

Court of Common Pleas
of
Lancaster County
Adult Probation & Parole Services
2016 Annual Report



COURT OF COMMON PLEAS OF LANCASTER COUNTY

Adult Probation and Parole Services



Mission Statement

The mission of Adult Probation and Parole Services is to effect prosocial behavioral change in the individuals we supervise in order to aid in their rehabilitation, enhance their quality of life, and promote community safety.

Operational Goals

In order to advance our mission, Adult Probation and Parole Services strives to:

- Utilize evidence based practices with the individuals under our supervision to reduce recidivism and provide opportunities to make positive changes.
- Identify and address criminogenic needs.
- Refer individuals to community-based interventions that science has proven to be effective in reducing recidivism.
- Uphold the order of the court.
- Utilize agency resources in the most effective and efficient manner.
- Encourage positive behavioral change through intrinsic motivation by the use of positive reinforcement and restorative sanctions.

Core Values

Adult Probation and Parole Services believes in:

- Regarding our staff as our most valuable resource.
- Treating all people with dignity and respect.
- Holding ourselves to the highest level of professional and ethical standards.
- Fostering relationships with community resources to aid individuals and their families in meeting their basic and criminogenic needs.
- Preserving the rights of victims and the need for restoration by holding individuals under our charge accountable to the order of the court.
- Evaluating and adjusting program services to best reflect our values and achieve our mission.

Table of Contents

Welcome	4
APPS Organizational Chart	5
Section I – Agency Review	6-8
Section II – Client Population	8-10
Section III – Workload & Outcomes	11-13
Section IV – EBP Implementation	14-16
Section V – 2016 Accomplishments	17-18
Section VI- 2017 Goals	18
APPS Staff	19
Credits & Closing Statement	20

Welcome Message from the Director

Welcome to Lancaster County Adult Probation & Parole Services' 2016 Annual Report. This report is a combination of department-wide information, statistics, accomplishments, and goals produced by the department in 2016. The information contained herein is intended to give the reader a snapshot of the department and I hope you find the contents informative and relevant.

Lancaster County Adult Probation & Parole Services is the enforcement arm of and operates under the Lancaster County Court of Common Pleas. Our mission is to enforce the mandate of the Court. To carry out this mission, we have adopted and continue to implement a research-based, data-driven model known as Evidence-Based Practices for community corrections. In short, Evidence-Based Practices are scientifically proven practices that produce desired results and are a statewide and national trend in community corrections. The overarching goal of these practices is to assist the individuals under our supervision with making positive behavior changes which in turn reduces recidivism and increases public safety. Given our size, the ever-increasing workload, and the lack of a corresponding increase in resources, this is no small task. However, I never cease to be impressed with the professional men and women working in Lancaster County Adult Probation & Parole Services as they consistently do an outstanding job. I am truly proud, honored, and humbled to work with such fantastic individuals.

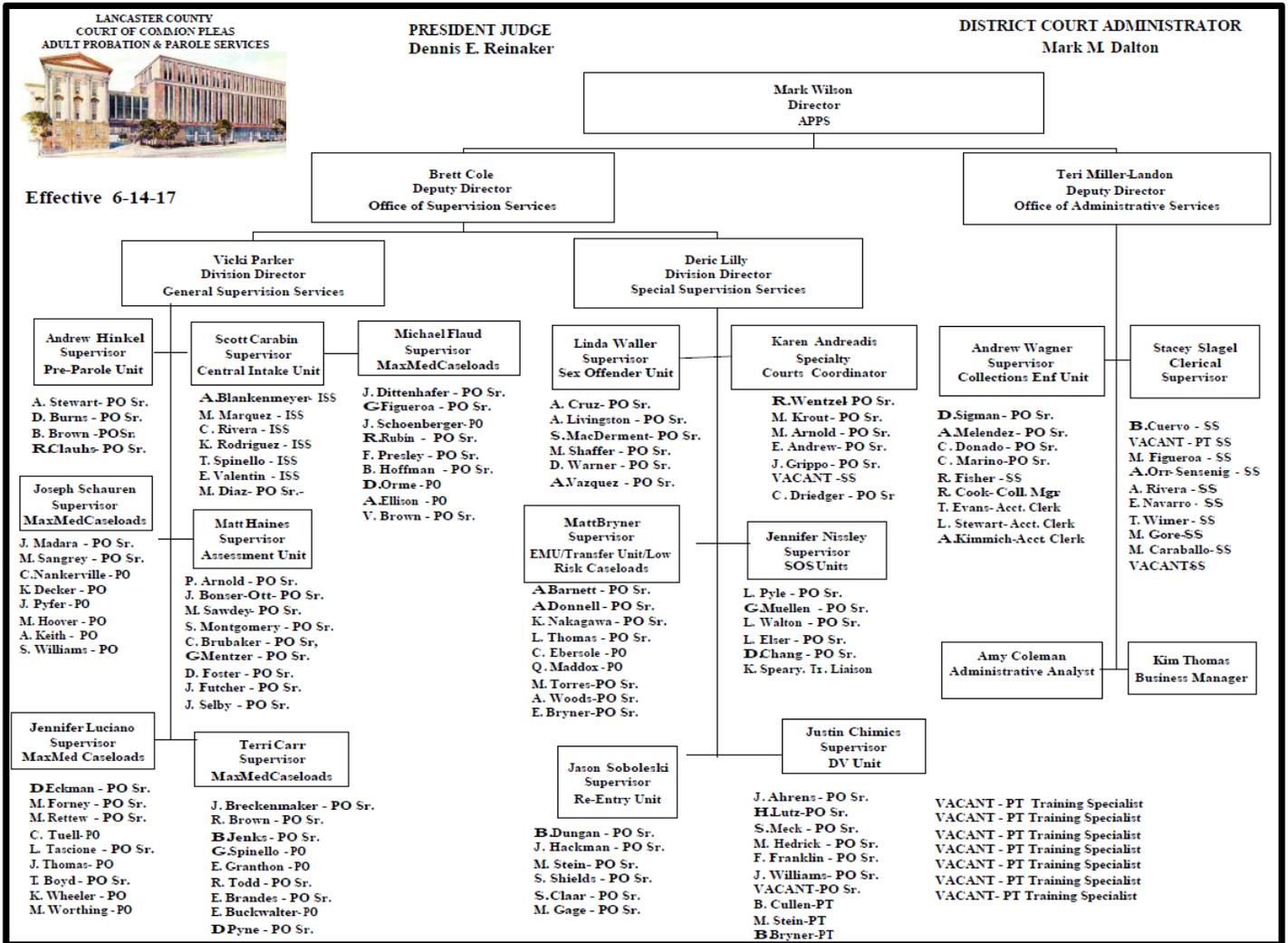
2016 was a year of challenges and changes including replacing approximately twelve (12%) percent of our workforce due to retirements, transfers, and resignations. Staff turnover always presents challenges but it also presents opportunities that I believe our department is well positioned to fully embrace in the coming year. I anticipate our challenges and changes will continue in 2017 but I'm fully confident that we will continue to live up to our reputation as one of the best probation departments in Pennsylvania!

In conclusion, I'd like to thank the Honorable Dennis E. Reinaker, President Judge and Mark M. Dalton, District Court Administrator for their ongoing support of Adult Probation & Parole Services. Thank you to the department leadership team and staff for your hard work and dedication. Special thanks to Amy L. Coleman, Administrative Analyst for her excellent work on this report!

Respectfully,

Mark

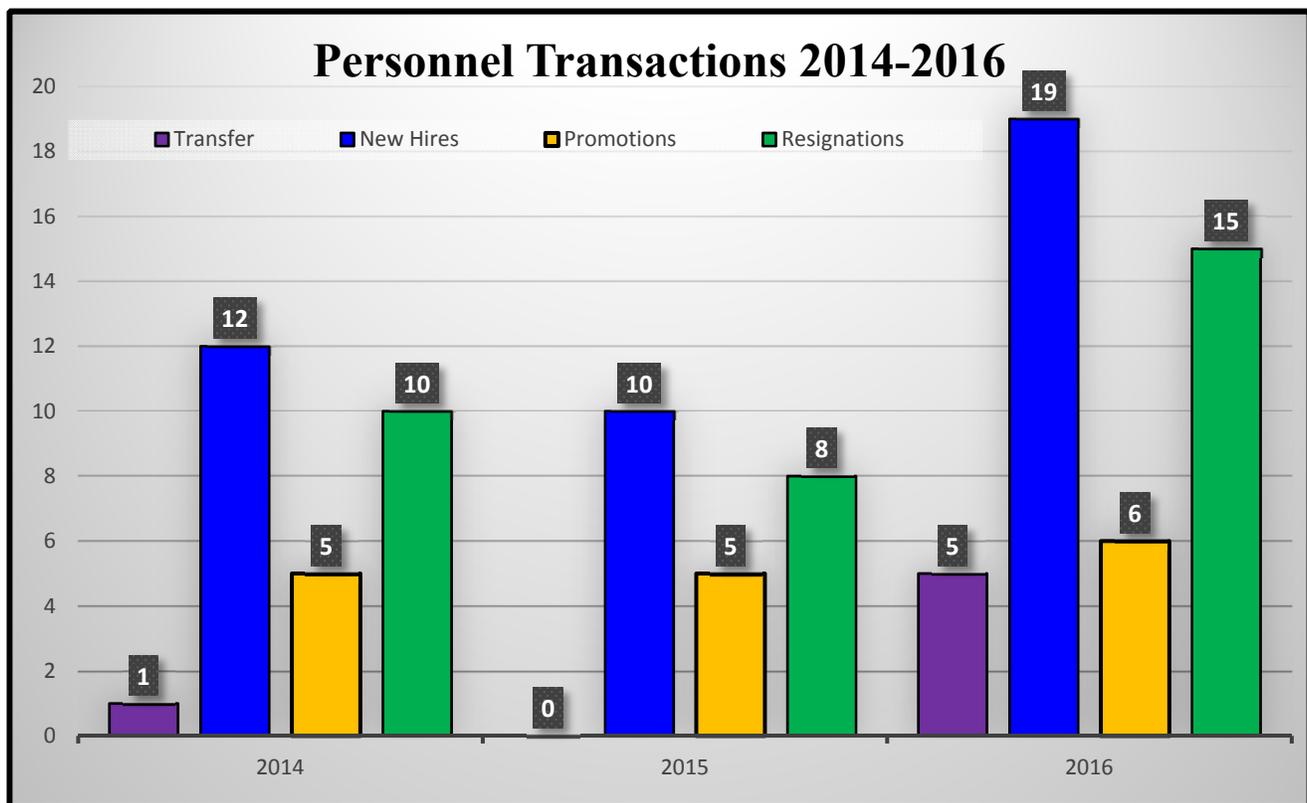
Organizational Chart



Section I – Agency Review

Staff Management

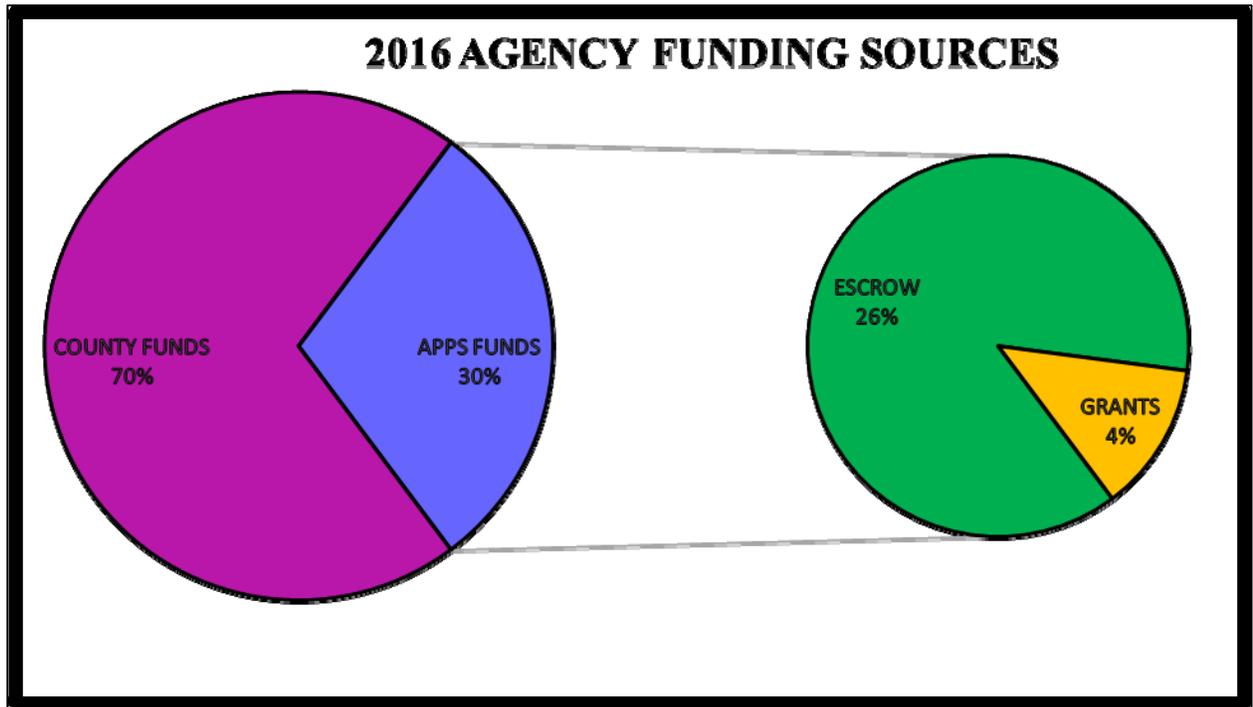
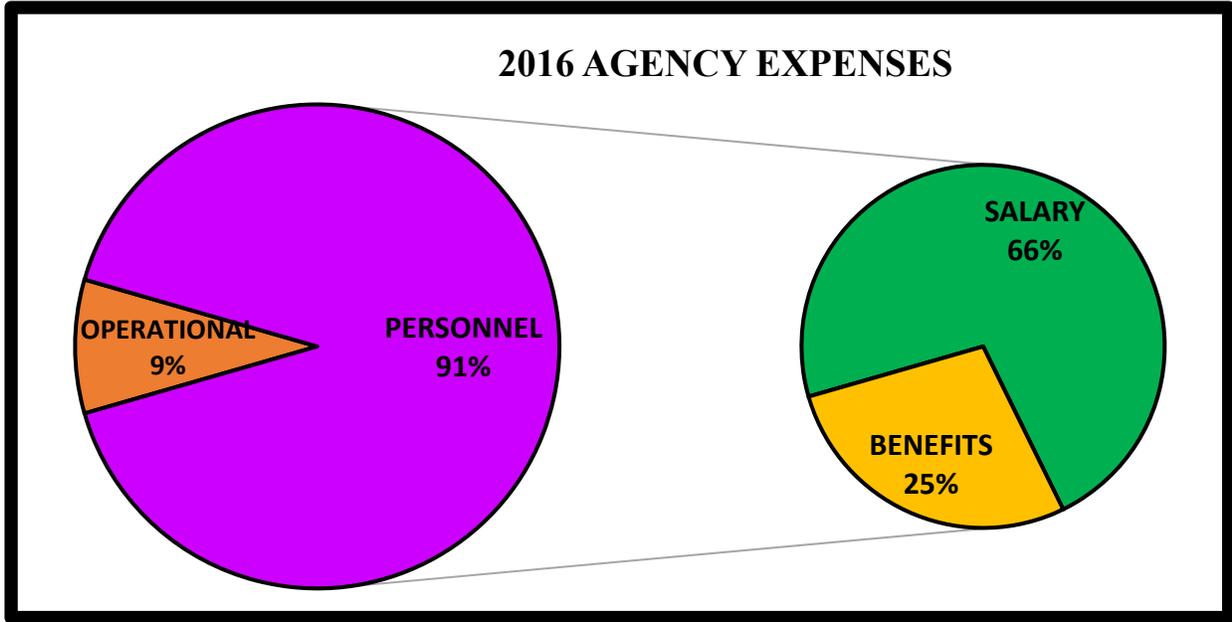
Position Description	
Chief	1
Deputy Chiefs	2
Division Directors	2
Supervisors	15
PO II	77
PO I	17
Support Staff	10
CEU Support Staff	1
Intake Support Staff	6
Account Clerks	3
Admin Staff	2
Total	136



In 2016, there were 19 New Hires, 6 Promotions, 5 Transfers and 15 Resignations (includes retirements).

Section I – Agency Review

Fiscal Management



Section I – Agency Review

Training & Staff Development

In 2016, APPS staff logged a total of 8667 training hours which calculates to 361 24-hour days.

The training hours included:

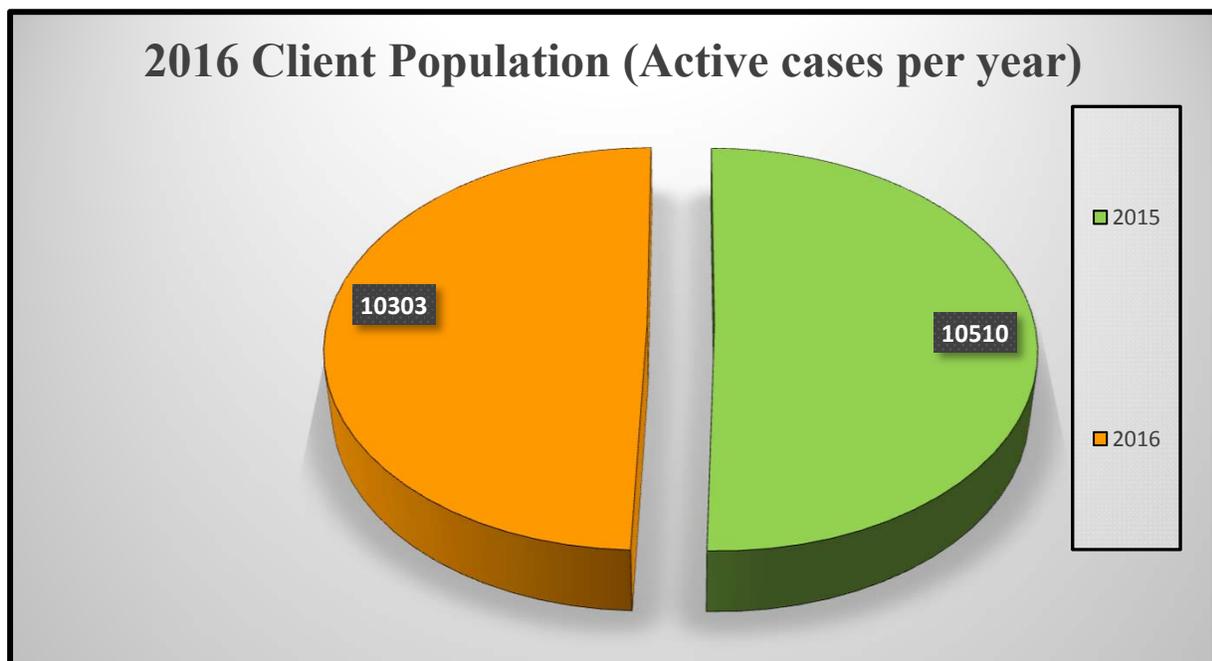
- All mandatory trainings for each staff position classification.
- Four Probation Officers who attended the Pennsylvania Board of Probation & Parole Board Basic Training Academy and the Mentor Trainer sessions.
- Special Intervention Unit mandatory trainings.

Section II – Client Population

As of December 31, 2016, APPS supervised 10,303 clients.

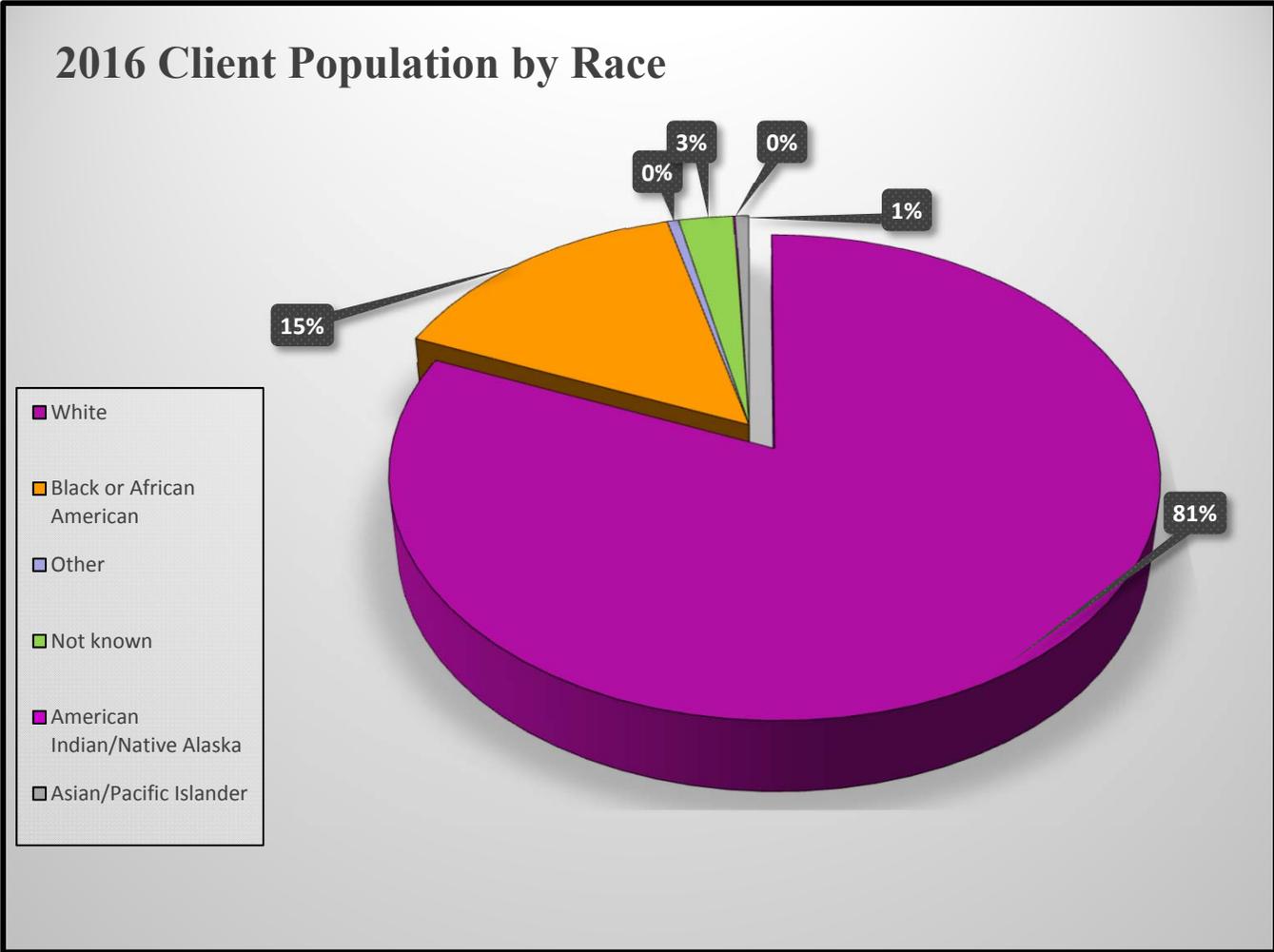
APPS defines recidivism as occurring when an offender under the supervision of APPS is returned to Court based on either the commission of a new criminal offense and/or a technical violation of the rules and regulations of supervision.

In 2016, APPS processed a total of 2,211 probation/parole violations. This represents a 21% recidivism rate.



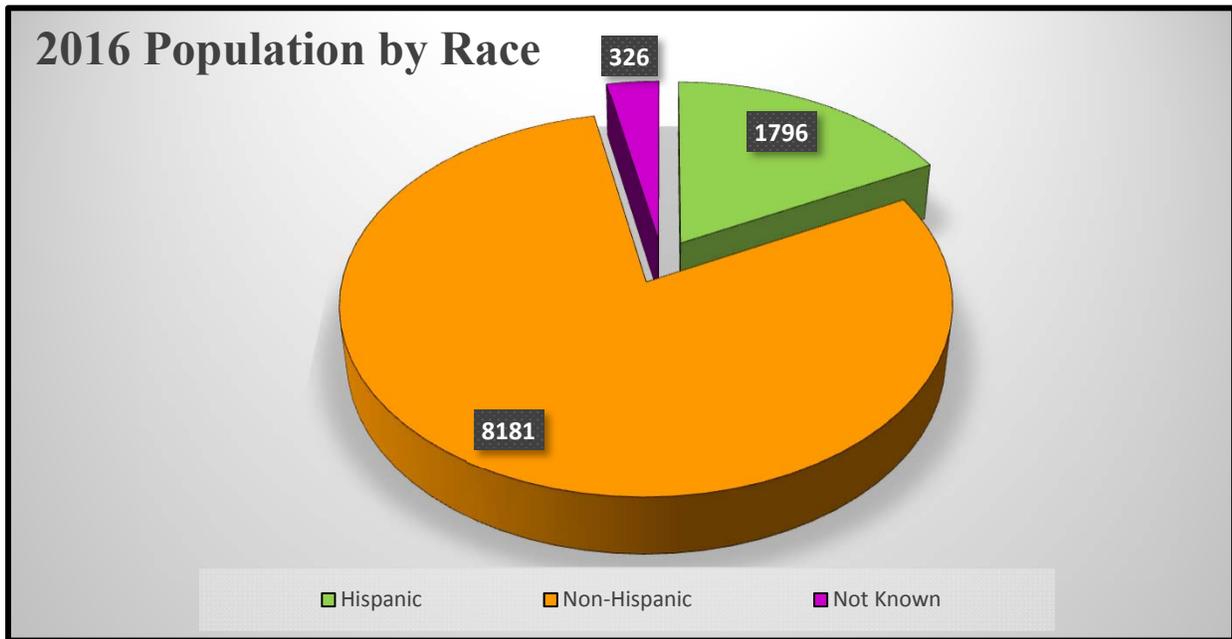
Section II – Client Population

White	Black or African American	American Indian/Alaska Native	Asian/Pacific Islander	Not known	Other	Total
8,375	1,528	8	66	271	55	10,303

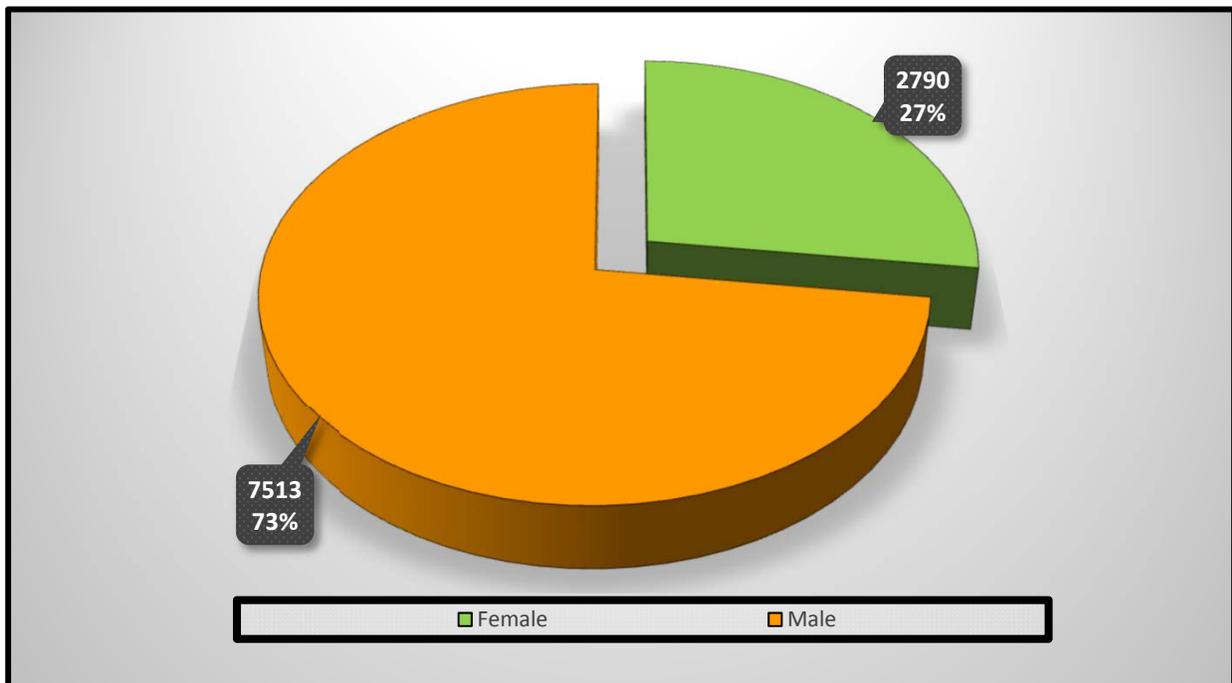


Section II – Client Population

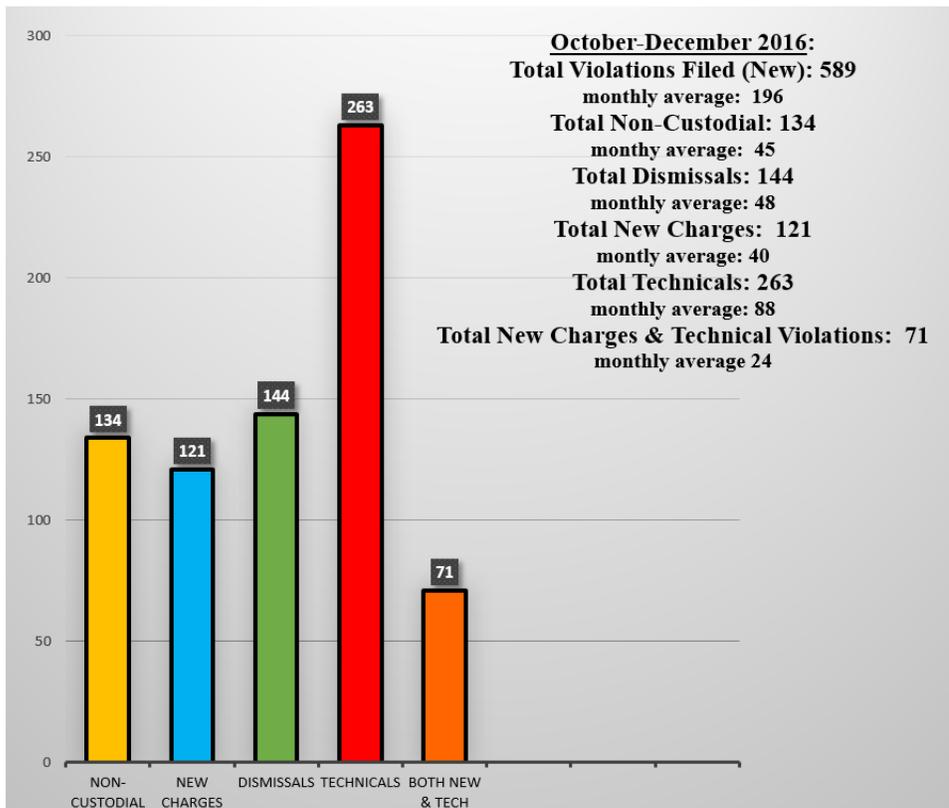
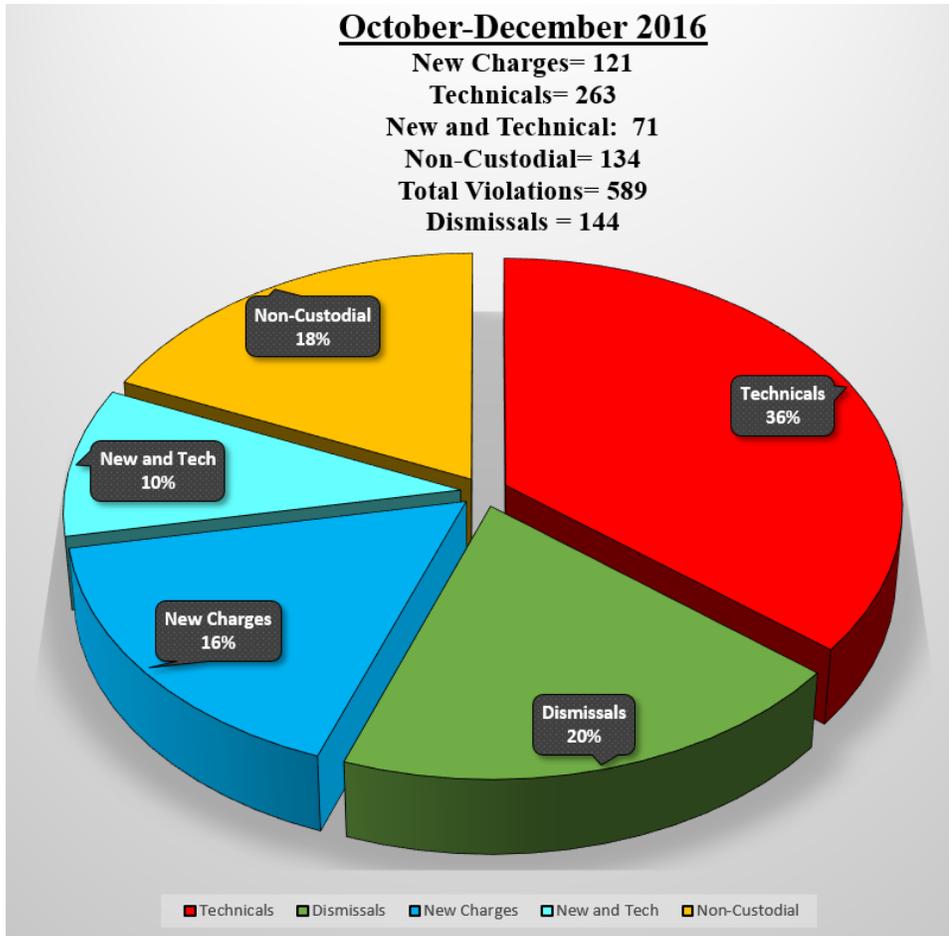
Hispanic	Non-Hispanic	Not Known	Total
1,796	8,181	326	10,303



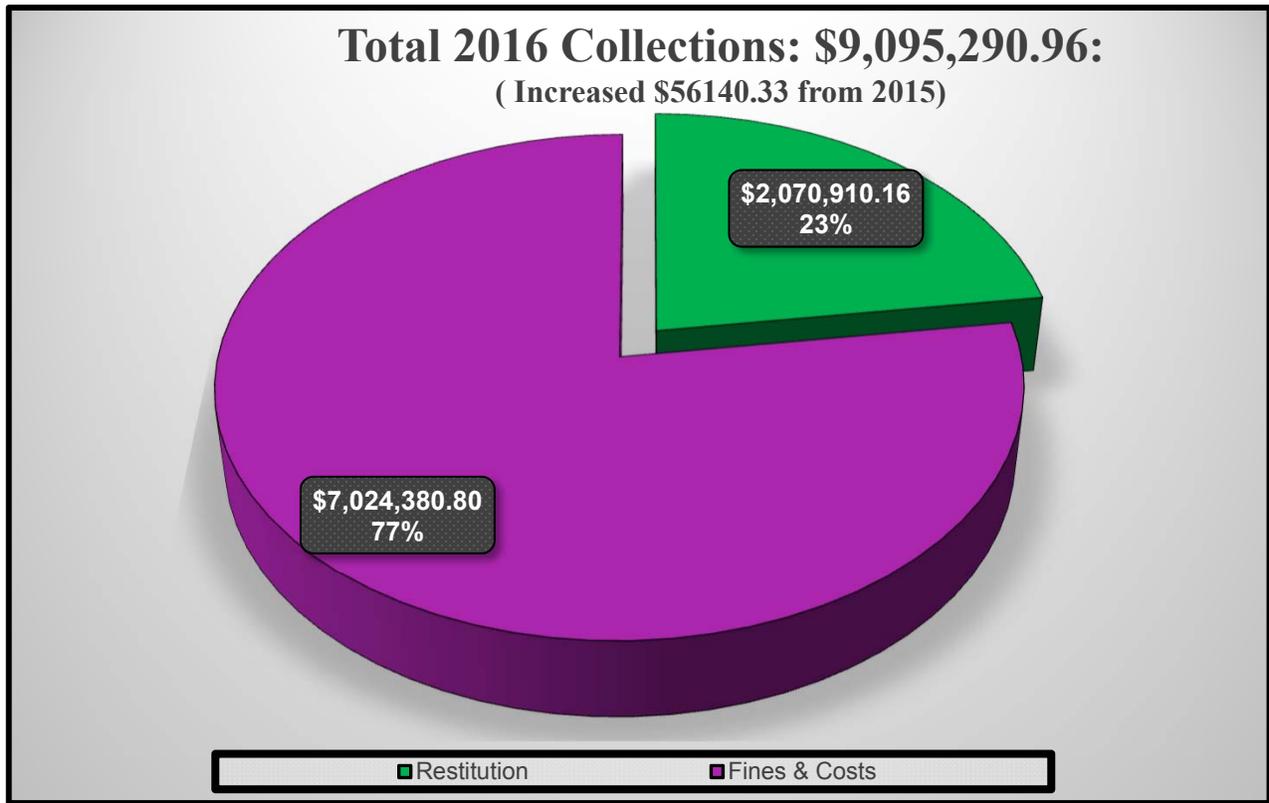
Male	Female	Total
7,513	2,790	10,303



Section III - Workload & Outcomes:



Section III - Workload & Outcomes:



INVESTIGATION OR REPORT	Number Completed
Accelerated Rehabilitative Disposition (ARD)	872
Court Reporting Network (CRN) Evaluations	1714
Intermediate Punishment Assessments	224
Pre-Parole Intakes without petitions	966
Parole w/Petitions	277
Pre-Sentence	257
Psychiatric/Psychological Evaluations	44
*We do not perform the evaluations, however, we have a determination process for referring clients to have an evaluation.	
Intakes	6170
DV Group Assessments	34
LSI-R Assessments	1357
LSI-R Re-Assessments	722
MH/MR Case Assessments	120
Static 99/Abel Assessments	12
DNA Collection and Fingerprinting	162
Criminal History Record Information	2383
TOTAL	15314

Section III - Workload & Outcomes

Number of substance abuse tests that were administered in 2016: 12,381

Number of substance abuse tests that were clean in 2016: 10,787 (87 % clean)

Number of offenders who were placed on Electronic Monitoring in 2016: 772 (This is a 7% increase in house arrest cases from 2015).

Number of offenders who were placed on SCRAM (Alcohol) monitoring in 2016: 205 (This is a 24% decrease in SCRAM cases from 2015).

Treatment Court Statistics

	Drug Court	Mental Health Court	Veterans Court
Referred	185	139	27
Admitted	40	12	12
Discharged	36	15	0
Graduated	26	6	9

Section IV – EBP Implementation

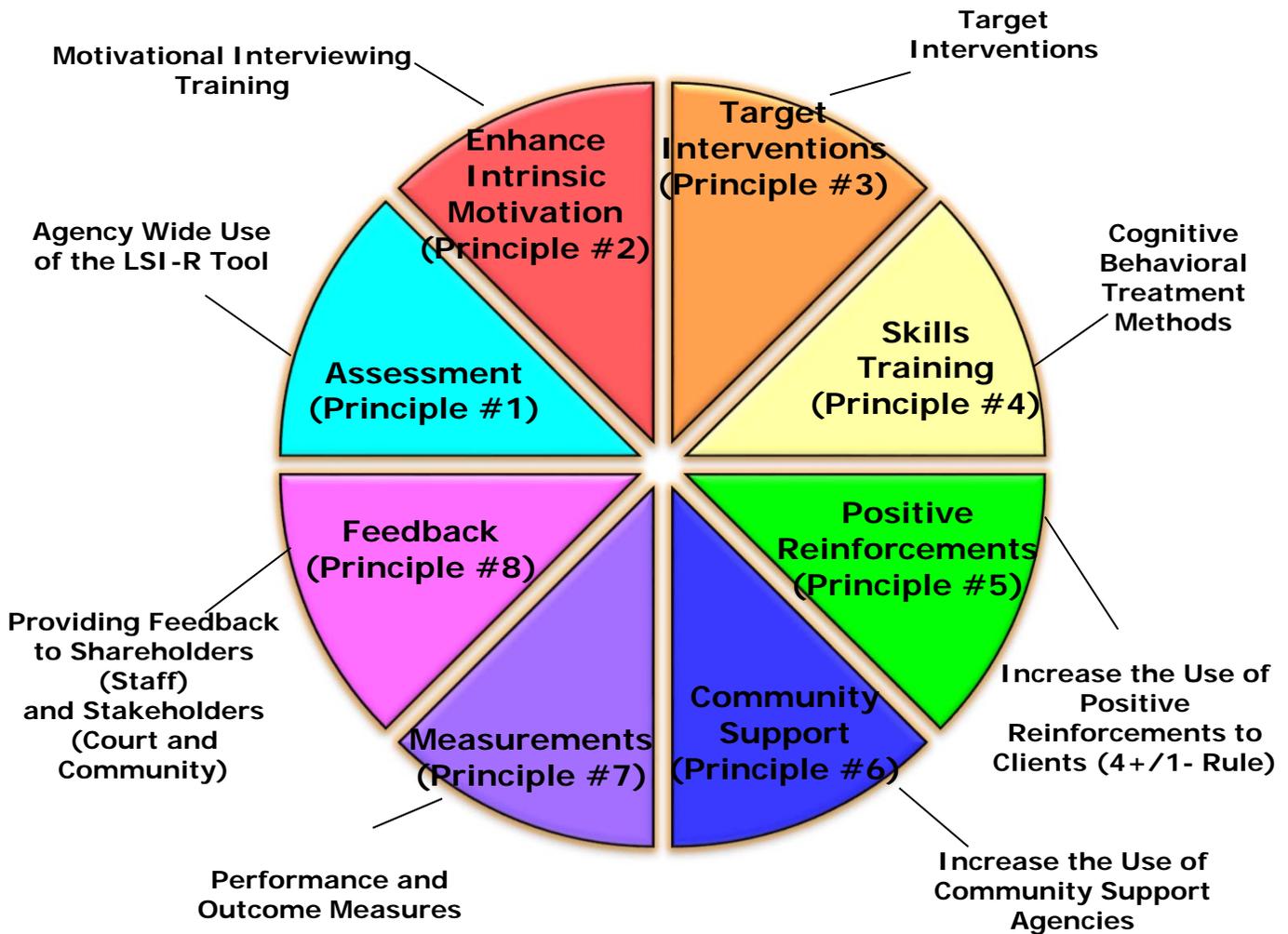
Adopted in 2007 as the Adult Probation & Parole Services' business practice philosophy, Evidence Based Practices (formerly known as the "What Works" Model) for community corrections are those agency practices and offender interventions scientifically proven to be effective at reducing recidivism.

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

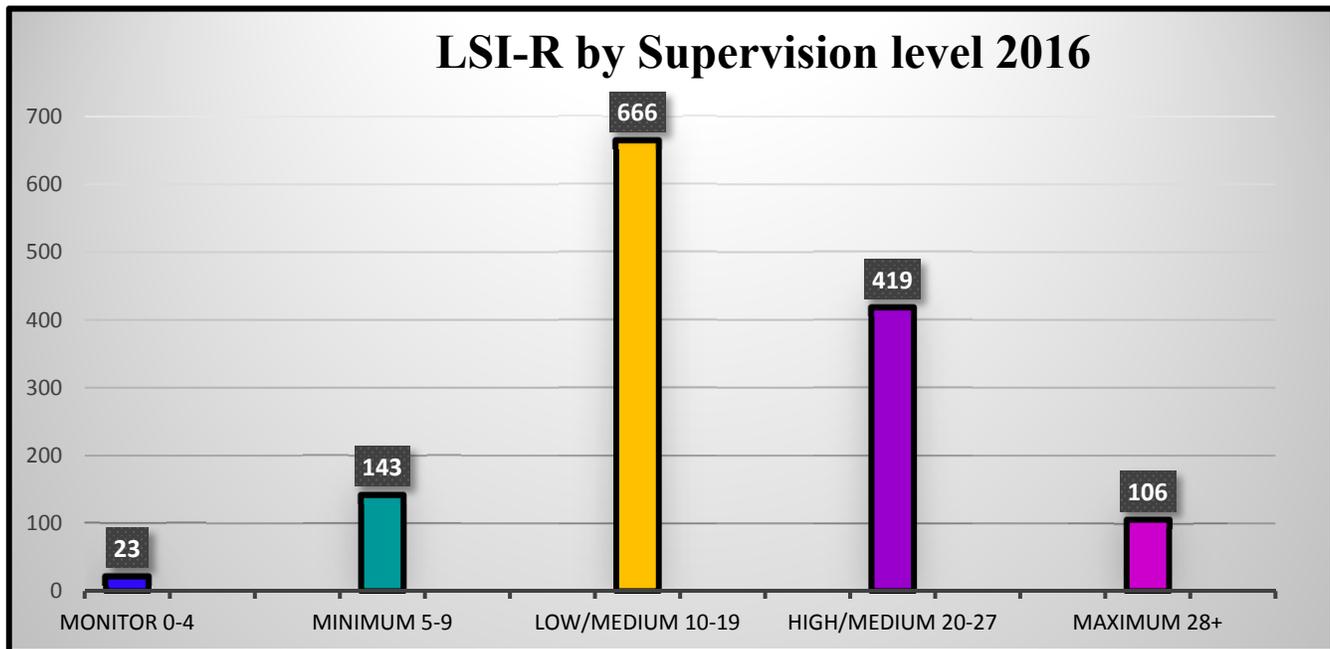


Section IV – EBP Implementation

Principle #1 – Assess Actuarial Risk/Needs

In 2016, APPS continues to use the Level of Service Inventory-Revised (LSI-R) as the risk/needs assessment tool.

In 2016, 1,357 LSI-R assessments and 722 re-assessments were completed.



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 2016, APPS was in the process of developing a plan for implementation a cognitive behavioral intervention program.

Principle #8 – Feedback

In 2017, the 2016 APPS Annual Report was distributed to staff, the Court of Common Pleas and numerous stakeholders.

The agency held five 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 2016.

Section V – 2016 Accomplishments

The department's primary focus in 2016 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 2017, this will continue to be the department's primary focus.

Secondarily, APPS will continue to build on the 2016 accomplishments and work toward the 2017 goals as outlined below:

2016 Accomplishments

- Developed plan for continued implementation of Evidence-Based Practices.
- Developed and implemented Narcan/Naloxone policy.
- Conducted agency-wide training in the use of Narcan/Naloxone.
- Developed/implemented Critical Incident Policy.
- Implemented "Fast Track" Probation/Parole Violation protocol.
- Implemented video probation/parole violation hearings between Courthouse and Lancaster County Prison.
- Implemented minor agency reorganization/reduced organizational structure from three supervision divisions to two supervision divisions.
- Successfully hired new Deputy Director, APPS/Office of Administrative Services.
- Successfully hired new Deputy Director, APPS/Office of Supervision Services.
- Continued to review and adjust department structure to ensure efficient and effective delivery of supervision.
- Refinement of supervision policies and procedures to promote consistency and professionalism.
- Refinement of administrative policies and procedures to promote consistency and professionalism.
- Continued to refine business practices following implementation of new Unified Case Management (UCM) system.

Section V – 2016 Accomplishments

- Continue to solidify department-wide communication, dissemination of information, and chain of command protocol pursuant to new organizational structure.
- Developed standard procedure for mental health assessments.
- Implemented revised Non-Custodial policy.

Section VI – 2017 Goals

2017 Goals

- Major focus on continued implementation of eight principles of Evidence Based Practices for community corrections agencies.
- Implement cognitive-behavioral intervention groups for offenders.
- Train all APPS professional staff in “Four Core Competencies” for community corrections professionals.
- Train and implement EPICS (Effective Practices in Community Supervision) skills training for all professional staff.
- Institute de-escalation skills training.
- Gather/analyze results of offender risk/needs assessments to ensure efficacy of risk-based supervision model and verify effectiveness and efficiency.
- Continue to review policies & procedures surrounding probation/parole violation decision-making.
- Continue to review policies & procedures regarding collections enforcement practices.

Lancaster County Adult Probation & Parole Services 2016



Credits

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

**DENNIS E. REINAKER
PRESIDENT JUDGE**

**MARK M. DALTON
DISTRICT COURT ADMINISTRATOR**

**MARK J. WILSON
DIRECTOR**

**Brett I. Cole
DEPUTY DIRECTOR**

**Teri Miller-Landon
DEPUTY DIRECTOR**

Closing Statement

Thank you for reading the Court of Common Pleas of Lancaster County Adult Probation & Parole Services 2016 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!