



**Court of
Common Pleas
of Lancaster
County**

**Adult
Probation &
Parole
Services**

**2014
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 2014 Lancaster County Adult Probation & Parole Services Annual Report! The Adult Probation & Parole Services leadership team and I thank you for taking the time to read this report which provides an overview of the department's outcomes, goals, accomplishments, and projects from 2014. I hope you find this report informative.

The mission of Adult Probation & Parole Services is to enforce the mandate of the Court of Common Pleas of Lancaster County. We attempt to accomplish this by ensuring the legal accountability and the effective use of community-based resources to positively intervene in our clients' lives. Inherent within this piece of the mission statement is the balance between the enforcement side of community corrections and the human services side of community corrections. Accordingly, we ask Adult Probation & Parole Services staff to "wear many hats" while completing the essential functions of their positions. Successfully accomplishing this "balancing act" has become increasingly more difficult given growing workloads, pressure to reduce the Lancaster County Prison population, and a lack of corresponding increase in resources. In fact, as I write this message our department recently, and for the first time ever, surpassed ten thousand (10,000) active offenders on supervision. Despite these growing demands, the staff at Adult Probation & Parole Services continue to do their jobs with the utmost professionalism, expertise, and diligence. I am proud and honored to work alongside the women and men in this department!

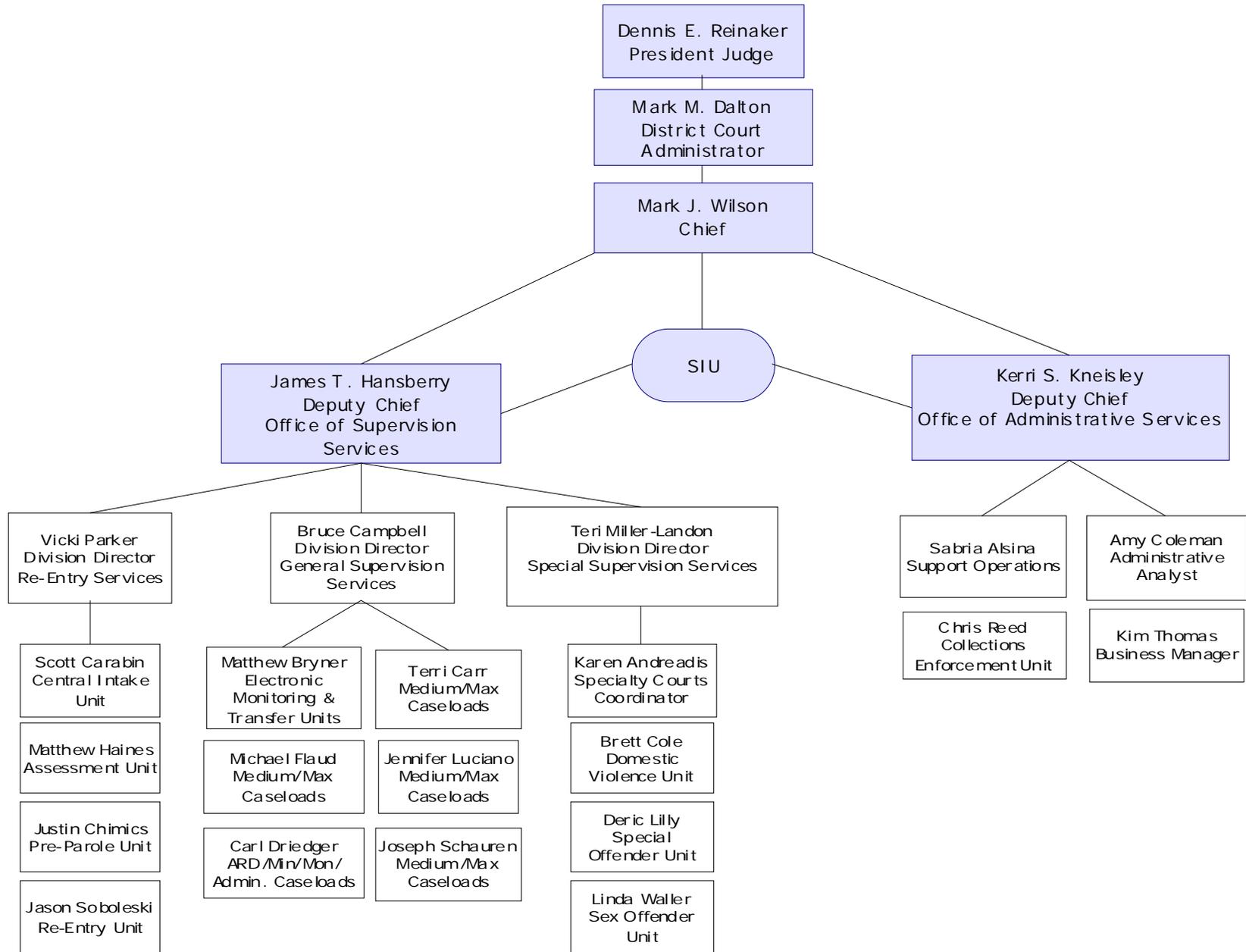
Page twenty-one of this report outlines several accomplishments achieved in 2014. However, by far the largest of these accomplishments was the full implementation of our new electronic client case management system called Unified Case Management (UCM). UCM is a web-based system designed for use by county adult probation, county jails, and district attorneys' offices throughout Pennsylvania. Although not without its implementation challenges, UCM will reap benefits for years to come. Many Adult Probation & Parole Services staff contributed to our successful transition to this new system and should be commended for their efforts.

Looking forward, 2015 promises to be another exciting albeit, challenging year in Adult Probation & Parole Services. Continued efforts to reduce the prison population, increase department efficiencies, and implementation of evidence-based practices continue to be department goals.

Finally, I want to thank The Honorable Dennis E. Reinaker, President Judge, The Honorable Joseph C. Madenspacher, (immediate-past) President Judge, and Mark M. Dalton, District Court Administrator for their on-going support of Adult Probation & Parole Services. Administrative Analyst, Amy L. Coleman deserves special thanks for her work on this report!

Appreciatively,
Mark

Organizational Chart



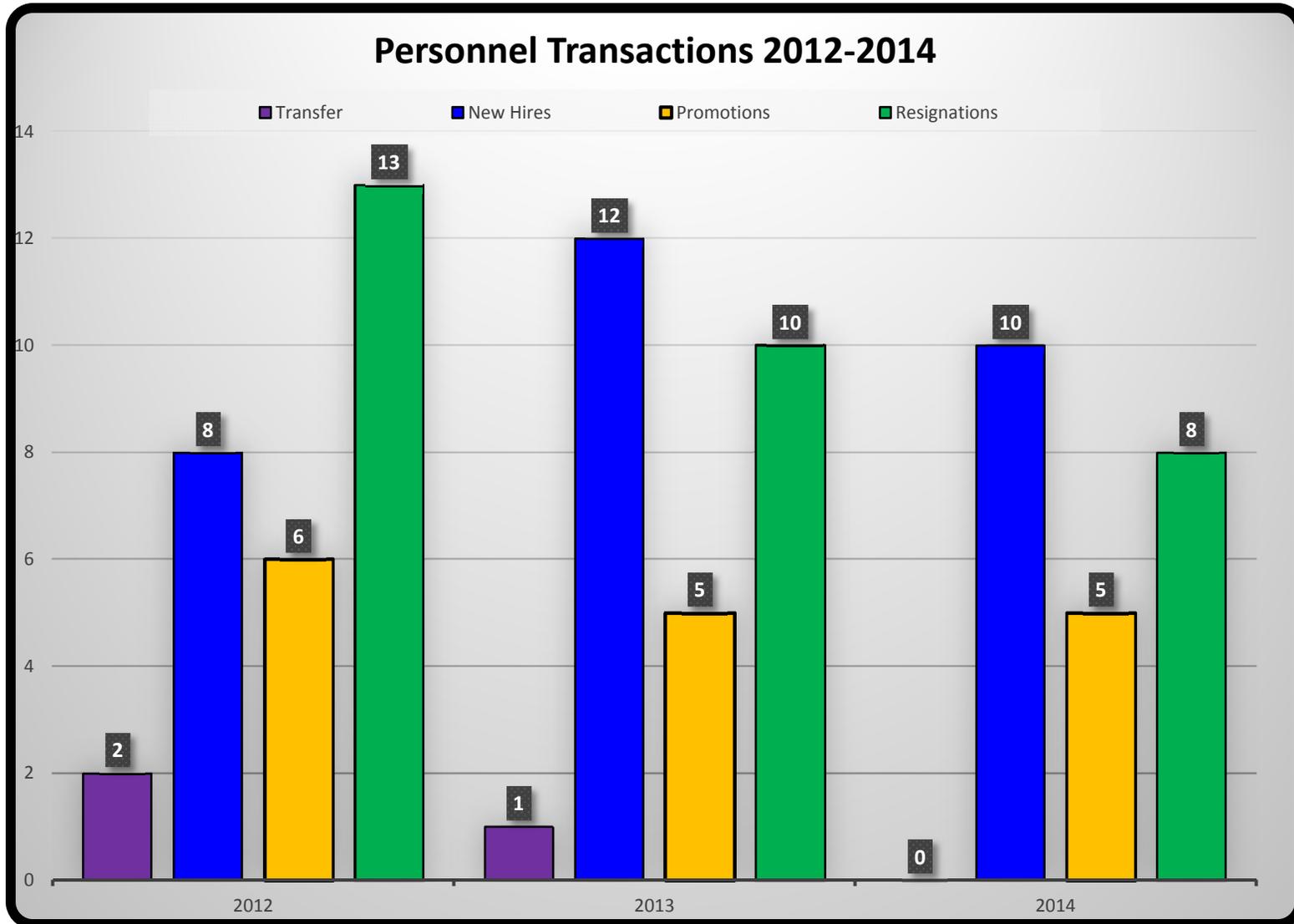
Section I – Agency Review

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

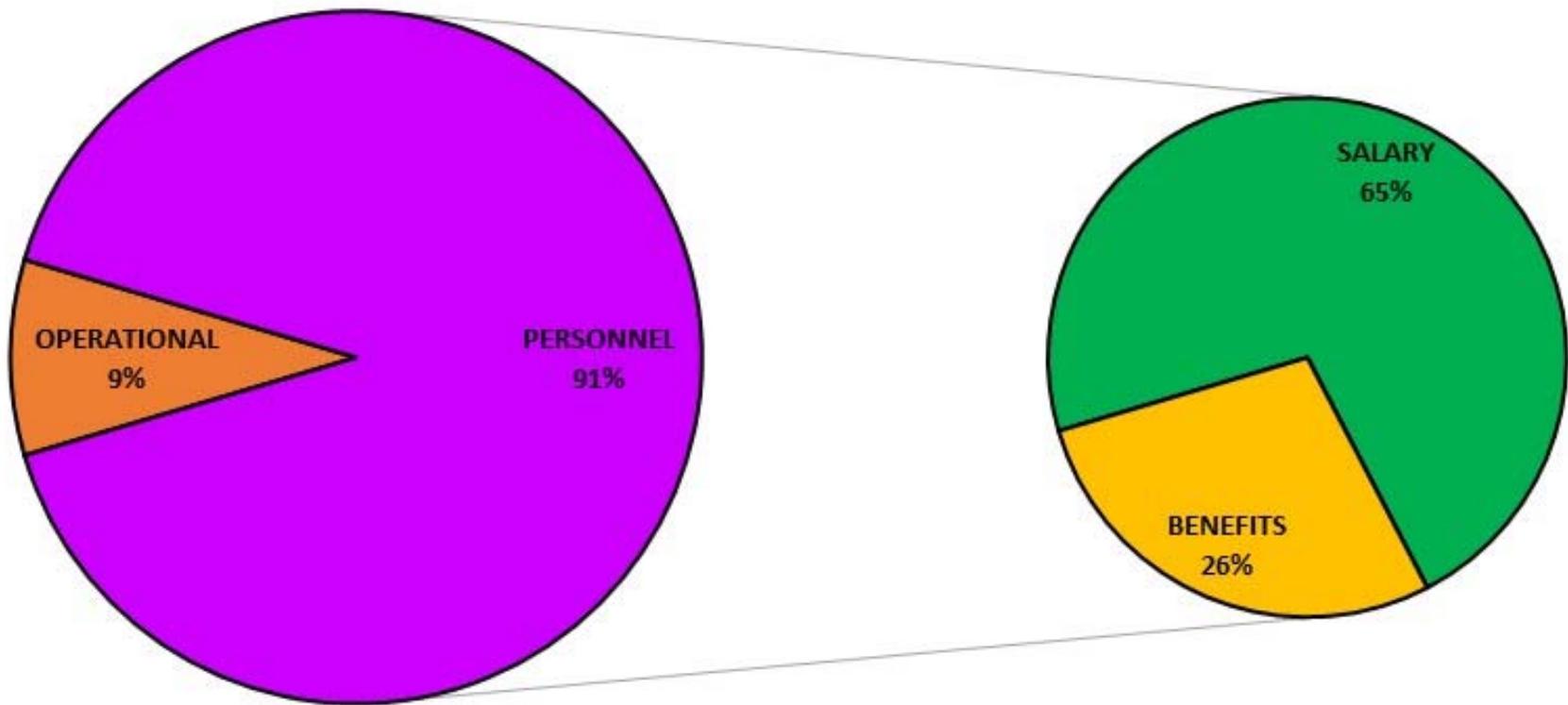


In 2014, there were 10 New Hires, 5 Promotions and 8 Resignations (includes retirements).

Section I – Agency Review

Fiscal Management

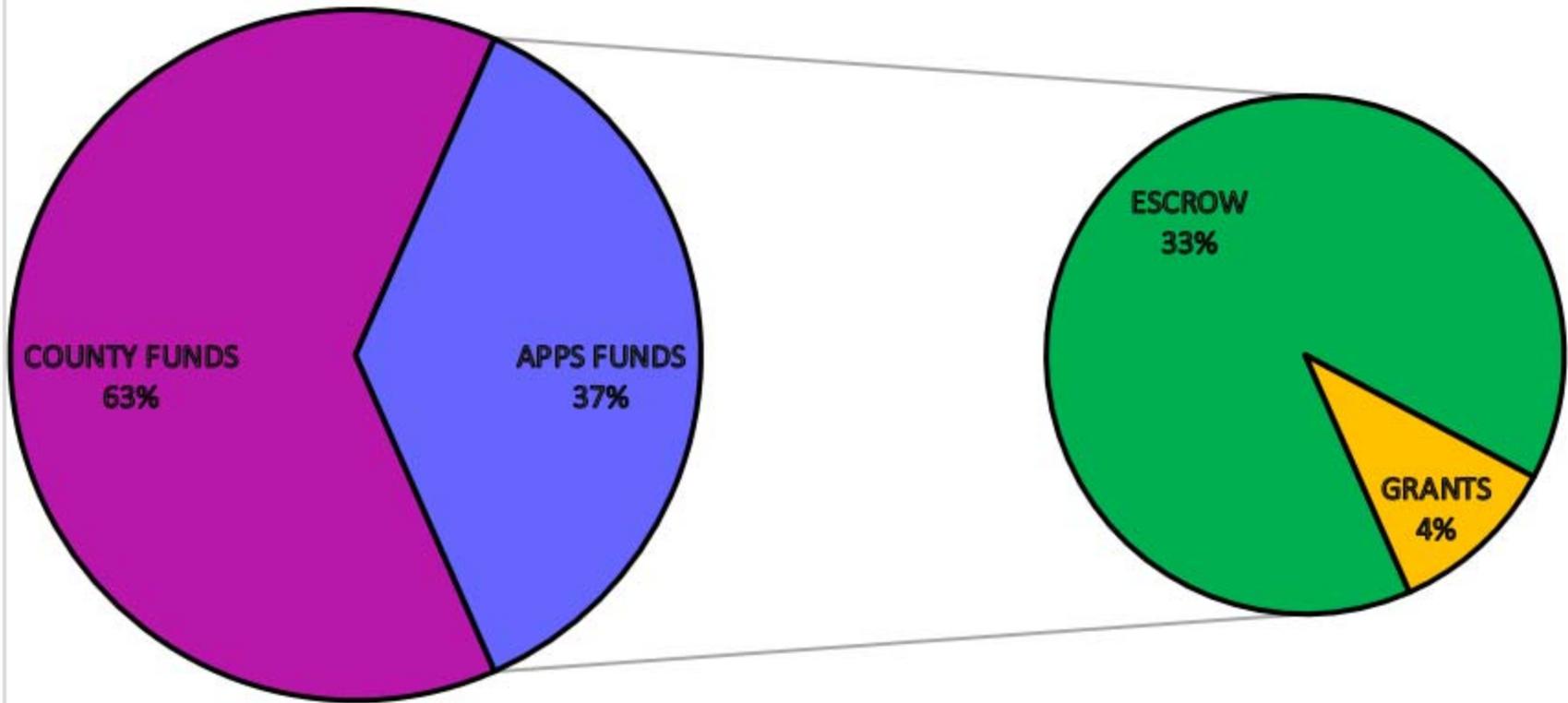
2014 AGENCY EXPENSES



Section I – Agency Review

Fiscal Management

2014 AGENCY FUNDING SOURCES



Section I – Agency Review

Training & Staff Development

In 2014, APPS staff logged a total of 9,325 hours which calculates to almost 389 24-hour days.

The training hours included:

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

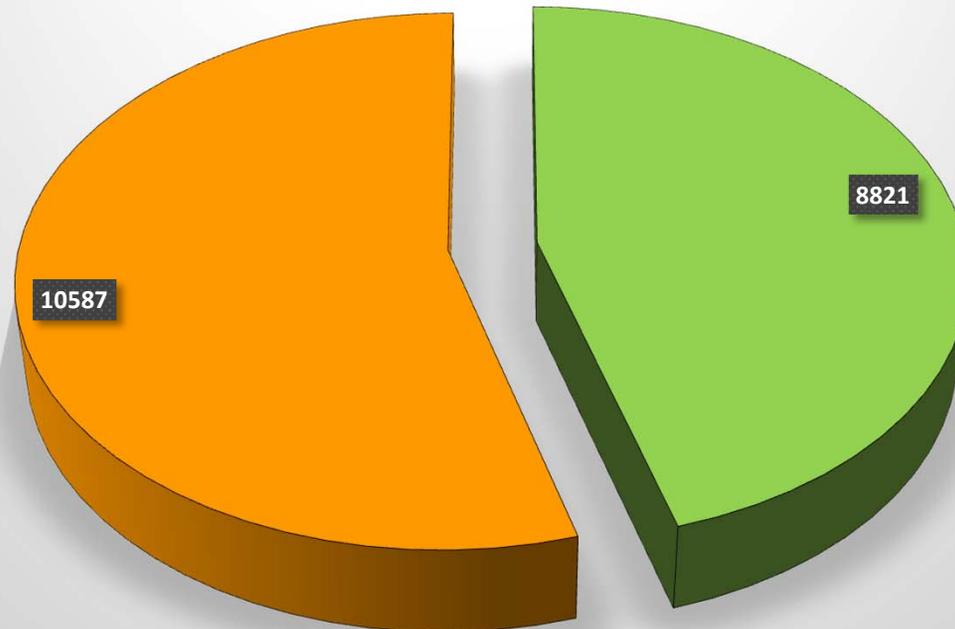
Section II – Client Population

As of December 31, 2014, APPS supervised 10,587 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 2014, APPS processed a total of 2,656 probation/ parole violations. This represents a 25% revocation rate.

2014 Client Population (Active cases per year)

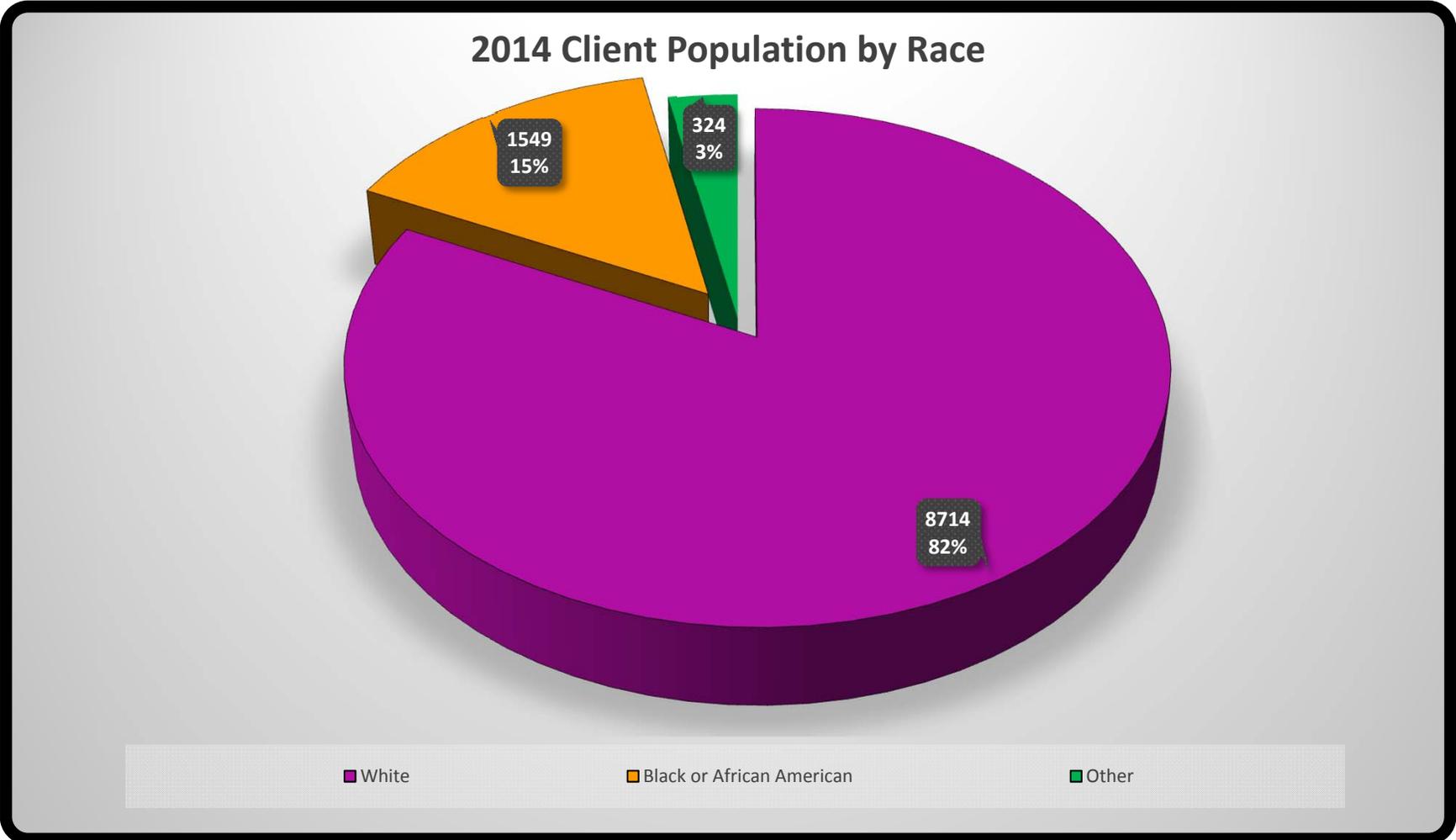


■ 2013

■ 2014

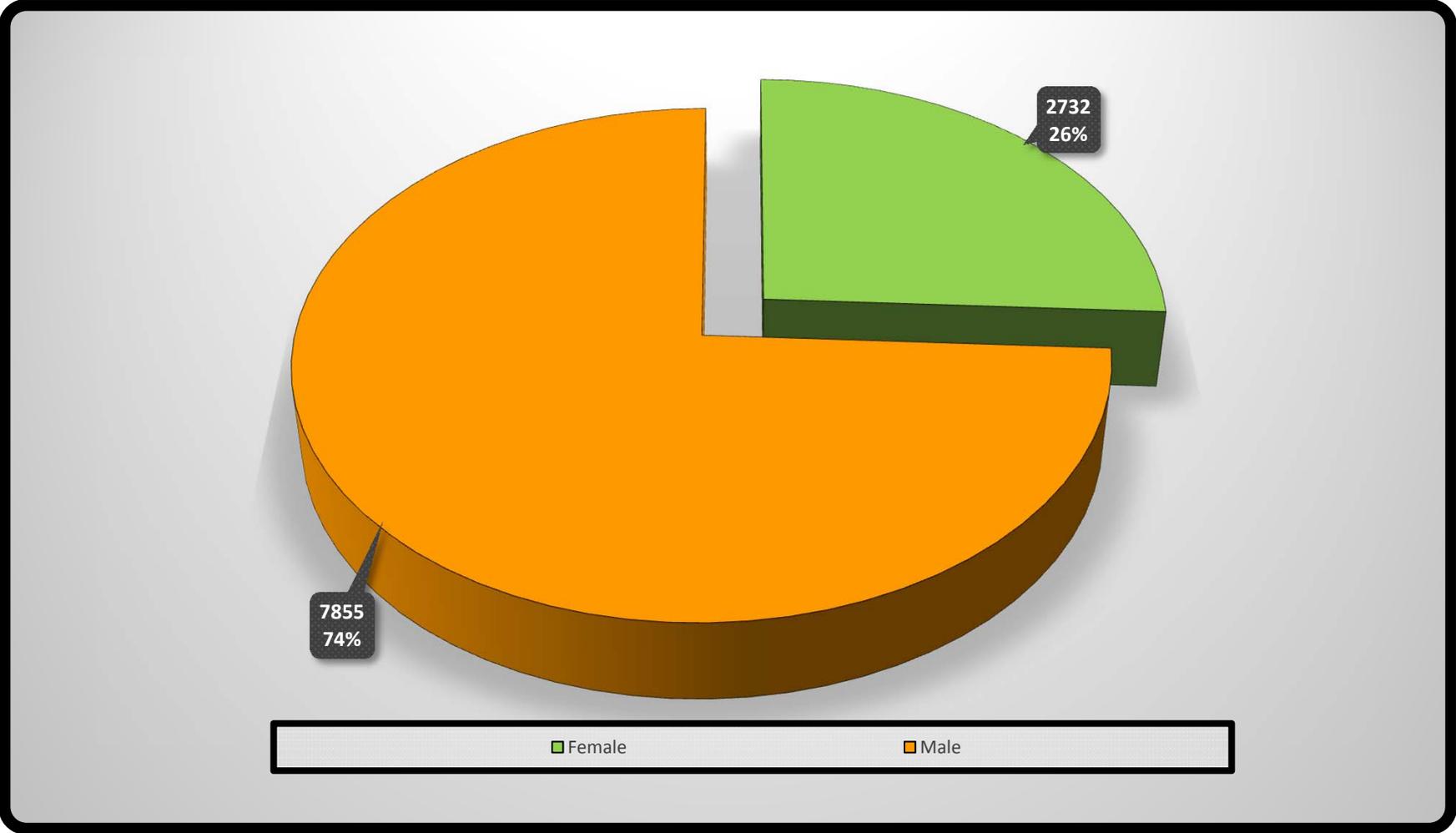
Section II – Client Population

White	Black or African American	Other	Total
8714	1549	324	10,587



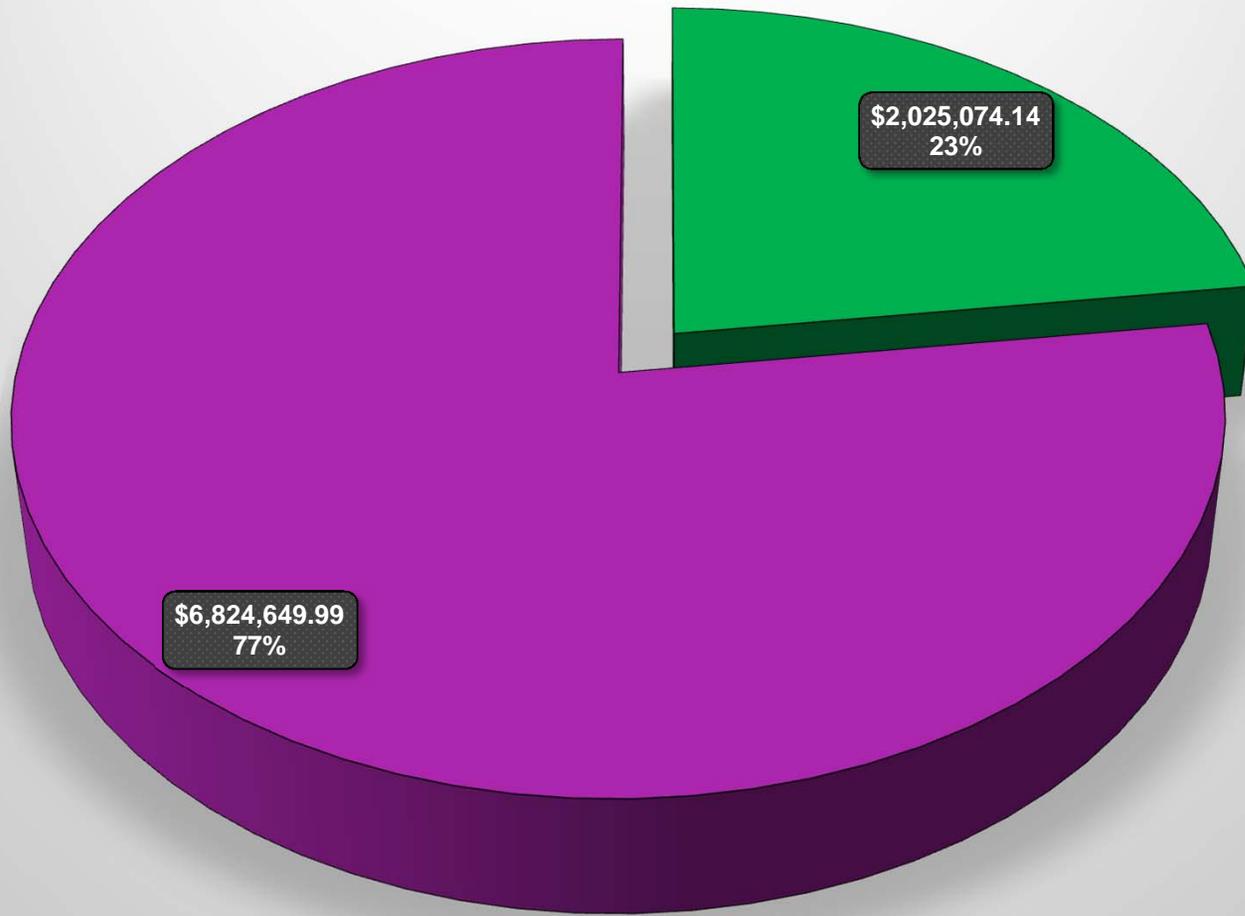
Section II – Client Population

Male	Female	Total
7,855	2,732	10,587



Section III - Workload & Outcomes:

Total 2014 Collections: \$8,849,724.13:
(Increased \$18,876.54 from 2013)



Restitution

Fines & Costs

Section III - Workload & Outcomes

INVESTIGATION OR REPORT	Number Completed
Accelerated Rehabilitative Disposition (ARD)	790
Court Reporting Network (CRN) Evaluations	1615
Intermediate Punishment Assessments	226
Pre-Parole Intakes	882
Parole w/Petitions	320
Pre-Sentence	298
Psychiatric/Psychological Evaluations *We do not perform the evaluations, however, we have a determination process for referring clients to have an evaluation.	62
Intakes	5874
DV Group Assessments	79
LSI-R Assessments	1,239
LSI-R Re-Assessments	1,022
MH/MR Case Assessments	147
Static 99/Abel Assessments *	34
DNA Collection and Fingerprinting	211
Criminal History Record Information	1884
TOTAL	14683
* Reflects totals beginning May 2014 due to information system change.	

Section III - Workload & Outcomes

Number of substance abuse tests that were administered in 2014: 9946

Number of substance abuse tests that were clean in 2014: 8181 (82% clean)

Number of offenders who were placed on Electronic Monitoring in 2014: 550

Number of offenders who completed Electronic Monitoring in 2014: 524 (95% successful completions)

	Drug Court	Mental Health Court	Veterans Court
Referred	233	170	36
Graduates	12	10	8
Discharged	43	5	1

Section IV – EBP Implementation

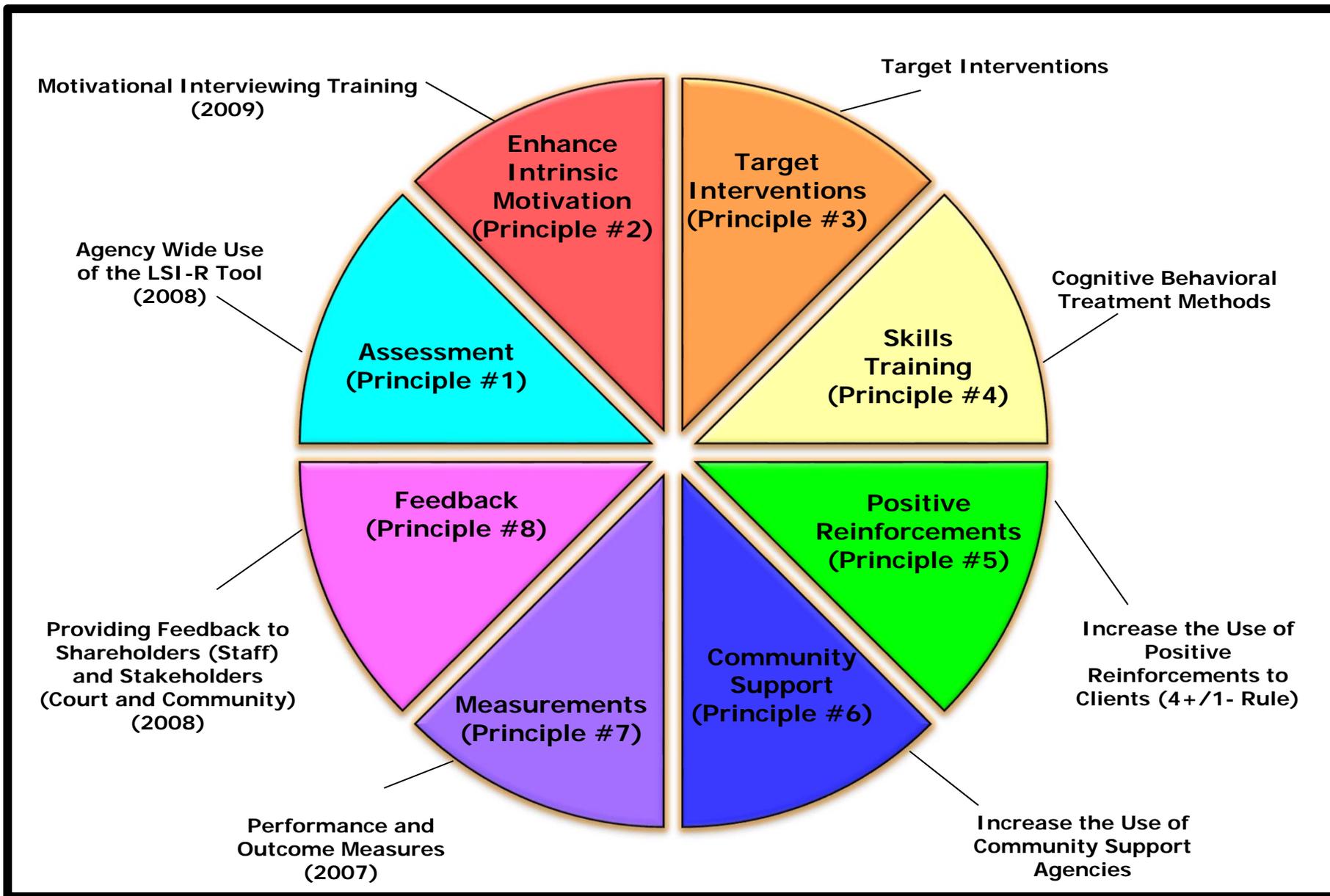
Adopted in 2007 as the Adult Probation & Parole Services' business practice philosophy, Evidence Based Practices (formerly known as the "What Works" Model) for community corrections are those agency practices and offender interventions scientifically proven to be effective at reducing recidivism.

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



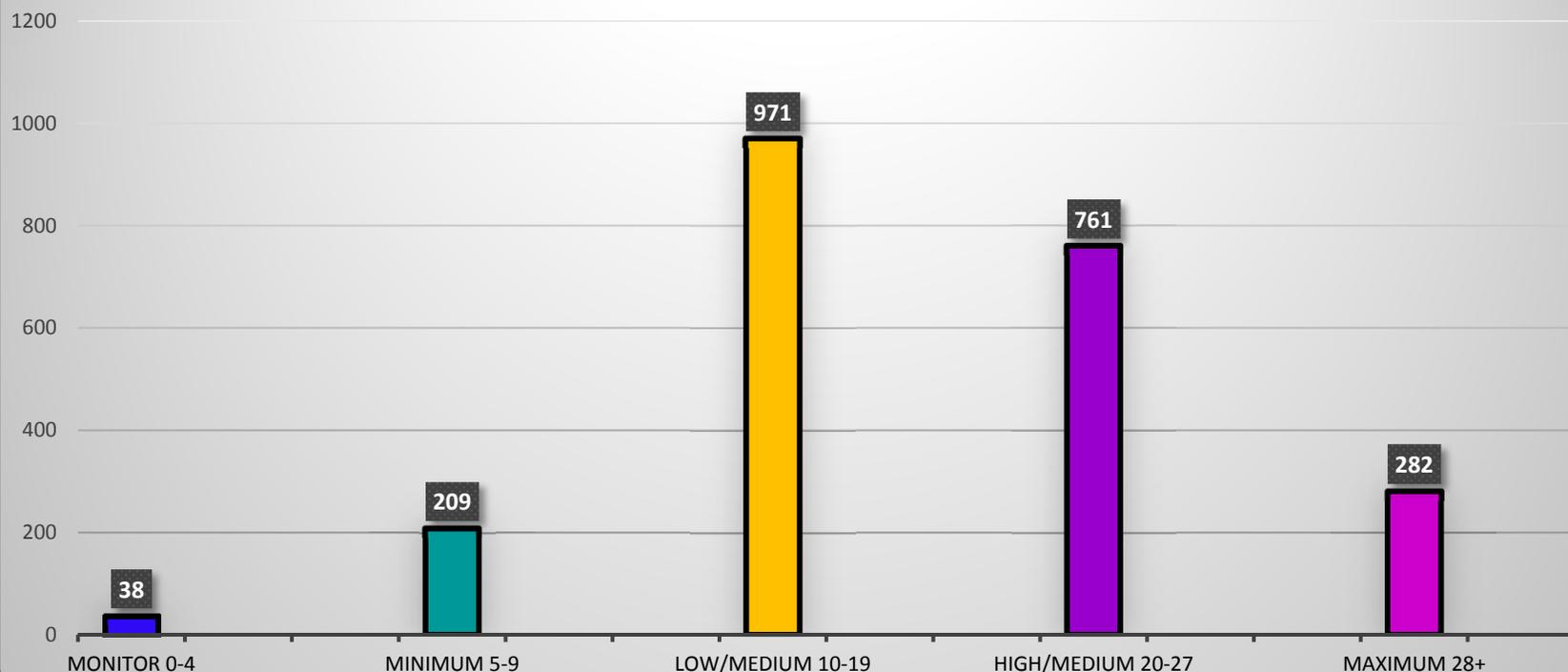
Section IV – EBP Implementation

Principle #1 – Assess Actuarial Risk/Needs

In 2014, APPS continues to use the Level of Service Inventory-Revised (LSI-R) as the risk/needs assessment tool.

In 2014, 1,239 LSI-R assessments and 1,022 re-assessments were completed.

LSI-R by Supervision level 2014



Section IV – EBP Implementation

Principle #2 – Enhance Intrinsic Motivation

At the end of 2014, 13 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 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 2014, APPS was in the process of developing a plan for implementing a cognitive behavioral intervention program.

Principle #8 – Feedback

In 2015, the 2014 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 2014.

Section V – Accomplishments & Goals

2014 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 2014 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 2015, 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 created two 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 2014:

APPS Office of Administrative Services

- Implemented new client case management system called Unified Case Management (UCM).
- 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.
- 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.
- Implemented "Probation Matters" website for use by APPS employees.
- Developed and finalized updated APPS Organizational Manual

Section V – Accomplishments & Goals

APPS Office of Supervision Services

- Continued work toward 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.
- Maintained and provide on-going training to staff regarding the current state of the law of probation, parole, sentencing, criminal procedure, and related matters.
- 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.
- Overhauled the probation/parole violation hearing scheduling process in conjunction with the Public Defender and District Attorney.
- Successfully maintained and continue to coordinate the Lancaster County Crisis Intervention Team training following the end of participation by Lancaster County Behavioral Health/Developmental Services as coordinator.
- Assisted the President Judge is addressing jurisdictional issues in sentencing and ordering of community service by magisterial district courts.

Section V – Accomplishments & Goals

2015 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 2015, this will continue to be the department's primary focus.

Secondarily, APPS's 2015 goals include:

- Develop agency/building Active Shooter Plan.
- Develop/implement Critical Incident Policy.
- Continue to explore viability of a day reporting center.
- Institute de-escalation skills training.
- Continue to review and adjust department structure to insure efficient and effective delivery of supervision.
- 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.
- Continue to refine business practices following implementation of new Unified Case Management (UCM) 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.
- Gather/analyze results of offender risk/needs assessments to insure efficacy of risk-based supervision model and verify effectiveness and efficiency.
- Develop standard procedure for mental health assessments.
- Revise APPS offender alcohol use policy.
- Develop/implement policy regarding transporting physically disabled detainees and children requiring car seats.
- Revise "Conditions Orders" document for use at sentencing.
- Develop staff training regarding Courtroom management/advocacy.

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**

**DENNIS E. REINAKE
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 2014 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!