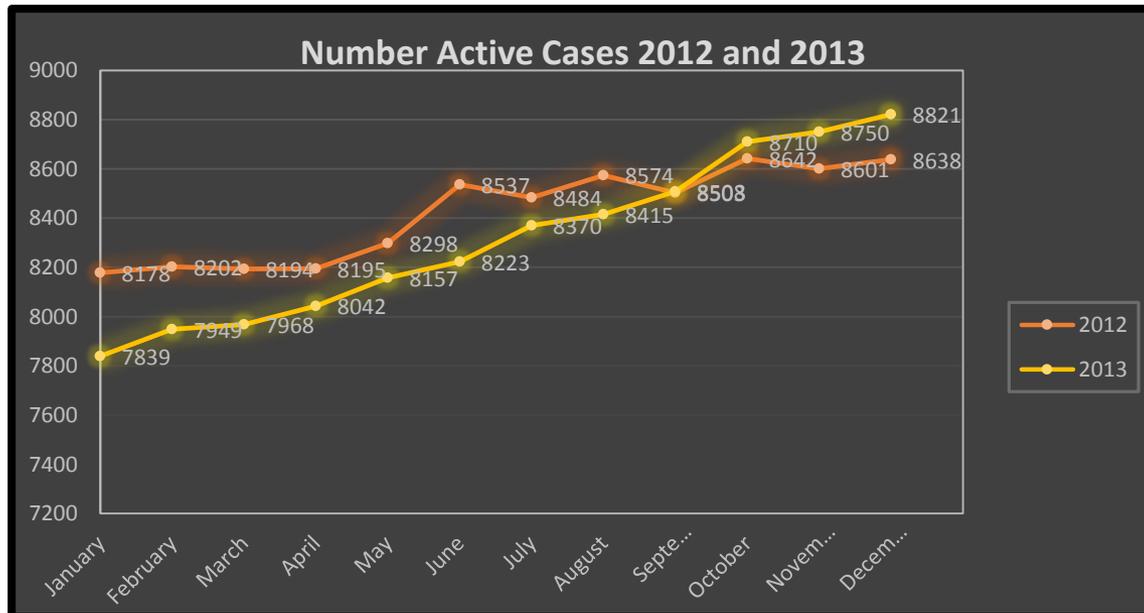
- All mandatory trainings for each staff position classification.
- Three Probation Officers who attended the Pennsylvania Board of Probation & Parole Board Basic Training Academy and the Mentor Trainer sessions.
- Special Intervention Unit mandatory trainings.

Section II – Client Population

As of December 31, 2013, APPS supervised 8,821 clients.

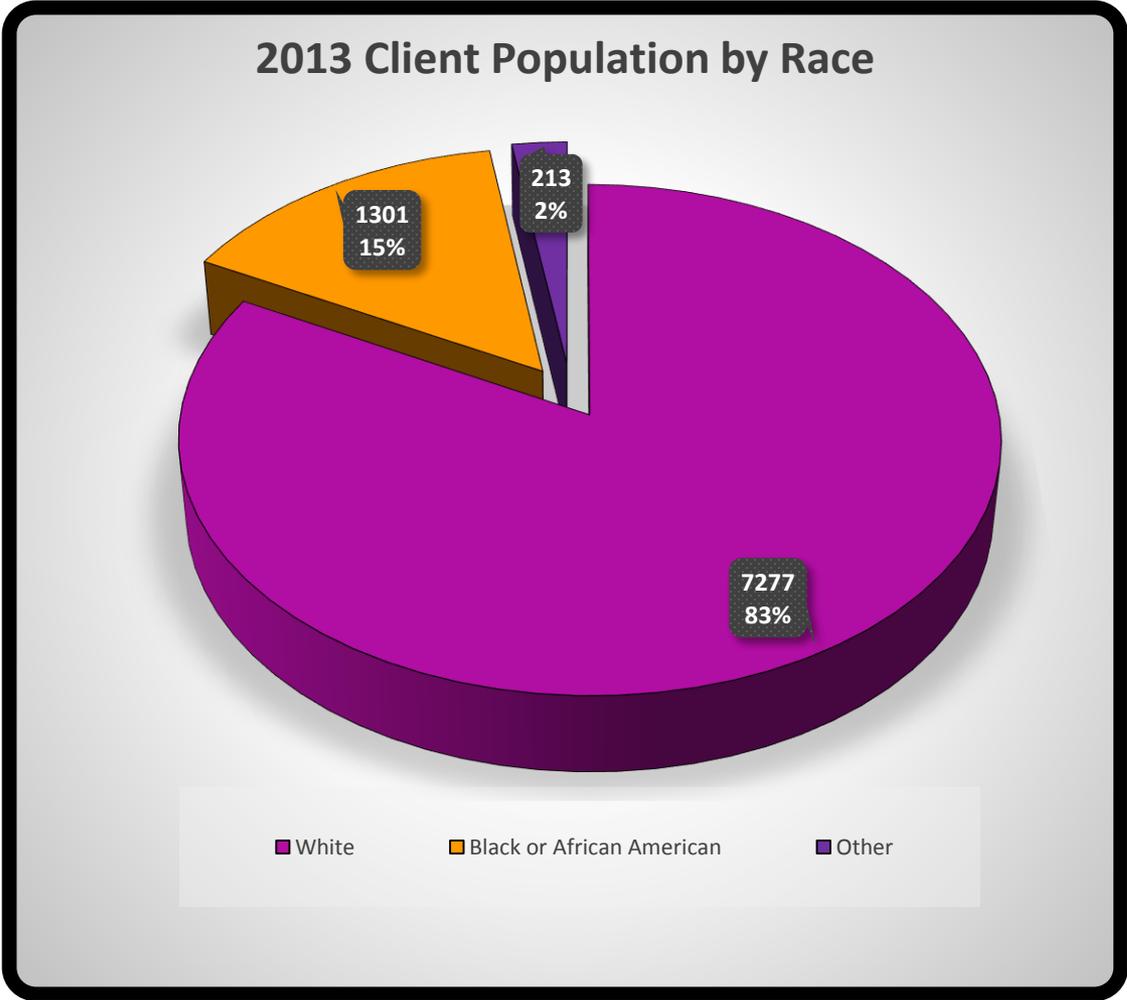
APPS defines recidivism as occurring when an offender under the supervision of APPS is returned to Court based on either the commission of a new criminal offense and/or a technical violation of the rules and regulations of supervision.

In 2013, APPS processed a total of 2,334 probation/parole violations. This represents a 26% recidivism rate.



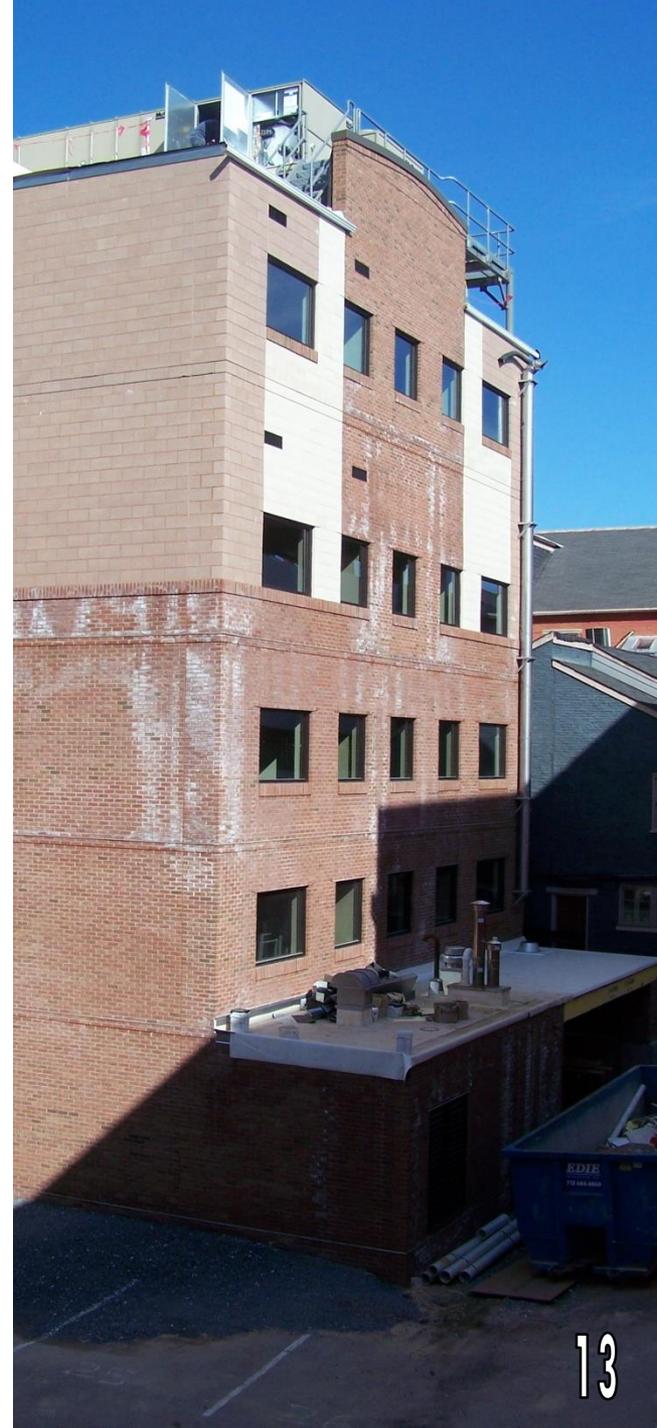
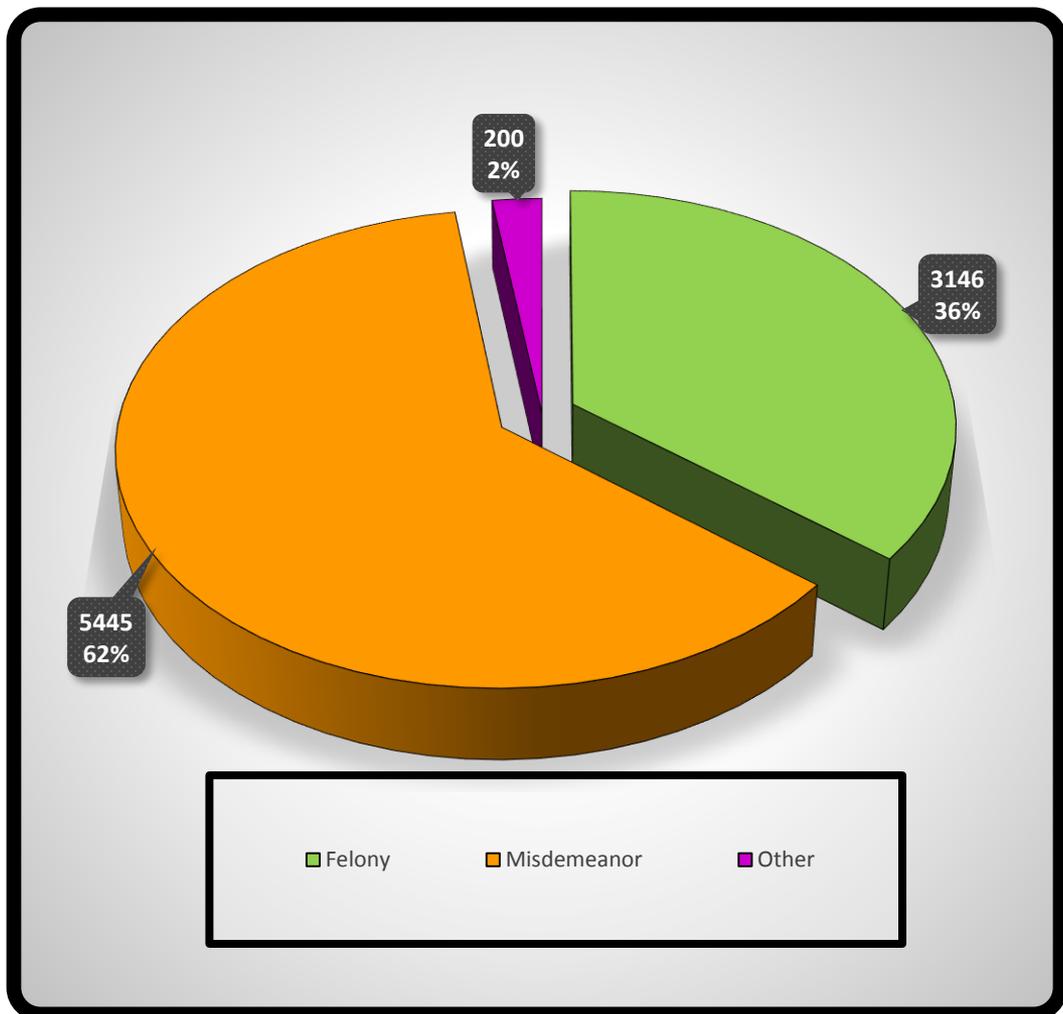
Section II – Client Population

	Male	Female	Total
White	5312	1965	7277
Black or African American	988	313	1301
Other	181	32	213



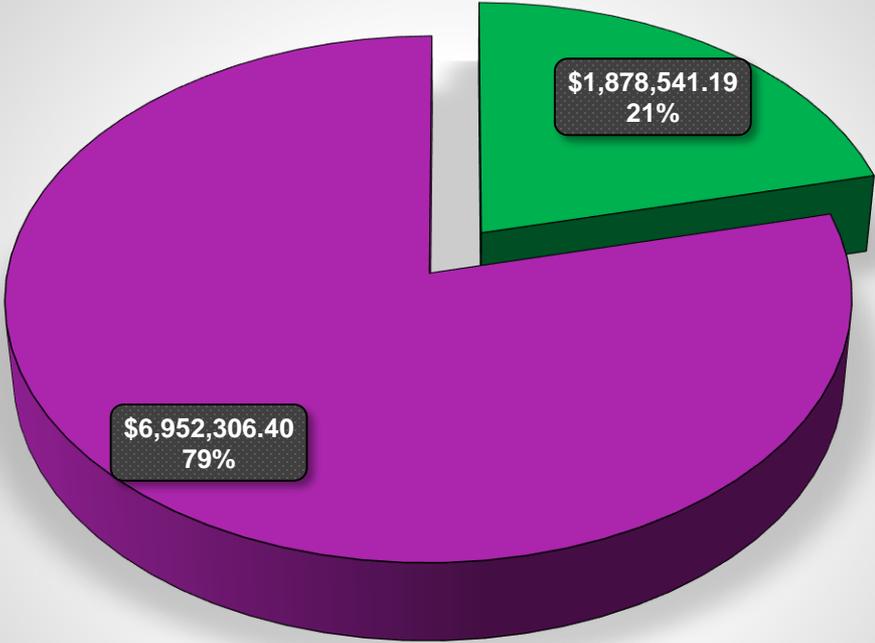
Section II – Client Population

	Male	Female	Total
Felony	2,356	790	3,146
Misdemeanor	3,981	1,464	5,445
Other	144	56	200



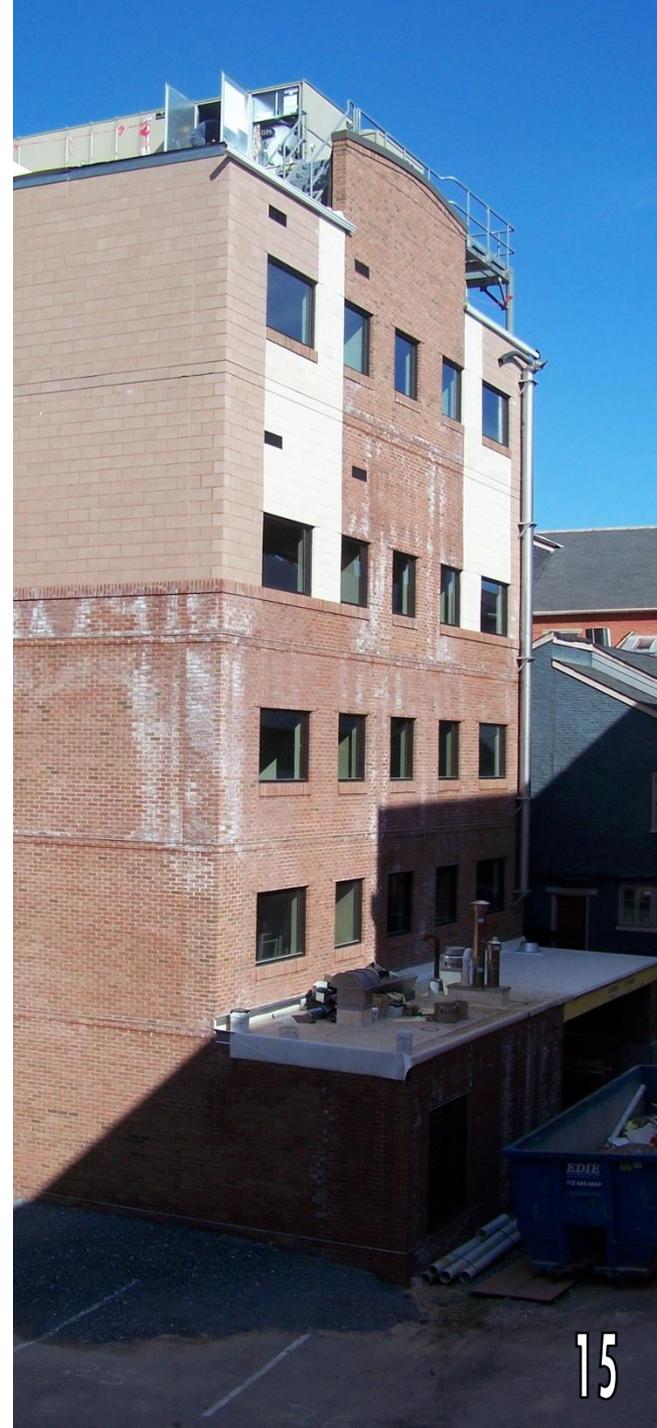
Section III - Workload & Outcomes:

Total 2013 Collections: \$8,830,847.59:
(Increased \$404,050.60 from 2012)



Section III - Workload & Outcomes

INVESTIGATION OR REPORT	Number Completed
Accelerated Rehabilitative Disposition (ARD)	1,081
Court Reporting Network (CRN) Evaluations	1,544
Intermediate Punishment Assessments	780
Pre-Parole Intakes	940
Parole w/Petitions	320
Pre-Sentence	320
Psychiatric/Psychological Evaluations *We do not perform the evaluations, however, we have a determination process for referring clients to have an evaluation.	45
Intakes	5513
DV Group Assessments	132
LSI-R Assessments	1,260
LSI-R Re-Assessments	1,208
MH/MR Case Assessments	172
Static 99/Abel Assessments	109
DNA Collection and Fingerprinting	235
Criminal History Record Information	1,562
TOTAL	15,221



Section III - Workload & Outcomes

Number of substance abuse tests that were administered in 2013: 8144

Number of substance abuse tests that were clean in 2013: 6963 (85% clean)

Number of offenders who were placed on Electronic Monitoring in 2013: 780

*This is an increase of 132 clients (+16%) from 2012.

Number of offenders who completed Electronic Monitoring in 2013: 733 (94% successful completions)

	Drug Court	Mental Health Court	Veterans Court
Referred	220	163	39
Graduates	7	0	4
Discharged	19	10	1

Section IV – EBP Implementation

Adopted in 2007 as the Adult Probation & Parole Services' business practice philosophy, Evidence Based Practices (formerly known as the "What Works" Model) for community corrections are those agency practices and offender interventions scientifically proven to be effective at reducing recidivism.

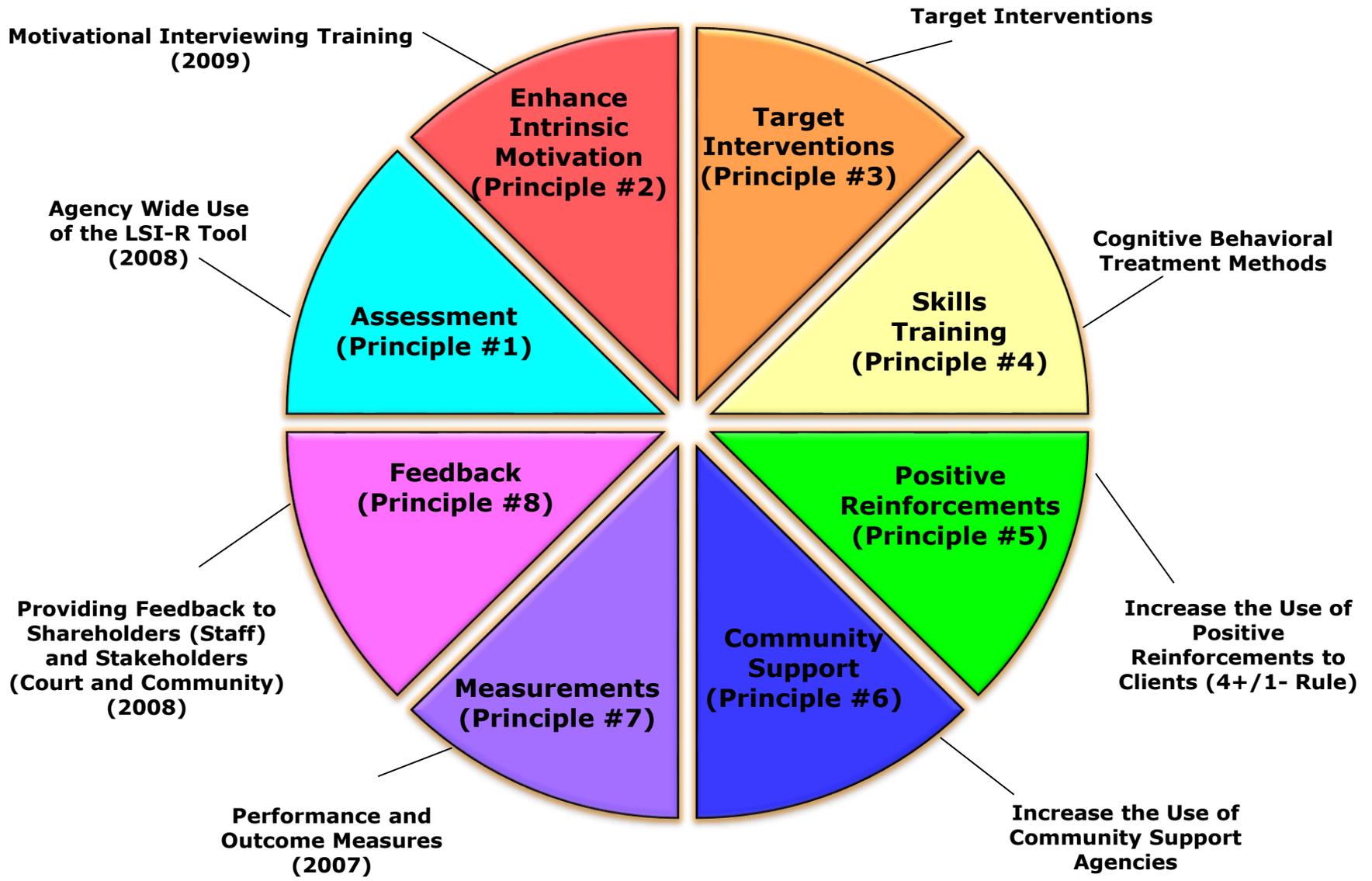
The successful agency wide implementation of EBP is a three to five year process. The chart on the next page represents the implementation of Evidence Based Practices by Adult Probation & Parole Services.

Evidence Based Practices includes the following eight principles as created by the National Institute of Corrections:

1. Actuarial risk/needs assessment.
2. Enhance offenders' intrinsic motivation.
3. Target interventions.
4. Skill train with directed practice.
5. Use positive reinforcements.
6. Engage ongoing support in natural communities.
7. Measure relevant processes and practices.
8. Provide measurement feedback.



Section IV – EBP Implementation

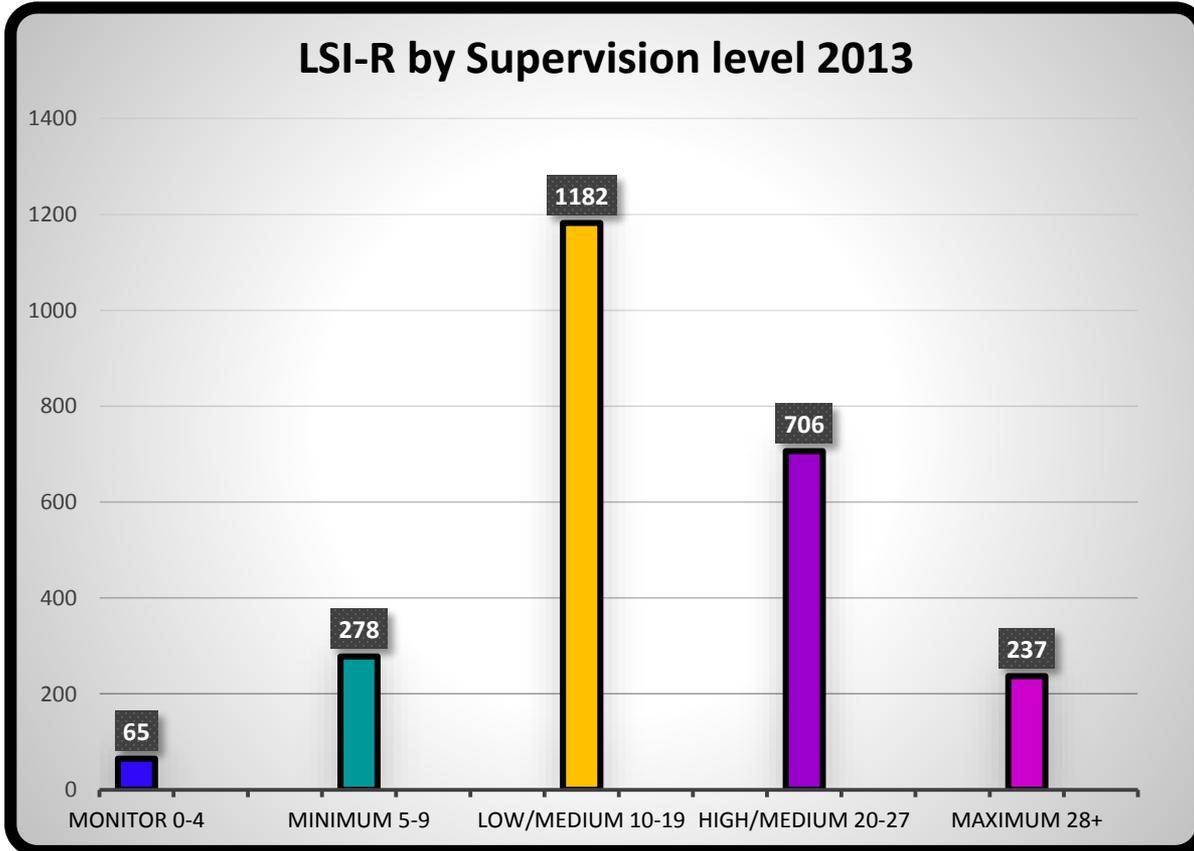


Section IV – EBP Implementation

Principle #1 – Assess Actuarial Risk/Needs

In 2013, APPS continues to use the Level of Service Inventory-Revised (LSI-R) as the risk/needs assessment tool.

In 2013, 1,260 LSI-R assessments and 1,172 re-assessments were completed.



A photograph of a multi-story brick building with large windows. The building is identified as the Lancaster County Office building by a sign at the bottom. The sign reads "LANCASTER COUNTY OFFICES".

Section IV – EBP Implementation

Principle #2 – Enhance Intrinsic Motivation

As of the end of 2013, 101 APPS employees were trained in Motivational Interviewing.

Principle #3 – Targeting Interventions

As APPS management received feedback on the LSI-R scores, the number of clients in each supervision level was formed. While not all APPS active clients have not had an LSI-R assessment completed, with the available information, management can move forward in creating caseloads based on supervision level and workload expectations for each supervision level.

Principle #4 – Train for Skills with Directed Practice

In 2013, APPS was in the process of developing a plan for implementation a cognitive behavioral intervention program.

Section IV – EBP Implementation

Principle #8 – Feedback

In 2013, the 2012 APPS Annual Report was distributed to staff, the Court of Common Pleas and numerous stakeholders.

The agency held two General Staff Meetings. Divisions and units continue to hold monthly staff meetings as well. All pertinent information was made available to all staff on Probation Matters in 2013.





Section V – Accomplishments & Goals

2013 Accomplishments

Because of the perpetual increase in demands placed on Adult Probation & Parole Services (APPS) and the lack of increased resources, the department's primary focus in 2013 has been on its core mission and responsibilities as the enforcement arm of the Court of Common Pleas of Lancaster County. Specifically, this mission is enforcing the mandate of the Court and protection of the community. In 2014, this will continue to be the department's primary focus.

Following a two year department-wide reorganization, APPS began operating under a new organizational structure in April 2012. The new structure involved creating two separate offices, the Office of Administrative Services and the Office of Supervision Services. The Office of Administrative Services provides management of all administrative duties and responsibilities vital to the operations of Adult Probation & Parole Services. The Office of Supervision Services provides management of the duties and responsibilities of the supervision of offenders placed on supervision by order of the Court of Common Pleas.

Secondarily, APPS has achieved several accomplishments in 2013:

APPS Office of Administrative Services

- Continued to effectively implement new department structure.
- Improved the effective use of existing resources.
- Elimination of duplication of business services/functions.
- Continued to consolidate operating expenses to achieve savings.
- Continued to administer a highly effective staff development/training program.

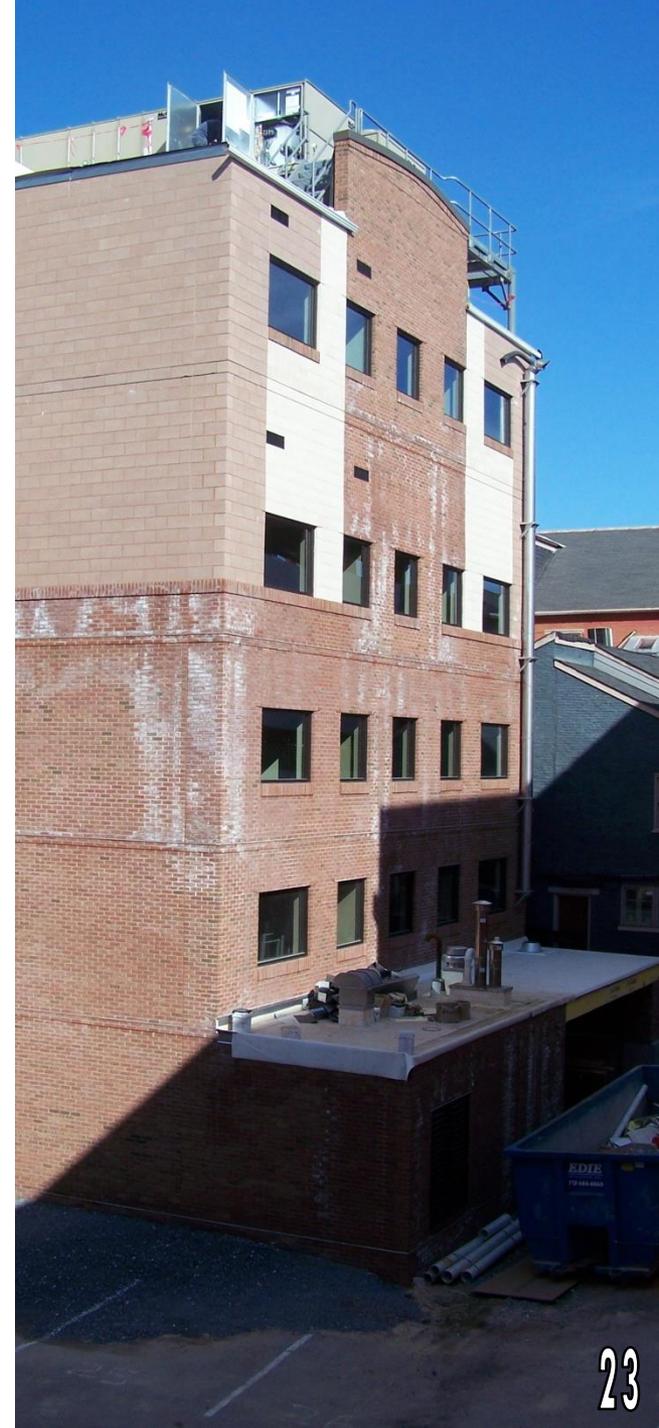
Section V – Accomplishments & Goals

- Continued to provide instructors to the Pennsylvania Board of Probation & Parole(PBPP) Basic Training Academy.
- Continued representing the Court of Common Pleas and APPS at various state level organizations.
- Continued to facilitate final stages of building renovation project.
- Continued working with County Information Technology department on implementation of new client case management system called Unified Case Management (UCM).
- Implemented “Probation Matters” website for use by APPS employees.
- Developed and finalized updated APPS Organizational Manual.

APPS Office of Supervision Services

- Elimination of duplication of supervision services.
- Continued implementation of new department structure and risk-based model of supervision.
- Improved/expanded offender re-entry/reintegration efforts.
- Continued workload/caseload distribution to manage increasing number of offenders placed on supervision.

- Expansion of APPS Special Intervention Unit.
- Helped initiate and remain involved with the Lancaster County Prison (LCP) Commitment Review Panel which has helped reduce and sustain that reduction of the LCP inmate population.
- Continued to effectively manage increasing number of offenders placed on electronic monitoring as alternative to incarceration.





Section V – Accomplishments & Goals

- Effectively taken on the task of prisoner transports (a task formerly done by the Lancaster County Sheriff’s Department but given to APPS due to manpower shortage) from 40 East King Street to LCP.
- Continue to refine policies & procedures with regard to offender arrests.
- Continue to update and refine holding cell/detention procedures within 40 East King Street.
- Effectively implemented policies & procedures in order to comply with new Megan’s Law registration requirements.
- Continued to refine offender supervision levels and corresponding supervision standards.

2014 Goals

As noted above, the department’s primary focus will continue to be its core mission and responsibilities as the enforcement arm of the Court of Common Pleas of Lancaster County. Specifically, this mission is enforcing the mandate of the Court and protection of the community. In 2014, this will continue to be the department’s primary focus.

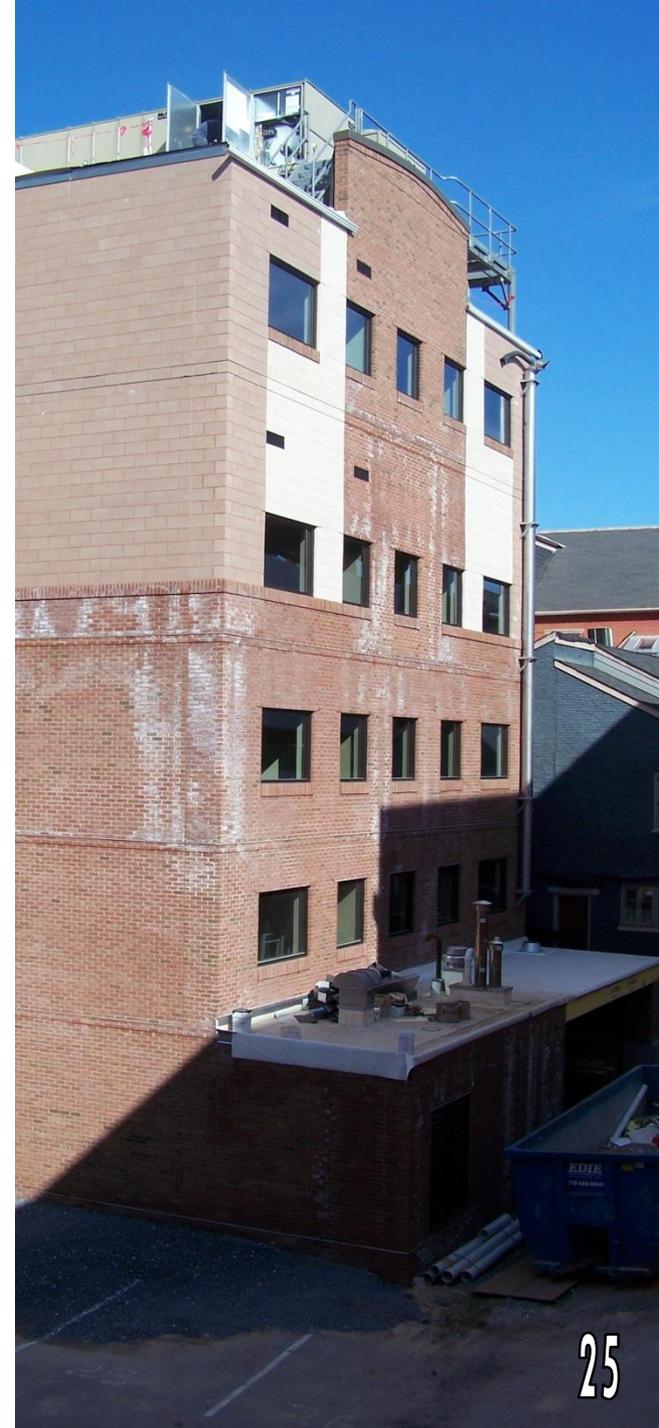
Secondarily, APPS’s 2014 goals include:

- Refinement of supervision policies and procedures in the new organizational structure to promote consistency and professionalism.
- Refinement of administrative policies and procedures in the new organizational structure to promote consistency and professionalism.

Section V – Accomplishments & Goals

2014 Goals continued

- Implementation of new Unified Case Management (UCM) system as new client database system to replace current Technology Office Manager (TOM) system.
- Continue to solidify department-wide communication, dissemination of information, and chain of command protocol pursuant to new organizational structure.
- Resume implementation of eight principles of Evidence Based Practices for community corrections agencies.



APPS Collective Leadership



Photograph by Heather Martin

Last Row (L-R) – Joseph Schauen, Michael Flaud, Scott Carabin, Brett Cole, Jason Soboleski, Deric Lilly, Matt Haines, Linda Waller, Karen Andreadis

2nd Row (L-R) – Amy Coleman, Sabria Alsina, Terri Carr, Terri Miller-Landon, Vicki Parker, Carl Driedger, Kim Thomas, Jennifer Luciano

Front Row (L-R) – Mike Hansberry, Kerri Kneisley, Mark Wilson

Not Pictured – Chris Reed, Matt Bryner, Bruce Campbell, Justin Chimics

Credits

**LANCASTER COUNTY
COURT OF COMMON PLEAS
ADULT PROBATION & PAROLE SERVICES**

**JOSEPH C. MADENSPACHER
PRESIDENT JUDGE**

**MARK M. DALTON
DISTRICT COURT ADMINISTRATOR**

**MARK J. WILSON
DIRECTOR**

**JAMES T. HANSBERRY
DEPUTY DIRECTOR**

**KERRI S. KNEISLEY
DEPUTY DIRECTOR**



Closing Statement

Thank you for reading the Court of Common Pleas of Lancaster County Adult Probation & Parole Services 2013 Annual Report. Many thanks to everyone who contributed the information to make this report possible.

This report is intended for the use of Adult Probation & Parole Staff Members. Unauthorized use or distribution of the material set forth in this document is prohibited without the consent of the Director of Adult Probation & Parole Services.

If you have any further questions regarding the information submitted in this report, please contact Mark J. Wilson, Director of Adult Probation & Parole Services.

Thank You!

