

1988 Annual Report

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Pennsylvania Board of Probation and Parole

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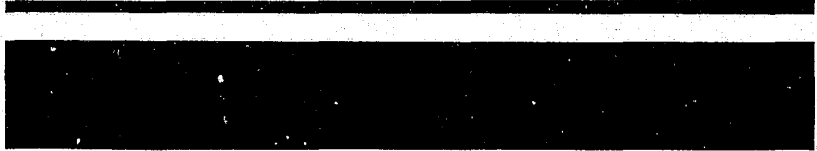
Pennsylvania Board of Probation & Parole

to the National Criminal Justice Reference Service (NCJRS).

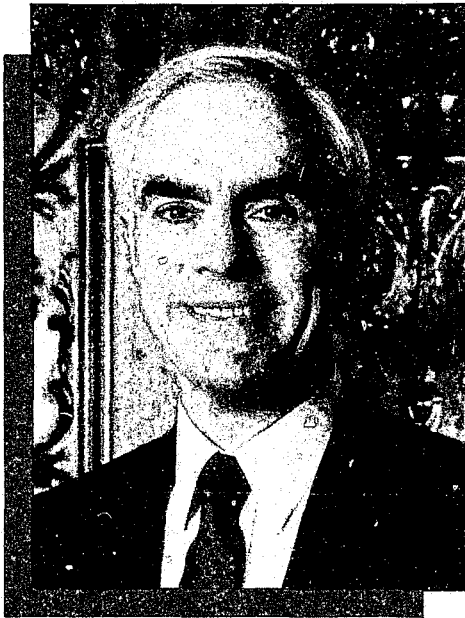
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ROBERT P. CASEY, Governor
Commonwealth of Pennsylvania

FRED W. JACOBS, Chairman
Board of Probation and Parole



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As Governor, I have declared all-out war against the spread of drugs and the ravages of addiction. We are fighting that war on several fronts: enforcement in our streets, education in our classrooms and treatment and rehabilitation in hospitals and clinics.

I am also committed to breaking the link between crime and addiction. The Pennsylvania Board of Probation and Parole is a leader in cutting recidivism by helping alcoholic and addicted offenders return to society as clean and sober law-abiding citizens.

On behalf of the people of Pennsylvania, I congratulate the Board of Probation and Parole and its staff for their valuable contributions to the criminal justice system and to the protection of our families.

Robert P. Casey, Governor
Commonwealth of Pennsylvania

NCJRS

JUN 29 1989

ACQUISITIONS

I am pleased to present the 1988 Annual Report of the Pennsylvania Board of Probation and Parole to his Excellency, Governor Robert P. Casey, to the Honorable Members of the Senate and to the House of Representatives of the Commonwealth of Pennsylvania, and to the general public for your information. This report provides agency program and operations highlights for the 1988 calendar year and statistical information for the 1987/88 fiscal year.

Intensive parole supervision for high-risk drug offenders has a dramatic impact in reducing drug use among this population as well as reducing criminal activity. The demonstration projects in the Haddington (Philadelphia) and East End (Pittsburgh) Sub-Offices have been the highlights of the parole supervision initiatives of the Pennsylvania Board of Probation and Parole during calendar year 1988. Expansion of these and the development of new special intensive supervision services during the coming years will provide cost effective alternatives to traditional supervision that will enhance community protection and provide more intensive services to parolees.



Fred W. Jacobs, Chairman
Pennsylvania Board of
Probation and Parole

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THE PENNSYLVANIA BOARD OF PROBATION AND PAROLE
IS AN EQUAL OPPORTUNITY EMPLOYER
and
ACCREDITED
by the
Commission on Accreditation for Corrections/
American Correctional Association

The Board and Its Members

Fred W. Jacobs, Chairman, Mechanicsburg, received his B.A. degree in psychology from Susquehanna University (1964) and his master's degree in social work from West Virginia University (1967). He has had extensive experience in juvenile corrections at Loysville Youth Development Center as a caseworker, cottage supervisor, unit supervisor, and director of staff development. Mr. Jacobs came to the Board in February, 1971, as director of staff development and was promoted to executive assistant to the Chairman in June, 1973. After his nomination by the Governor and confirmation by the Senate, he took the oath of office as a Board Member in March, 1976, and was appointed Chairman by the Governor in April, 1976. In 1982 and 1986, Mr. Jacobs was reappointed for additional terms as a member of the Board and was again appointed Chairman by the Governor on both occasions.

Dr. Dahle D. Bingaman, Member, Millmont, received a bachelors degree from Bloomsburg University (1959) and a masters degree (1969) and a doctoral degree (1972), both in rehabilitation counseling from Pennsylvania State University. He taught school for several years, was a district executive for the Boy Scouts of America from 1962-65 and a rehabilitation counselor for the Bureau of Vocational Rehabilitation, 1967-68. Dr.

Bingaman began his work in the correctional field in 1971 at the State Correctional Institution at Rockview as a psychologist and subsequently as director of treatment (1972-73) and as deputy superintendent of treatment from 1973 to 1977. He then became a psychologist at the Selinsgrove Center (1977-1982), followed by service at Danville State Hospital as director of psychological services from 1983 to 1988. Dr. Bingaman also served in the United States Army as a training officer and has engaged in part-time private practice as a licensed psychologist. After his Senate confirmation on April 11, 1988, Dr. Bingaman began his six-year term as a Board member by taking the oath of office on May 6, 1988.

Raymond P. McGinnis, Member, Williamsport, received a bachelor's degree from Temple University (1969) and a master's degree in social work from Marywood College, Scranton (1977). Mr. McGinnis began his work in the correctional field in 1971 as a Lycoming County probation officer. In 1972 he began service as a parole agent with the Board's Williamsport office and continued for more than 11 years. Mr. McGinnis also served in the United States Army as a social work specialist and his part-time employment has included teaching at Lycoming College and serving as a social work supervisor with the Regional Home Health Service in Lycoming County. On June 1, 1983, the Senate confirmed the appointment of Mr. McGinnis as a Board Member and he was sworn into office on June 14, 1983.

Walter G. Scheipe, Member, Leesport, received his bachelor's degree from Bloomsburg University. After graduation, he taught school in Venezuela for six years. Mr. Scheipe had previous experience with the Board as a parole agent for six years assigned to the district offices in Philadelphia and Allentown. In 1961 he was appointed chief probation and parole officer of Berks County, a position he held until 1969. Mr. Scheipe was appointed warden of the Berks County Prison in January, 1969 and retired in December, 1980. On November 19, 1980, Mr. Scheipe was confirmed by the Senate as a member of the Board for the first time, taking the oath of office on December 27, 1980. After his Senate confirmation on November 24, 1986, Mr. Scheipe began his second six-year term by taking the oath of office on December 5, 1986.

Mary Ann Stewart, Member, Pittsburgh, received her bachelor's degree in sociology from the University of Southern Mississippi (1960), and through the Board's Professional Education Program, received a master's degree in social work from the University of Pittsburgh (1973). Ms. Stewart began her career as a social worker with the American Red Cross in Korea and Europe, followed by service as a juvenile probation officer in Indianapolis, Indiana, and Allegheny County, Pittsburgh, and as a social worker with Gilmary School, Moon Township, near Pittsburgh. She began her service with the Board in 1971 as a parole agent in the Pittsburgh office, continuing until 1978 when she was promoted to one of the Board's staff development specialist positions. Ms. Stewart was confirmed as a Board Member by the Senate on November 13, 1985 and took the oath of office on December 13, 1985.



Board Members, left to right (seated), Walter G. Scheipe; Mary Ann Stewart; (standing) Dr. Dahle D. Bingaman; Fred W. Jacobs, Chairman; and Raymond P. McGinnis.

The Board and Its Work

The use of parole in Pennsylvania began in the 1800's, taking on many different forms until 1941, when the General Assembly of the Commonwealth of Pennsylvania passed the Parole Act (Act of August 6, 1941, P.L.861, as amended, 61 P.S. sec. 331.1 et seq.) which established the Pennsylvania Board of Probation and Parole. The Board is an

independent state correctional agency, authorized to grant parole after serving at least the minimum sentence and supervise all adult offenders sentenced by the courts to a maximum prison sentence of two years or more; revoke the parole of technical parole violators and those who are convicted of new crimes; and release from parole, persons under supervision who have fulfilled their sentences in compliance with the conditions governing their parole. The Board also supervises special probation and parole cases that meet specific criteria at the direction of the courts, and persons from other states under the Interstate Compact. At any one time, the Board has under supervision nearly 17,000 persons, of which approximately 15% are clients from other states and 21% are special probation and parole cases.

The Board's philosophy and principles statement, adopted in 1977 and amended in 1986, serves as a guide for the policies, decision making, and supervision practices of the Board.

The Chairman's executive staff, left to right (seated), Alva J. Meader, Executive Secretary; Robert A. Greevy, Chief Counsel; LeDelle Ingram, Affirmative Action Officer; (standing) Joseph M. Long, Executive Assistant; James O. Smith, Director of Staff Development; Gene E. Kramer, Director of Probation Services; Hermann Tartler, Board Secretary and Director of Pre-Parole Services; John R. McCool, Director of Administrative Services; and Paul J. Descano, Director of Supervision.



Bingaman Named Board Member

On April 11, 1988, the Senate of Pennsylvania confirmed Governor Casey's appointment of Dahle D. Bingaman, Ed.D., as a Board Member for a six-year term. President Judge James McClure administered the oath of office on May 6, in the Union County Courthouse. Dr. Bingaman then completed an extensive eight-week orientation program, including meetings with Central Office professional staff to review their work assignments, observing parole interviews and hearings in institutions, and a review of the processing of cases by Board members in Central Office.

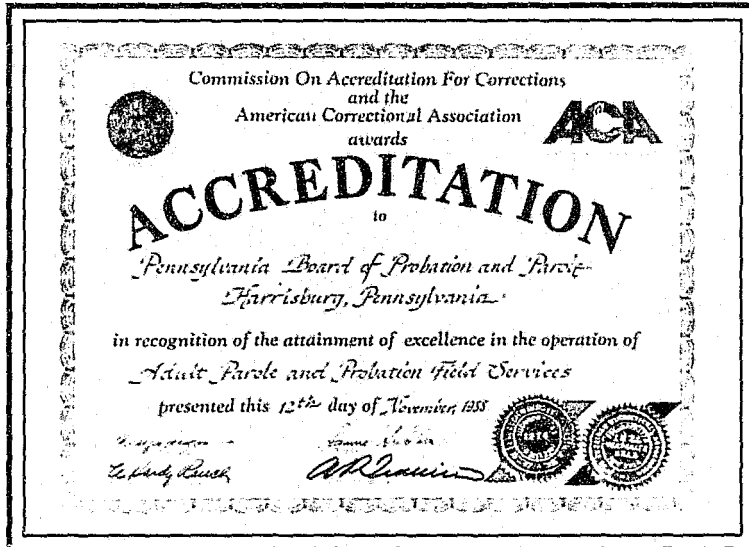
At the time of his appointment, Dr. Bingaman was Director of Psychological Services at Danville State Hospital. Other professional experience of Dr. Bingaman includes psychologist at Selinsgrove Center (mentally retarded); Deputy Superintendent of Treatment, SCI-Rockview; rehabilitation counselor with the Bureau of Vocational Rehabilitation; and private psychological practice. Other experiences have included service as a training officer in the United States Army, a district scout executive, and a public school teacher. Dr. Bingaman has an undergraduate degree from Bloomsburg State University. He also has a master's degree and a doctor's degree from Pennsylvania State University, both with a major in counselor education and a minor in psychology.



Board Member Dr. Dahle D. Bingaman, left, takes the oath of office from President Judge James McClure in the Union County Courthouse.

Field Services Accredited for Third Time

In October, the Board was accredited for another three years to 1991 as an adult probation and parole field services agency. This is the third accreditation received from the Commission on Accreditation for Corrections/American Correctional Association, including the initial accreditation in 1982.



The accreditation award came as a result of an audit in June of the Board's Central Office and the following representative field offices: Greensburg (Pittsburgh) and Haddington (Philadelphia) Sub-Offices and the Harrisburg and Williamsport District Offices. During the audit 48 persons were interviewed by the auditors, including 7 administrators (Central Office), 9 supervisory staff, 15 line staff (parole agents), 9 clerical staff, and 8 clients.

The on-site audit was conducted on June 27-29 by Edward Tripp, Chairman, Commissioner of Adult Corrections in St. Louis, Missouri; Frank Bright, retired corrections administrator from the North Carolina Department of Corrections; and Patricia Nelson, corrections consultant from Maryland. The auditors reviewed 198 standards covering all aspects of the Board's supervision responsibilities. They found 100% compliance with the three mandatory standards relating to firearms



and 97.8% compliance with the remaining applicable standards. The non-compliance standards related to directories of community service agencies, the "administrator of field services," and training needs surveys and reports. Plans of action to achieve compliance for the non-compliance standards were developed immediately. In the exit interview, the auditors made helpful comments on several aspects of Board operations, including library materials in field offices; external independent audits; caseloads; and the need for, and use of, clerical staff. On behalf of the Board, Chairman Jacobs expressed appreciation to the auditors for their work and made positive comments about the importance of accreditation to the field services of the Board.



Parole Agent Charles C. Lorditch, Harrisburg District Office, explains supervision reports to accreditation auditor, Patricia Nelson.

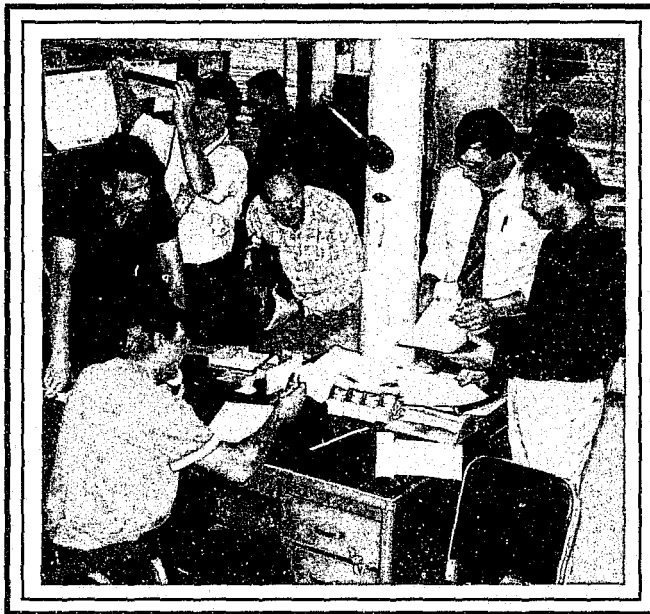
In their report to the Commission on Accreditation for Corrections, the auditors noted "that from the perspective of a worker and from that of a client, the quality of life within the agency is excellent. Staff was found to be knowledgeable; well-trained; aware of, and committed to, the overall goals and objectives of the agency. Their working environments were neat, clean, orderly, and accessible to the general public by private and public transportation. Both supervisory and line staff were found to be involved in the activities of the community in which their offices were situated. Their operating equipment space and supplies were ample and morale was extremely good."

During the next three years, prior to another audit in 1991, the probation and parole staff specialists from the Bureau of Supervision will review the continued compliance with applicable standards as they make their audits of district field offices. In this manner, documentation is continually gathered relating to the standards and corrective efforts can be made immediately if any standards are not complied with by field staff.

Paul J. Descano, Director of Supervision, left, and Chairman Fred W. Jacobs, third from left, engage in a conversation with accreditation auditors, left to right, Frank Bright, Edward Tripp, and Patricia Nelson.

**Prime Time TV
Features Board
Project**

Sunday evening, December 4, the American Broadcasting Company telecast a special program entitled "Trackdown," which featured the Board's Special Intensive Supervision Drug Project at the Haddington Sub-Office in Philadelphia. The documentary was designed to show the positive work of the parole staff in protecting the community and working with offenders. According to Louis Gorfain, President of the production company in New York, New Screen Concepts, their intent was to "produce a show with drama, action, and heart" and to "...heighten awareness and understanding of the 33 million people in America who are involved in the correction system on both sides of the bars."



The "Trackdown" film crew shoot a close-up of Parole Agent Robert Pryal, seated, as Supervisor Daniel Solla, second from right, and Parole Agent Anthony DiBernardo, right, look on.

The camera crew of five from the production company, arrived at the Haddington Sub-Office during the week of October 12, and remained for approximately five weeks. The camera accompanied the supervision staff everywhere from predawn searches for absconders to curfew checks at midnight. They also visited treatment providers, attended a meeting of a community action group, accompanied a return of a client to the State Correctional Institution at Graterford and the client's subsequent hearing. One of the segments of the program followed a parole violator's release from prison to continue on parole including the attachment of electronic monitoring equipment and a look at the client's employment and family relationships.

One of the highlights of the experience was meeting the narrator for the program, Avery Brooks, who starred as Hawk on the TV series "Spencer: For Hire." The segments including Mr. Brooks were filmed at the Haddington Sub-Office, in several community locations in Philadelphia, and at the State Correctional Institution at Graterford.



Avery Brooks, left, and New Screen Productions Producer Charles Bangert discuss the fine points of the next scene to be filmed.

At the conclusion of the filming, Mr. Brooks expressed deep appreciation for the opportunity to work with the staff. He indicated that he was proud that his fans and the public would identify him with the work of the Haddington staff.

Many favorable responses to the program have been received including a letter from Mr. Bruce Feldman, Executive Director of the Governor's Drug Policy Council, who was instrumental in the Board receiving federal Narcotics Control Assistance Program funds for the project. He stated, "The show was extremely well done and, I think, accurately portrayed Board personnel as dedicated, committed, and resourceful individuals who want to see the program succeed. Please accept my congratulations on the apparent success of this project and the attention which this very deserving project is now receiving." Mayor of Philadelphia, Wilson Goode sent a congratulatory letter, and a number of county probation departments in Pennsylvania are using the video tape of the program for training of their staff. Letters were also received from agencies in many parts of the country including Canada, Connecticut, Illinois, Kansas, New Jersey, Ohio, Oregon, South Carolina, and Wisconsin. Several inquiries were also received from high schools for use of the video tape in the classroom setting. Plans have also been made to use the video tape in the basic orientation program for new parole agents and county probation officers, as well as the general orientation program for new Board staff.

Intensive Supervision Impacts on Drug Abuse Clients

Recognizing that drug abusers commit crimes far more often than other offenders, on January 1, 1988, the Board initiated a Special Intensive Supervision Drug Project (SISDP) in Philadelphia and Pittsburgh. Through the coordination of the Governor's Drug Policy Council, the Board, the Pennsylvania Commission on Crime and Delinquency, and the Department of Health joined together in the development of the project. The Pennsylvania Commission on Crime and Delinquency gave major assistance in the form of two grants which provide the majority of the funds for personnel and urinalysis costs in the project. Supportive client treatment services are being made possible by the Department of Health.

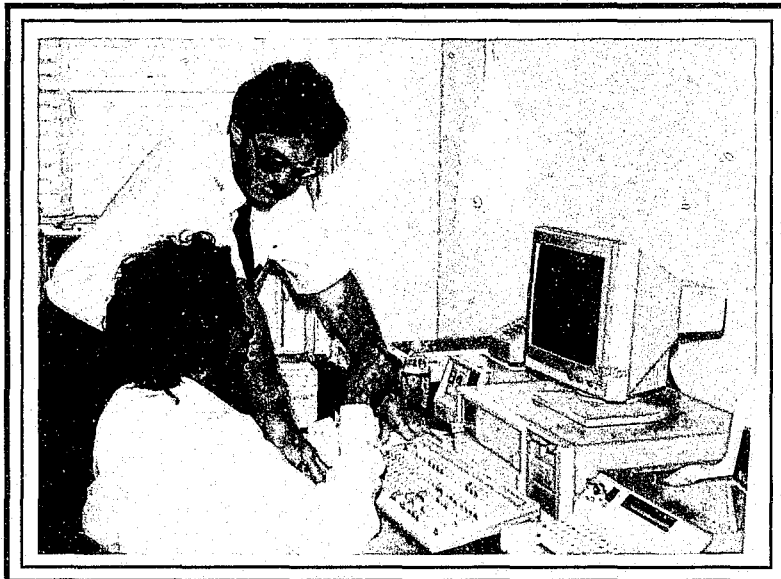
The project is designed to provide special intensive supervision, including frequent urinalysis for approximately 350 parolees:

- who have histories of drug dependency,
- are considered high-risk through the use of the Board's client assessment process, and
- who reside in densely populated areas of Philadelphia and Pittsburgh where neighborhood drug usage is high.

From a recent study, between 20% and 25% of the Board's clients in Philadelphia and Pittsburgh have been identified as having significant drug problems. Over the years, the Board has attempted to impact on this drug population; however, it has been unable to adequately address this problem by providing more intensive supervision to drug dependent clients, primarily due to the lack of adequate resources.

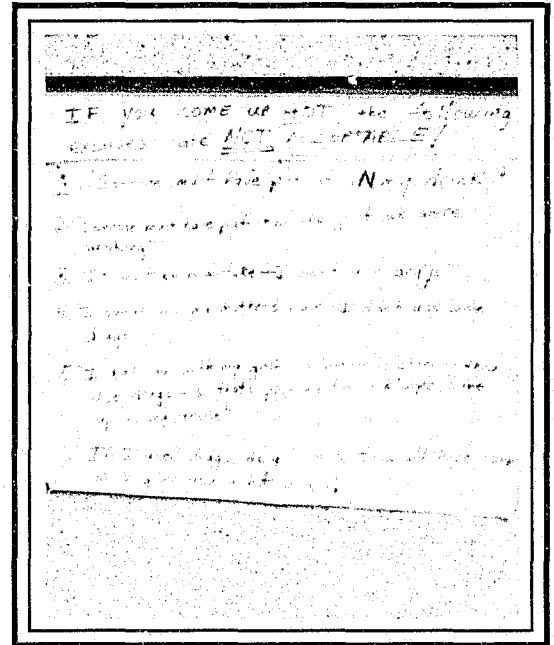
In this special project, the caseloads of parole agents have been reduced to 30 parolees, as compared to an average agency parole agent caseload of nearly 81. When lower caseloads are combined with the high-impact services and drug abuse controls, it is expected to result in a demonstrable, positive effect on reducing drug abuse and also reducing the number of new crimes committed by the parolees in the project.

Andy Porter instructs Doris A. Douglas, Clerk Typist, on the use of the electronic monitoring computer.



Intensive Supervision Guidelines Developed

Experienced parole agents were assigned to Board offices in West Philadelphia (Haddington Sub-Office) and the East End Sub-Office in Pittsburgh to implement this project. Specialized training on drug-related subjects and team building was provided to these agents, supervisors, and clerical staff to complement their long years of experience.



The Haddington staff's "greeting" to the client while waiting to see a parole agent.

Supervision guidelines were developed for the project, including a minimum of 20 client and collateral contacts and six urine tests per month, and the extensive use of sanctions, including curfews, travel restrictions, and the selective use of electronic monitoring. In order to maintain as much control as possible, contacts with clients are made randomly at all hours, seven days a week, including holidays. In addition, the two offices are open weekends, holidays, and some evenings to conduct urine tests on those clients suspected of drug usage and for other supervision responsibilities. Electronic monitoring equipment has been secured to monitor and control the movements of selected parolees who have a tendency to ignore curfews and who are generally unresponsive to the intensive supervision. This equipment is an additional tool for use by the parole agent in maintaining control of the client and providing effective supervision to the client, but it is not intended to replace the intensive, personal monitoring of the client's activity by the parole agent.

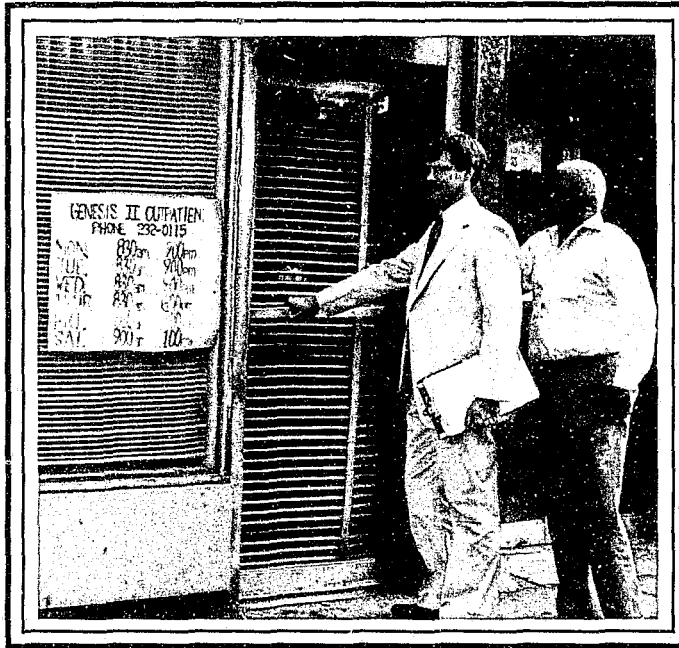
Agency/Community Cooperation Initiated

Combating drug usage is a task which requires the combined efforts of many agencies and the community in general. This project has emphasized the development of strong working

relationships with law enforcement agencies, treatment providers, and community groups. Local police precincts or districts have named liaison officers to work closely with the project staff. Current information on clients being supervised in the project is made available to the police on a weekly basis. Police officers have been extremely helpful in providing information on the activities of clients and assisting the parole agents in making arrests in potentially dangerous situations.

Through efforts and support of the Department of Health, drug treatment providers in Philadelphia and Pittsburgh are giving priority services to project clients. Again, close working relationships have been established between these treatment providers and project staff which has resulted in inpatient and outpatient services being more readily available to clients in need of treatment.

James A. Strader, left, manager of the Narcotics Control Assistance Program of the Pennsylvania Commission on Crime and Delinquency visits an outpatient treatment center with Parole Agent Travis Saunders.



Efforts are also being made to inform the community of the Board's work, to enlist the aid of individual citizens and citizens groups to assist in the location of clients who have absconded, and to provide information to the staff on questionable activities of parolees.

Dramatic Impact Noted

After a year of operation, project results are very encouraging. The project has introduced major supervision control and intensive drug use monitoring into the lives of these high-risk clients which has dramatically reduced drug usage by them and has had a significant impact upon

criminal behavior. Both of these areas, drug-free living and impact upon crime, are goals of the project which are being realized. Some of the quantitative performance data below speaks for itself.

1. When the project began, one out of every three urine specimens taken by the Haddington Sub-Office staff tested positive for the illegal use of drugs. However, as a result of regular and constant testing of clients and the immediate imposition of sanctions including recommitment to prison, test results for the month of October, 1988 reveal only one positive test for illicit drugs out every 50 specimens taken.
2. The rate of arrests for technical parole violations provides a measure of the intervention and control intensive supervision provides. Sixty-six percent of the arrests of SISDP clients are for technical violations compared with 24% among control groups.
3. The rate of recommitment for new criminal convictions, both over time and in comparison with control groups, provides a measure of the project's impact on crime. The rate of recommitment for new crimes among the total client group being monitored is 7% in the control group in comparison with 4% in the project's high-risk client group. Among total recommitments in each group, some 53% were returned to prison for new crimes among the control group in contrast with only 30% in the project client group.

Early project results substantiate the validity of the project's goal to demonstrate the cost effectiveness of high-impact drug control supervision services by reducing the number of new crimes committed by parolees. Although the number of arrests during the initial phase of the project has been high, the majority of these arrests were for technical parole violations rather than for new crimes committed. The reduction of new crimes reduces the number of investigations and arrests by the police, there are fewer cases to prosecute, and recommitments to prison are usually of a shorter duration than court-imposed sentences for new crimes.

This project is already demonstrating that the Board's mission can be more nearly fulfilled through the provision of intensive supervision services. "The public can be protected, and offenders can be reintegrated/resocialized into society as law-abiding citizens." The project will continue for another year with the assistance of a continuation grant from the Pennsylvania Commission on Crime and Delinquency.

AIDS Policy Adopted

After more than a year's work, in September the Board adopted an AIDS Policy and Procedures for use within in the agency. Gene Kramer, Director of the Bureau of Probation Services coordinated the development of the policy, including consultations with the Department of

Health and the Office of Administration, Bureau of Labor Relations. After the Board's adoption of the policy, it was submitted to the Department of Health and the Office of Administration for final approval which was received in late December. The policy has been distributed to agency managers for implementation.

Three Grades of Supervision Begin in '89

A study of the grades (levels) of supervision was conducted during the year as an outgrowth of the review of the Board's workload system by consultants in 1987. The study resulted in the adoption of three grades of supervision beginning in January of 1989, instead of the current four grades of supervision. In the development of the proposal by the Bureau of Supervision, input from the district planning groups provided helpful suggestions used to shape the final proposal. Technical assistance was also provided by the Division of Management Information.

The grades of supervision will be identified as maximum, medium, and minimum, which reflect the more universal intent of the supervision level and are used by many parole agencies across the nation. Required minimum supervision contacts for the new grades of supervision were also approved, including specifics about the nature and the timing of some of these contacts. "Intensive" supervision relates only to the pilot project in the Haddington and East End Sub-Offices.

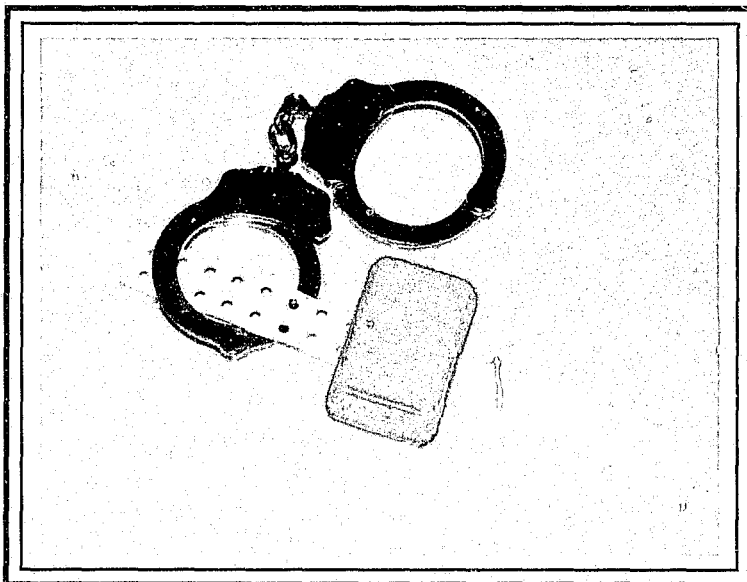
Another related change adopted by the Board is that the grade of supervision will be determined by the risk assessment only. In addition, the risk assessment variables have been reduced from 11 to 8 variables which predict risk. The needs assessment will continue to be completed at the same time as the risk assessment but will be used only for the development of the client's supervision plan. It is believed that the changes will provide a more uniform and accurate determination of the client's grade of supervision and will provide a better management of agent time based on the potential risk of the client to the community. Plans have also been made to develop optically read client risk/need assessment forms. This will eliminate the need for district staff to manually enter the risk scores into the Management Information System, and it will also provide the district and the total agency with client needs information to provide better service to the clients. The ultimate goal of the change to three grades of supervision is to provide more agent time to work with those clients who are determined to be high risk.

Electronic Monitoring Begins

For the first time in its history, the Board is using electronic equipment to monitor activities of the clients in the Special Intensive Supervision Drug Project as an alternative to arrest and recommitment to prison. In order to get the broadest possible experience with this new technology, two different systems are being used. In the East End Sub-Office, Pittsburgh, the system is a computer, random calling system which requires the client to wear a bracelet. The staff programs the computer to make these calls, requiring the client to insert the bracelet into a device to verify that the client is at home during the prescribed times established by the staff.

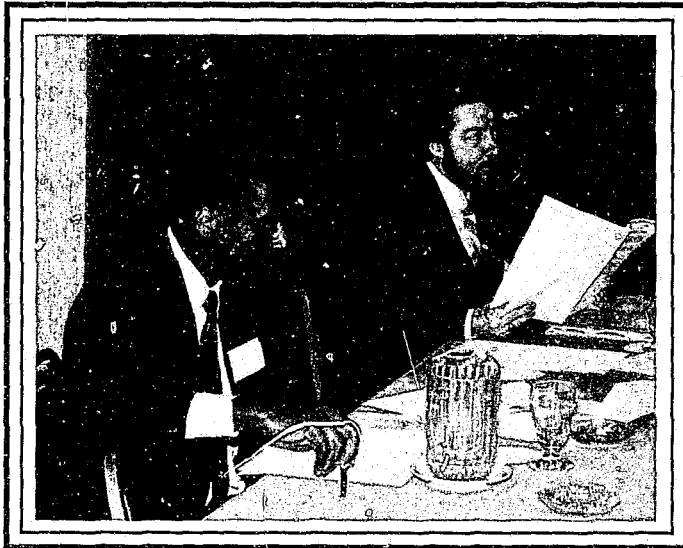
A combination radio-transmitted signal and random calling system was installed in the Haddington Sub-Office, Philadelphia. Ankle transmitters on the client are used to constantly monitor the client's location. If the client leaves home at an unauthorized time, the radio transmission is broken and the computer in the sub-office signals a violation. This system also allows for up to 200 additional clients to receive computer initiated random calls requiring no equipment on the client or in the client's home. This system uses a voice identification technology to verify the client's presence in the home during prescribed times which will assist the parole agents in checking curfews imposed on clients in the unit.

After some initial start-up problems, the electronic monitoring equipment is working very satisfactorily and is providing needed assistance and information about client's activities to the parole agents. The use of electronic monitoring equipment is being evaluated very carefully to determine its future and/or expanded use within the agency.



Board Hosts Regional Meeting

On February 9 and 10, the Board hosted the meeting of the Northeastern Region of the Association of Paroling Authorities International with attendees from state paroling authorities in Vermont, New York, Maryland, the District of Columbia, and the United States Parole Commission. Board Member



Raymond McGinnis, who is the regional vice-president, chaired the sessions for the two-day meeting in Harrisburg which focused on Pennsylvania's parole decision-making process and its supporting Management Information System.

Board Chairman Fred W. Jacobs, Board Member Walter C. Scheipe, and Board Secretary Hermann Tartler, also attended the meeting along with a number of other Board staff. Presentations made by Board staff included Robert A. Greevy, Chief Counsel; James A. Alibrio, Director of Management Information; George A. Sullivan, Statistical Analyst; and Anne M. Birch, Computer Analyst. The Association of Paroling Authorities International is an organization consisting of representatives from state, federal, and military paroling authorities in the United States and representatives from Canada, Puerto Rico, and several European countries.

Board member Raymond McGinnis, right, and Stanley B. Clemons, Hearing Examiner from the District of Columbia, listen to one of the presentations at the conference.

Additional Grants Received

During the year, three grants were secured from the Pennsylvania Commission on Crime and Delinquency using federal Narcotics Control Assistance Program funds. A continuation grant in excess of \$500,000 in federal funds was received for the Special Intensive Supervision Drug Project in Philadelphia and Pittsburgh. These funds will provide most of the operational costs for another 12 months of the project to December 30, 1989.

Two training grants were also received during the year to provide Board and county probation

staff with in-service and out-service training opportunities on drug-related subjects. The initial grant covered a three month period early in the year and a subsequent twelve-month grant was received in September. With these funds, the Division of Staff Development has been able to expand its training opportunities for parole agents and other staff who work with clients with drug abuse histories. A specialized training program for the Board's hearing examiners and another one for county chief adult probation officers are also included in this grant.

88-89 Board Goals Set

Goals established by the Board each year provide direction to agency managers as they develop objectives for employees. The goals for 1988-89 are as follows:

1. To develop methods of providing optimum community controls for selected clients in lieu of incarceration, without increasing the risk to society.
2. To expand participatory management methods which provide for staff input into the development of programs, policies and procedures.

3. To expand the use of modern technology in electronic data processing and telecommunications in order to improve productivity in recordkeeping and management information as well as to integrate criminal justice information systems.

The goals were established with input from all levels of staff through the District Planning Groups and the Board's Core Planning Group.

Mittica Named Parole Agent of the Year

James A. Mittica, Parole Agent 2, Rochester Sub-Office of the Butler District, was the recipient of the 1987 American Legion Parole Agent of the Year Award. On June 7, Mittica was presented the award at the Rochester Sub-Office by American Legion Pennsylvania State Commander Ronald F. Conley of nearby Scott Township. Board Member Mary Ann Stewart of Pittsburgh made remarks on behalf of the Board as did the Board's Director of Supervision Paul J. Descano; Murray Cohn, District Director of the Butler District Office; and Mittica's immediate supervisor, Jack L. Manuel. The Board also recognized Mr. Mittica at their May Board meeting. In recognition of receiving this award, Mr. Mittica attended the Pennsylvania Association of Probation, Parole, and Corrections Training Institute in Lancaster, and the American Probation and Parole Association Training Institute in Cincinnati.

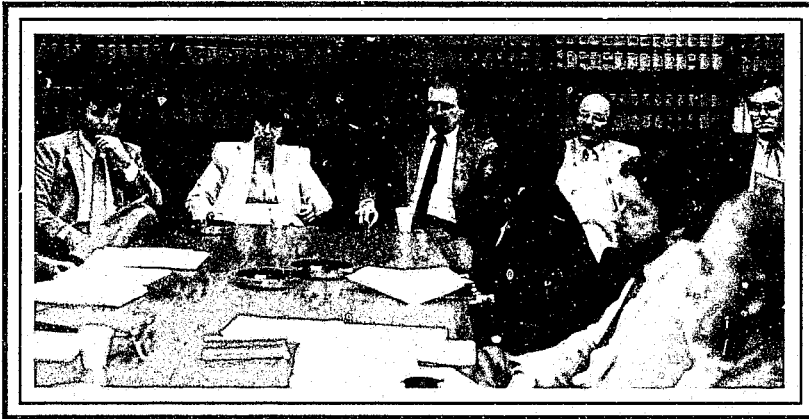
Mr. Mittica was one of ten nominees from each of the Board's district offices. In being selected for the award, Parole Agent Mittica was cited for the professional manner in which he does his work and for his expertise in working with the sexual offender. He currently cochairs a weekly therapy group of sex offenders under state and county supervision at the Human Services Center in New Castle.



Parole Agent James A. Mittica, right, is congratulated on his selection as Parole Agent of the Year by Paul J. Descano, Director of Supervision.

Parole Agent Mittica began his service with the Board in 1977 and was assigned to the Pittsburgh District Office. He later transferred to the Board's Butler District Office and in February of 1979 was assigned to the Rochester Sub-Office. After graduation from New Brighton High School, Parole Agent Mittica attended Penn State University, Beaver Campus and received a bachelor's degree in law enforcement from Youngstown State University. He served over three and a half years in the United States Navy, much of it in Vietnam. Mr. Mittica is married and the father of three children.

The Parole Agent of the Year selection process was enhanced this year to include personal interviews with the nominees by the selection committee. The ten nominees were guests of the Board for lunch and attended the Board meeting in April. Nominees for the award in addition to Mittica included: Michael C. Baker, Scranton; Robert G. Collins, Williamsport; Deborah R. Cook, Altoona; Glenn E. Hogue, Erie; William E. Jones, Allentown; Lawrence J. Kalcevic, Pittsburgh; Kevin Kilkenny, Philadelphia; Charles T. Loftus, Chester; and Dennis P. Ryan, Harrisburg.



Some of the nominees for the Parole Agent of the Year Award observe the Board at its April meeting; left to right in front of the bookcases, Dennis P. Ryan, Deborah R. Cook, Michael C. Baker, Lawrence J. Kalcevic, and Kevin Kilkenny.

Agent Recognized for Heroic Efforts

Parole Agent Kevin Kilkenny was driving through the Frankford area of Philadelphia on the morning of January 5 when a man engulfed in flames came running from a burning building. According to newspaper reports, an unidentified parole agent "...took off his jacket and smothered the fire, with the help of the police." It was Kevin Kilkenny's actions which the newspaper reporter described as "heroic efforts of a quick thinking parole agent." Unfortunately, the victim died of burns over 60 to 80 percent of his body.

According to Supervisor Brenda D. Nealy, after the fire was extinguished, Parole Agent Kilkenny left the scene without being identified. He returned to his home long enough to secure a replacement coat for the one which was destroyed, and then continued with his work for the day. In a letter commending Kilkenny, Chairman Jacobs stated, "Your actions on behalf of the victim speak eloquently of the Board's commitment to serving the communities in which we work. We are proud to be associated with a thoughtful, caring, and unpretentious employe such as yourself."

Advisory Committee Meets Twice

The Board's Advisory Committee on Probation met twice during the year under the chairmanship of Daniel B. Michie, Jr., Esq. One new member, Richard J. Restivo, an Allegheny County Probation Officer, was added to the committee made up of the following members:

- Daniel B. Michie, Jr., Esquire, Philadelphia, Chairman;
- Jay R. Bair, former Commissioner, York County;
- Honorable Vincent A. Cirillo, Judge, Superior Court of Pennsylvania;
- Honorable Nicholas A. Colafella, Member, House of Representatives, 15th Legislative District, Beaver County;
- Honorable John C. Dowling, Judge, 12th Judicial District, Dauphin County;
- Barbara Hafer, former Commissioner, Allegheny County, and now Auditor General of Pennsylvania;
- William T. Parsonage, Associate Professor, Administration of Justice and Health Education, College of Liberal Arts, Pennsylvania State University; and
- Honorable John J. Shumaker, Member, Senate of Pennsylvania, 15th District, Dauphin and Northumberland (part) Counties

High on the committee's agenda for discussion was the Pennsylvania Supreme Court decision requiring the state to provide funds for the cost of all county probation staff which may impact significantly on the Board's current Grant-in-Aid Program. They also discussed the impact of the insufficient appropriation of grant-in-aid funds to meet the current level (80%) of funding of eligible county probation staff as required by the Probation and Parole Act and for funding new county programs. At year's end, these questions remained unanswered.

Other items of discussion by the committee included a review of the proposed schedule changes for auditing the county's adherence to standards as required to receive grant-in-aid funds. The question of whether a county's collection of probation supervision fees from clients should impact on future grant-in-aid awards to counties was also discussed.

Citizen Committee Steps Up Meetings

Following new committee guidelines, representatives of the Board's ten district citizens advisory committees held two statewide meetings this year, in April and November. In each of the meetings, the representatives reported on the work of their individual committees throughout the year.

At the meeting on April 29, reports were given on the Board's Special Intensive Supervision Drug Project by Daniel Solla, Supervisor of the unit located in Philadelphia; John J. Rice, Director of Institutional Services, reported on a Parole Plan Advocacy Project under development in the agency to assist inmates, who are approved for parole and beyond their release date, secure parole plans; and Probation and Parole Staff Specialists Linwood Fielder and Robert Reiber reviewed their role in auditing staff work in each of the Board's supervision offices. At the fall meeting, on November 9, the committee discussed various public relations/information efforts and the recently adopted three grades of supervision to be implemented in January, 1989.



Marion Damick, center, Chairperson of the Pittsburgh Citizens Advisory Committee helps orient some inmates' children with the new children's library at the State Correctional Institution at Greensburg while William Wolf, rear, Deputy Superintendent for Treatment, looks on. The securing of books for the library was a special project of the citizens committee in 1988. (Photo courtesy of the Standard Observer, Irwin.)

Board Receives Award

At the annual meeting of the Pennsylvania Industries for the Blind and Handicapped on May 10, Chairman Jacobs accepted a "Distinguished Support Award" for the Board's "purchase of handicapped-made products and services." David Payton, Director of Office Services, also attended the presentation since that division is responsible for purchases which were named in the award. The Board's award was one of only a total of 13 awards presented in this category. The plaque is now prominently displayed in the lobby of the Board's Central Office.

Fred W. Jacobs, left, accepts an award for the Board from Richard V. Emerson, Sales Manager of the Pennsylvania Industries for the Blind and Handicapped.



Editorial Supports Parole

The July 11 issue of the *New Castle News* featured an editorial on the value of parole. The editorial made reference to the increasing workload of parole agents of the Board and gave economic and humanitarian reasons for the support of parole. The editorial concludes with the following:

"A PERCENTAGE of those under the supervision of the agency [Board] violate either the rules of their parole or probation or commit another crime. This shouldn't be taken as a failure of the program, but rather the failure of an individual to

use the opportunity of being free to build another life.

"Critics of leniency are quick to urge mandatory sentencing or what they believe is a sure cure of lock 'em up and throw the key away. But it should be remembered that something like 98 percent of the inmates in prison eventually reach the streets again — in some cases better educated in the ways of crime.

"A regulated and monitored parole and probation program is a useful and less expensive alternative in society's fight against crime."

Parolee Receives White Award

Parolee Mona J. Shearer was recognized by the Department of Corrections by naming her the recipient of the J. William White Award in 1988. The award, in the form of a check for \$300, was presented in the Altoona District Office on March 8, by District Director Daniel Roberts and George Johnson, Ms.

Shearer's parole agent. She was recognized for her participation in training to enhance her employment skills. The award is granted annually to recognize a first offender, under 25 and over 65 years of age, released on parole during the year, who is "most deserving and most likely to be helped to permanently honest ways."

Fire Drills Pay Off

Any telephone calls to Central Office about mid-morning on Thursday, September 22, probably went unanswered. About that time an announcement was made on the public address system to evacuate the building immediately. The announcement did not sound like the usual fire drill announcement, and employees moved from the building in record time.

Moments later the fire trucks arrived, and city firemen took over the building to determine the source of smoke in the building. A malfunctioning fluorescent light fixture in the lobby area soon was discovered and disconnected, preventing any serious damage to the building. Fire drills which sometime seem to be an annoyance to employees, are valuable to ensure safety in the workplace.

In Memoria

John W. Ludwig, Parole Agent of the Pittsburgh District Office died on May 31, 1988. Mr. Ludwig became a parole agent with the Board on May 30, 1985 in the Philadelphia District Office. He later transferred to the Pittsburgh District Office on September 17, 1987.

Walter L. Crocker, former Board member, died on June 5, 1988 as a result of a heart attack. Mr. Crocker began his service with the Board as a parole agent on November 15, 1984 in the Pittsburgh District Office. He became a Board member on December 6, 1985, continuing until November 25, 1987. He then became probation and parole deputy district director and conducted parole hearings in the Pittsburgh District Office until his death.

Irene Tatalias, Clerk Typist 2, of the Allentown District Office, died on February 19, 1988 after a brief hospitalization. Mrs. Tatalias had several other hospitalizations during the past year due to her illness. Beginning her employment with the Board on August 19, 1970, Mrs. Tatalias served in the Allentown District for 17 1/2 years.

Robert A. Greevy
Chief Counsel

Arthur R. Thomas
Assistant Chief Counsel

Timothy P. Wile
Assistant Chief Counsel

Office of Chief Counsel

The Office of Chief Counsel defends state and federal court challenges by offenders to Board determinations and represents the Board before various state agencies, such as the Civil Service Commission, the Human Relations Commission, the Unemployment Compensation Board of Review, and Board of Claims; and the United States Equal Employment Opportunity Commission. The office also advises the Board in matters of policy and procedure.

During the year, numerous appeals of Board parole revocation orders (actions) were filed by prisoners in the Pennsylvania Commonwealth and Supreme Courts. The most frequent challenges to those Board orders were the adequacy of evidence to support parole revocation, the admissibility of documentary evidence, timeliness of revocation hearings, entitlement to and application of custody credit, and whether the parole violation backtime imposed by the Board for various parole violations was harsh and excessive. While many prisoner appeals of Board parole revocation orders involve legitimate questions of law or fact, a number of prisoner appeals challenge well-established principles of law and can be characterized as "wholly frivolous." During this past year, the Office of Chief Counsel has sought, and has been granted, awards of counsel fees and costs under the Pennsylvania Rules of Appellate Procedure as a sanction against both the prisoner and the prisoner's attorney for filing and prosecuting appeals that the appellate court has determined were "wholly frivolous."

A major undertaking completed in January, 1988 was the amendment of the Board's regulations to implement revised parole granting

and revocation procedures enacted by the Pennsylvania General Assembly by the passage of Act 134 in 1986. Beginning on January 16, 1988, the Board commenced hearing parole revocation matters in panels of two Board members or one Board member and one hearing examiner. Additionally, initial paroling determinations are now made by two Board members rather than the three required under prior law. The 1988 amendments to the Board's regulations also put into effect the statutory administrative appeal process whereby appeals of Board parole revocation orders are now heard by three Board members. A prisoner who desires to appeal a Board parole revocation order must first file an administrative appeal with the Board prior to being able to file an appeal with the Pennsylvania Commonwealth Court.

Staff leadership was provided for the Board's basic orientation course for Board parole agents and county probation officers. Some specialized training was also conducted on probation and parole law for Board parole agents and county probation officers at several locations in the Commonwealth.

Other activities of the Office of Chief Counsel include the drafting of proposed amendments to the Parole Act of 1941 and proposed amendments to the Board's regulations; assisting the office of Attorney General with federal civil rights and habeas corpus actions involving the Board; reviewing Board contracts, grant-in-aid awards, and Board Chairman letters imposing sanctions on Board staff. Finally, the Office of Chief Counsel advises the Board on evidentiary changes, legal updates, and rendering legal opinions on issues related to the Board.

Hermann Tartler
Board Secretary and Director
John J. Rice
Director of Institutional Parole
Services
John P. Skowronski
Director of Hearing Review
William H. Traister
Director of Case and Records
Management

Office of Board Secretary and Bureau of Pre-Parole Services

Institutional Parole Work Increases

During the year the State Correctional Institution at Smithfield became operational. As a result of the opening of this institution and four other new institutions in the past few years, there has been an increase in the time required to prepare materials for parole release interviews and scheduling interviews in now 14 state correctional institutions. Institutional parole staff were reclassified during the year to reflect their added responsibility of representing the Board at some preliminary and revocation hearings for parole violators in correctional institutions.

Work has also begun on the Board's participation in the Treatment Alternatives to Street Crime (TASC) program in state correctional institutions.

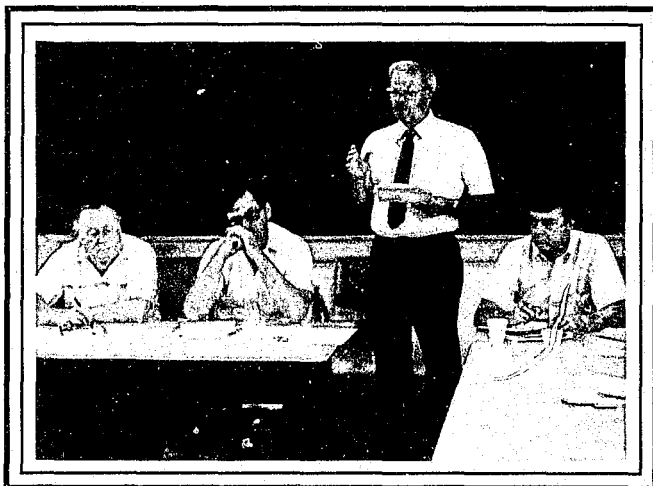
This cooperative program involves the Department of Corrections, the Department of Health, and the Board. The program is intended to have drug and alcohol staff evaluate inmates with substance abuse histories prior to release on parole. These evaluations enable the Board to impose special conditions of parole during the supervision process. The TASC program also assists parole agents in brokering for needed treatment services for these offenders while on parole. An objective of the program is to reduce the number of substance abuse parolees recommitted to state correctional institutions for violating parole conditions or committing new crimes.

Training on the Hearing Process Provided

During the past 20 years, many changes in the Board's due process hearings have taken place due to various court decisions. In addition, amendments made in 1986 to the Probation and Parole Act resulted in regulation changes in the parole violation process which provides for a more cost-efficient operation and some reduction of

paperwork. These changes include the conducting of revocation hearings by a panel of two Board members or a Board member and a hearing examiner and allowing parole agents, through the use of a simple form, to add new technical parole violations after probable cause has been established in regard to technical violations or new criminal charges.

As these various rule changes occurred, they were transmitted to the staff through memorandums, staff meetings, and training sessions. The Manual of Operations and Procedures, Chapter 10, was completely revised to incorporate the rule changes. In order to aid staff in understanding and adhering to the new policies and procedures, training sessions were held throughout the state. The training design included a pretest and a posttest to ascertain staff proficiency in understanding the rule changes and to evaluate the impact of the training on implementation of the changes.



William H. Traister, Director of Case and Records Management, explains some aspects of the violation process as supervisors, left to right, Francis J. O'Connell, Allentown; Robert Joachim and Michael L. Bukata, both of Philadelphia, listen.

Hearing Scheduling Pilot Project Initiated

A pilot project was initiated in the Williamsport District Office to test the use of the computer in maintaining controls for scheduling the Board's due process hearings. The project's objective is to facilitate the transfer of information within the

agency, to ensure timeliness in the controlling of the hearings, and to eliminate some paperwork. The program was recently extended to the Harrisburg District Office and continues to be evaluated for its validity of expanding the program statewide.

Victim Input Program Grows

The Board places a high value on victim input in the parole release decision-making process which led to the establishment of a Victim Input Program in 1986. This program provides for input from victims "concerning the continuing nature and extent of any physical harm or psychological or emotional harm or trauma suffered by the victim, the extent of any loss of earnings or ability to work suffered by the victim and the continuing effect of the crime upon the victim's family." During 1988, an additional 612 victims or family members of victims enrolled in the program for a total of 1,072 since the beginning of the program. Victim input has been provided by 253 persons; 114 victims presented oral testimony before a Board hearing examiner and 139 written victim statements were received.

Through this program, victims provide valuable information to the Board including an awareness of any antagonism, directly or indirectly toward the victim by the offender; the suitability of the offender's parole plan; and the need for special conditions to be imposed on the offender if

paroled. With this additional information from the victim, the Board has an expanded insight into circumstances of the offense to assist them in making a sound paroling decision. Particular concern is given to any continuing effect the crime has had on the victim.

Progress has been made in automating the Victim Input Program. The victim and the offender's minimum sentence date are linked to ensure that victims will be afforded the opportunity to provide input to the Board consistent with the law. The coordinator of the Victim Input Program, Robert D. Petrilli, has developed positive working relationships with numerous district attorneys and victim/witness coordinators who have the responsibility at the time of sentencing to notify victims of the Board's Victim Input Program.

File Room Expanded

The Board's Central Office file room is the repository for all active client casefolders, totaling approximately 50,000, and growing at the rate of over 150 new folders each week. Although the file room was completely reorganized in 1983, some further rearrangement was done this year in order to add more shelving for casefolders.

During the past year, the staff processed paperwork for more than 10,500 parole release decision interviews and due process hearings; recorded nearly 21,000 official Board actions (an increase of more than 170 Board actions per month); checked for accuracy over 8,200 Initial Sentence Status Reports from state and county correctional facilities, entering the information into the Board's electronic record system, and filing the

reports in the client's casefolders; and modified electronic and paper copies of more than 7,600 changes in the sentence structures of inmates. The processing of these documents ensures that parole release considerations of inmates are timely and input is secured from sentencing judges, prosecuting district attorneys, and the law. The unit also completed more than 1,000 recommitment data sheets and folders on recommitted violators.

Increasing Inmate Transfers Impact on Board Hearings

With the continued increase in the number of inmates in state and county institutions and with some institutions under federal court order to limit the number of inmates in the institution, there has been a drastic increase in the number of inmates transferred between institutions. This condition adversely impacts on the Board's scheduling system for hearings and requires cases to be individually reviewed to assure the inmate is available at the scheduled time and place of the hearing.

In order for witnesses and Board personnel to be available for the due process hearings, in many cases inmates are transferred back to the institution near where the violations occurred. Fortunately, Department of Corrections personnel have been extremely cooperative in this process, and the Board is constantly reviewing its policies and procedures to alleviate any unnecessary transfer of inmates.

Administrative Relief Requests Increase

The Bureau is responsible for reviewing and responding to counsel and/or inmate requests for administrative relief from recommitment decisions. This is the first step in the litigation process, and any denial of these requests permits the inmate to file an appeal in the Commonwealth Court. During the past year, more than 1,300 such petitions were received, reviewed, and responses prepared, either granting or denying relief. This process continues to be impacted upon by the ongoing appeals to the appellate courts and the subsequent decisions rendered there.

There has also been a substantial increase in requests for administrative relief in cases where the Board refused to grant parole. Although the parole release decision (grant or refusal) is not appealable, these requests require a review and response.

Forms Revised

Several forms used in the parole release process were revised during the year to incorporate operational and decision-making changes. The form used to order release of inmates on parole was revised to accommodate additional needed information (minimum sentence dates) and to make it easier to list multiple sentences, etc. Additions to the Conditions Governing Parole/ Reparole included: a sixth general condition regarding the requirement of parolees to satisfy fines, costs, and restitutions imposed at the time of sentencing; and an

agreement delineating the requirements imposed upon parolees when leaving Pennsylvania for another state. A guideline form used by Board panels in making parole release decisions and the Board's interviewing docket form were also revised.

Ongoing Responsibilities

The Office of the Board Secretary and the Bureau of Pre-Parole Services have responsibilities which relate primarily to the Board's quasi-judicial and release decision-making functions. These responsibilities include the scheduling and preparation of material for over 10,500 interviews and hearings annually; responding to most inquiries relative to decisions and policies of the Board; reviewing sentence structures for accuracy in compliance with current laws; reviewing due process hearings material to ensure compliance with Board policies, applicable laws and court decisions; providing technical assistance in finalizing Board decisions; and the official recording of over 21,000 official case decisions of the Board.

The Board Secretary is administratively responsible for the supervision of the Board's hearing examiners. Two new hearing examiners were named during the year: David R. Flick, formerly a staff development specialist, filled a vacant position in the Pittsburgh Hearing Office; and Martin V. Walsh, from the Department of Public Welfare and formerly a bureau director with the Board in the early '70's, was hired to fill a newly created hearing examiner position based in the State Correctional Institution at Graterford.

An institutional parole staff is maintained in state correctional institutions and some other locations to provide information, reports and recommendations

to the Board for use in making parole decisions; to provide pre-parole counseling to inmates; and to aid the offender in developing a parole plan consisting of a home and employment. Institutional parole staff also provide a parole education program for offenders prior to parole consideration by the Board.

The Board Secretary is the Board's liaison with the Department of Corrections and the Board of Pardons. He is also responsible for the administration of 1) the Board's informant policy requiring the processing of requests from law enforcement agencies to use clients under the Board's jurisdiction as informers, and 2) any Board cases assigned to the Federal Witness Protection Program. In addition, the Board Secretary has the administrative responsibility for providing services and parole release interviews for several hundred inmates under the Interstate Compact for Corrections. This entails making arrangements for parole interviews for Board clients incarcerated in other states, and for other states' clients incarcerated in Pennsylvania.

Paul J. Descano
Director

Linwood Fielder
Probation and Parole Staff
Specialist

Marlin L. Foulds
Probation and Parole Staff
Specialist

Robert A. Largent
Director of Interstate Services

Robert W. Reiber
Probation and Parole Staff
Specialist

Bureau of Supervision

Parole Agents Upgraded

After a long period of negotiations, pay ranges were upgraded for the majority of the Board's parole agents. The maximum salary was increased by three pay ranges for all parole agent 2's and one range for parole agent 3's. The latter classification was simultaneously abolished resulting in only one class of parole agents in addition to the probationary class. Also, the probationary period for newly hired parole agents was extended from six months to one year.

Another change requires all new parole agents to spend one week with institutional parole staff in a state correctional institution as part of their on-the-job training experience. This new requirement is intended to provide these parole agents with insight and understanding of the work of the Board in preparing clients for parole. In an effort to reduce the time required to get new parole agents on the job after being selected for a position, bureau staff will conduct background investigations done previously by the Pennsylvania State Police.

Accreditation Efforts Rewarded

During 1988, bureau staff played a key role in the Board's achievement of being reaccredited for another three years as an adult probation and parole field services agency with a 97.8% compliance level. The policies and procedures of the bureau were

reviewed and revised on an ongoing basis throughout the year, recognizing the need for consistency of supervision practices throughout the state. The bureau's probation and parole staff specialists were responsible to review each field office's operations to determine compliance with the national standards established by the Commission on Accreditation for Correction/American Correctional Association. In addition, materials to document agency compliance with the standards were secured from the field offices to be reviewed by the accreditation auditors.



Greensburg staff, left to right, Lawrence W. Bush, Parole Agent; Kathy L. Little, Clerk Stenographer; and Donald Green, Supervisor, review accreditation standards in preparation for the auditor's visit to their office.

Descano Named Director of Supervision

Paul J. Descano, Chester District Director and former Board member, was named to be the new Director of the Bureau of Supervision, effective May 12. In this position, Mr. Descano is responsible for the day-to-day operation of the supervision of nearly 17,000 clients in the Board's 22 supervision offices.

This appointment came about due to the retirement of John J. Burke who held the position

for approximately 17 years. Mr. Descano's appointment is the first agency bureau director appointment since the establishment of the Bureau of Probation Services in 1975.

Mr. Descano comes to the position with a breath of experience with the Board beginning in 1959. In addition to positions listed above, he has also served as parole agent, parole supervisor, and coordinator of community-based programs in Philadelphia.

MIS Input Increased

For a number of years, a Management Information System Users Group has been functioning within the agency to provide direction in the development of the Board's automated information systems and their output. Recognizing the importance for supervision management staff to make more effective use of the information available, Bureau Director Descano named additional staff to the users group. In addition, the management staff from the bureau on the user's group will serve as a regular planning group for the bureau to look at MIS issues from a field supervision perspective; to analyze available information; and to guide the implementation of these systems in an effort to become more productive.

The groups as established by Mr. Descano are:

Bureau of Supervision Planning Group

- Daniel Goodwin*, District Director, Allentown
- Robert Franz*, Parole Supervisor, Erie
- James Robinson*, Deputy District Director, Pittsburgh
- Richard Sheppard*, Parole Supervisor, Philadelphia
- James Arnett*, Parole Agent 2, Allentown

Bureau of Supervision Analysis and Implementation Group

- David Baker*, District Director, Williamsport
- Vaughn Heym*, Parole Supervisor, Harrisburg
- Donald Green*, Parole Supervisor, Greensburg
- James Heisman*, Parole Supervisor, Philadelphia

Interstate Services Continue to Grow

As the Board Chairman's delegate, Robert A. Largent, Director of Interstate Services, has responsibility for administering the Board's participation in the Interstate Compact which provides for cooperation among states in the supervision of parolees and probationers. The compact provides a single, legal, and constitutional method of granting clients the privilege of moving outside of the state in which they were sentenced into other jurisdictions where they may have homes, employment, families, or better opportunities for adjustment under supervision.

All 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands are signatory to the Interstate Compact. At the conclusion of 1988 1,631 clients were being supervised in other states and 2,496 clients from other states were being supervised by the Board. In addition, the Division of Interstate Services handled the arrangements for 1,778 Pennsylvania county probation cases to be supervised by other states. At the conclusion of

1988, 2,168 county probation cases were being supervised in other states. The Interstate Services Office also has the responsibility for arranging for the return of Board clients who violate their parole in jurisdictions outside of Pennsylvania.

During 1987-88, 75 clients were returned by the private vendor contracted to provide security transportation services in the return of these parole violators. Through the use of the vendor, the Board realized a total savings of over \$97,000, including commercial transportation costs, as well as the costs of parole agent's time and overtime which would have been incurred without the use of this service. In addition, arrangements were made by the Interstate Services Office to return parole violators from contiguous states by the Board's warrant officers and parole agents.

Supervision Requirements Studied

Through the year, bureau staff were involved in an indepth study of client supervision requirements. The objective of the study was to develop a supervision strategy which would place the majority of the parole agents' efforts on clients who pose the greatest risk to the community and demonstrate the highest propensity for committing new crimes and/or technical parole violations. The results of the study led to recommendations, subsequently adopted by the Board, to change to a three-grade of supervision model, with grades determined by

a client risk assessment. It is believed that this new supervision model is more objective and controllable since it is based on factual risk information. The result should be more intensive supervision of high risk offenders and thereby more protection is provided for the community in keeping with the Board's primary objective and mission.

Central Office Staff Provide Specialized Services

Each of the bureau's probation and parole staff specialists provide support, consultation, technical assistance, and monitoring services to field staff, in addition to other special programmatic assignments. Linwood Fielder has responsibility for providing services to the Philadelphia and Chester District Offices; serves as the Board's firearms coordinator working closely with the district firearms officers during the year in reviewing the Board's firearms policies and procedures; and is coordinator of the Board's participation in the Crime Stoppers Program. In 1988 seven of the ten Board clients featured in the Crime Stoppers program were captured.

Marlin F. Foulds has responsibility for support services to the Harrisburg, Scranton, and Williamsport District Offices, assists the director of Interstate Services on a daily basis, and has responsibility for the Board's citizen volunteer program. Robert W. Reiber provides support services to the Altoona, Butler, Erie, and Pittsburgh District Offices, has special responsibilities for the Board's client urinalysis program, and gives special attention to the related management information systems as well as serving on the MIS Users Group.

Ongoing Responsibilities

The Bureau of Supervision has responsibility for the protection of the community and reintegration of the offender through the supervision of nearly 17,000 probationers and parolees. This is accomplished through field staff located in ten district offices and twelve sub-offices throughout the state. Approximately 220 parole agents are key staff members in directly supervising the offender in the communities throughout the Commonwealth.

The field staff also conduct investigations for the Board of Pardons; presentence investigations when requested to do so by the courts; pre-parole

investigations; and they prepare classification summaries and reports for other states. As peace officers, agents are required to make arrests of those clients who violate the conditions of their probation or parole. At the Board's due process hearings, agents are required to testify and present evidence to substantiate the charges brought against clients of the Board. The agents are responsible for returning violators, including some from other states, to various correctional institutions when the Board orders recommitment.

Gene E. Kramer
Director

W. Conway Bushey
Director of Grants-in-Aid and
Standards

Ronald E. Copenhaver
Director of Court Services

Bureau of Probation Services

Grants Move Toward 80% Funding Level

The 1987-88 Grant-In-Aid Program appropriation of \$13,430,000 represented a 33.7% increase and the second largest dollar increase since the beginning of the program. Grants were awarded to 63 counties, providing partial salary reimbursement for 801 eligible staff at the rate of 77.7%. The following table shows the trend in grant-in-aid appropriations towards an 80% funding percentage of eligible staff salaries as mandated by Act 1986-134:

YEAR	APPROPRIATION	FUNDING PERCENTAGE
1983-84	\$ 3,088,000	26.9%
1984-85	\$ 3,240,000	26.1%
1985-86	\$ 7,000,000	50.2%
1986-87	\$10,059,000	66.2%
1987-88	\$13,430,000	77.7%
1988-89	\$14,200,000	77.0 (est.)

In addition to funding incumbent probation personnel, the 1988 Grant-In-Aid Program provided funding for other purposes as follows:

1. An allocation of \$701,989 provided funds for 88 new employees in 29 counties hired for the purposes of reducing supervision workloads; conducting presentence investigations; supervising specialized caseloads such as high risk offenders, mental health clients, and drug/alcohol clients; developing community service programs; and placement of institutional parole officers. Counties receiving these funds are required to justify the need and demonstrate how additional staff would improve probation services.
2. The Board's staff development was allocated \$78,000 to provide training for county adult probation staff as required by the Probation and Parole Act. In 1988, 957 county personnel received training through the Board's Joint State/County Training Program.

The Grant-In-Aid Program appropriation was increased to \$14,200,000 for the 1989 program, an increase of \$770,000 over 1988. This appropriation will reimburse counties for 801 eligible incumbent staff salaries at about 77% and continue training for county staff.

Bureau Changes County Probation Audit Procedures

All counties participating in the Board administered Grant-In-Aid Program for the Improvement of Adult Probation Services have been required to maintain a minimum compliance level of 90% of national adult probation and parole field services standards. In an effort to conserve Board staff time, the Bureau implemented a three-year standards compliance on-site audit process. The first year audit and report covers one-half of the standards as well as any non-compliance or not applicable standards as determined in the prior year's evaluation report. During the second year, the audit will focus on the remaining one-half of the standards, and in the third year a full audit of all standards will be conducted. In addition, during the first and second years of the audit cycle, the chief adult probation and parole officer of the county will be required to annually submit a compliance certification document attesting that the agency meets at least 90% of all applicable standards.

All participating counties this year certified their required 90% standards compliance level. On-site evaluations of 21 counties, where all standards were audited showed the following compliance levels:

COMPLIANCE PERCENTAGE	NUMBER OF COUNTIES
90-91	5
92-93	7
94-95	7
96-97	2
98-99	0
100	0

Board Adopts Criteria for Court Services

An amendment to the Probation and Parole Act (1986-134) authorized the Board to regulate the number and type of special probation and parole cases and presentence investigations referred to the Board by county courts.

The criteria established by the Board include acceptance of clients for supervision and presentence investigations generally for felony convictions and those already under Board jurisdiction.

The Board has not experienced any significant changes in the volume of court services on a statewide basis as a result of the new criteria as seen in the table below.

Calendar Year	Total Board Caseload	Spec. Prob./ Parole Cases	% of Total Caseload
1983	14,958	3,468	23.2
1984	15,478	3,681	23.8
1985	16,558	3,732	22.5
1986	16,505	3,814	23.1
1987	16,896	3,755	22.2
1988	16,926	3,517	20.8

The percentage of special cases has remained relatively constant (21%-23%) in relationship to the Board's total caseload and workload over the past 5 years.

From 1983 through 1988, the number of special probation/parole cases referred to the Board for supervision by county courts increased by 17%. However, in 1988, the number of case referrals averaged 230 monthly, totaling 2,760, down slightly from the 2,968 referrals in 1987. Also, the number of presentence investigations conducted by Board staff at the request of the courts decreased from 850 in 1987 to 694 in 1988.

Advisory Input Received by Staff

During the year, the Bureau of Probation Services staff continued to meet with members of the Advisory Committee on Probation and the Chief Adult Probation Officers' Association of Pennsylvania. Input was received on program policies, procedures, standards and training related to county adult probation services and staff. This input impacted on the development of policies and procedures regarding grants to counties for continuing and new program personnel, when the grant-in-aid appropriation is insufficient to meet the

80% funding level as required by Act 1986-134. Input was also given for the development of the standards compliance audit cycle, as well as a system to determine projected county adult probation budget/personnel needs for a two-year period.

Technical Assistance Provided to Counties

In 1988, the Bureau staff provided technical assistance to county adult probation departments in several areas. Workload time studies were conducted in Northampton and Delaware Counties to assist county staff in determining staff complement needs, deployment, and workload assignments. Similarly, in conjunction with a consultant from the National Council on Crime and Delinquency, a workload study was conducted in Allegheny County to help determine staff needs and budgeting. Finally, a management training

program was developed and implemented to provide situational leadership training to 22 mid-level county managers. The Bureau also provides technical assistance in the areas of risk and needs assessment, client classification, and planning.

John R. McCool
Director

James J. Alibrio
Director of Management
Information

David V. Ogurkis
Director of Fiscal Management

David C. Payton
Director of Office Services

Robert E. Yerger
Director of Personnel

Bureau of Administrative Services

Office Security Given Priority

The Division of Office Services has been reviewing the physical layout of each of the Board's field offices with the objective to make them more secure for Board employees. In some instances, physical changes to offices are being made as the need is determined to meet this objective. In other cases, needed changes are being negotiated at the time of office lease renewals.

The upgrading of office telephone systems and an office space management program are ongoing by the Division of Office Services. During the year, additional space in the state office building in Pittsburgh was secured for the Board's staff based there. At year's end, the space was being rearranged to meet the staff's specific needs. On November 10, ground was broken for a new office building in downtown Williamsport for the exclusive use of the Board's Williamsport District Office staff. It is expected that occupancy of that building will be achieved in the spring of 1989.



At the ground breaking for the Board's new Williamsport Office, District Director David J. Baker, center, wields the shovel with developer Thomas P. Gerber, left, as Mayor Jessie L. Bloom looks on. Photo courtesy of the Sun Gazette, Williamsport.

Federal Fiscal Responsibilities Increased

The Division of Fiscal Management has assumed increased responsibility in maintaining the required standards of pertinent federal regulations for four new program grants which became operational in 1988. The grants were received from the Pennsylvania Commission on Crime and Delinquency and consist primarily of federal Narcotics Control Assistance Program funds.

Each program is being individually analyzed, relevant data is gathered pertaining to expenditure

patterns in order to make bonafide fiscal projections. The division has the sole responsibility for reviewing the proper expenditure of funds and providing quarterly fiscal reports to the funding agency with regards to these grants and their levels of spending. The division also has had major responsibility in developing the budgets for the grant applications and for one continuation grant application.

Research Guides Risk Management

The Division of Management Information impacted on both services and policy making within the agency during the year. The Division is comprised of three technical staff services: research, electronic data processing, and statistical information. The Division's Research Unit made a significant contribution to the development of Board policy on risk management in the area of both parole decision making and client supervision classification. A two-year series of parole guideline validation studies culminated in two predominant changes to the Board's Parole Decision Making Guidelines instrument, namely a revision of the recidivism base expectancy instrument and the introduction of a secondary screen which

evaluates the potential assaultiveness or dangerousness of the parole eligible offender who was convicted of violent crime.

A trilogy of research reports resulted in significant changes for the Board's supervision classification methods. These studies resulted in a modification in the classification instrument focusing on recidivism risk as a basis of supervision classification, and a decision to adopt a three grade classification model of maximum, medium and minimum supervision. This latter decision eliminated the traditional four grade model and redirected case classification at risk management as a basis for fulfilling the agency mission of protecting the public.

Computer Service Expanded



The Data Processing Unit was involved in a variety of projects which emphasized an expanding base of computer services. A scheduling system for the Board's due process hearings was pilot tested in the Williamsport District Office and subsequently expanded to the Harrisburg District Office. Automated record keeping systems were created:

- for the Board's urine testing program with test results being transferred directly from the testing laboratory to the Board's computer;
- to facilitate expense reimbursement for witnesses subpoenaed for Board hearings;

- for administration of county request's for supervision of probationers by other states through the Interstate Compact; and
- to provide for personnel leave accounting statewide.

Computer system capacity building continued at a modest pace with expenditures focused on increasing mainframe memory in order to support a growing demand for computer processing, and the purchase of several peripheral devices to improve operational efficiency.

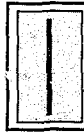
Parole Populations Projected



The Statistical Information Unit continued development of information for workload budgeting which assists agency decision makers in resource management. As part of a coordinated interagency planning effort, this unit made a major contribution by their workload analysis and projections which examined future parole supervision capacity. A unified report prepared by the Pennsylvania Commission on

Crime and Delinquency for use by all criminal justice agencies included both parole population and prison forecasts to the year 2000 and examined projected growth in corrections and resource requirements. Preliminary design and methodology planning was also done for a new series of time studies on field supervision work activity which will be conducted in early 1989.

Performance Appraisal System Evaluated



In February 1988, the Division of Personnel initiated a study of the Employee Performance Appraisal System with the goal of improving its efficiency in the agency. Attitude surveys were conducted with a sampling of managers/supervisors and employees being rated. A pilot training program was established for a group of 12 randomly selected supervisors who were included in the survey.

While results of the effect of that training are still being assessed, six additional training sessions for managers and supervisors, as well as three orientation sessions for "rank and file" employees are planned to be held during 1989. This effort is intended to narrow the communication gap which has been evident regarding the new employee appraisal system initiated during the past several years.

Ongoing Responsibilities



Through the year, the Bureau of Administrative Services maintained a close working relationship with other Commonwealth agencies, including various legislative bodies, to ensure the effective implementation and processing of various program requirements and priorities. In addition, the bureau's staff fulfilled many other responsibilities including:

- managing the budgetary and financial functions;
- administering the personnel and labor relations functions;
- producing statistical information, evaluative research, as well as planning and program development research;

- the designing, implementing, and operating of the Board's computerized management information system;
- providing various required services such as procurement, leasing, contractual development, automotive, storeroom and telephone;
- administering the Integrated Central System operations of the Board which include fiscal, personnel and procurement transactions; and,
- legislative liaison activities.

Joseph M. Long
Executive Assistant
James O. Smith
Director of Staff Development

Office of the Executive Assistant

Accreditation Preparation Successful

The Executive Assistant, who serves as the Board's accreditation manager, spent considerable time during the first six months of the year preparing for the accreditation audit conducted in June. A comprehensive report on Board's operations was prepared for the auditors and each of the 198 accreditation standard folders were reviewed to determine if adequate documentation was available to demonstrate compliance with the standards. During the 30 days before the audit, the Executive Assistant visited each of the field offices to be audited and briefed the staff on the nature of the audit and checked their records for compliance of the standards. The Executive Assistant was also

responsible for making all of the arrangements for the auditors in their visit to Central Office and the four field offices included in the audit. The preparations for the audit resulted in the Board being accredited for the third time as an adult probation and parole field services agency.

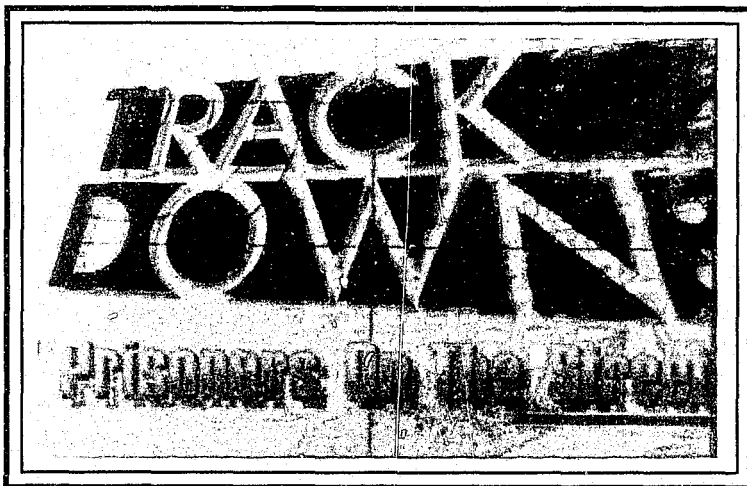
As a result of Joseph Long's involvement with accreditation since 1980, he was invited by the Commission on Accreditation/American Correctional Association to be an accreditation auditor. He participated in specialized training in October and was certified as an auditor with the expectation of being called upon from time to time to audit probation and parole agencies throughout the country.

TV Program Becomes a Reality

What appeared to be a routine call to the Executive Assistant in August about the Board's methods of locating absconders (clients who have made themselves unavailable for supervision), culminated in a prime time television program featuring Board staff. After securing clearances with the Governor's Office and the Chairman, a meeting was arranged with Louis Gorfain, President of New Screen Concepts of New York and his producer Charles Bangert and the staff members of the Haddington Sub-Office in Philadelphia. At the end of the meeting, the producers were excited about the prospects of featuring on prime time television the Board's Special Intensive Supervision Drug Project and its impact on the community. After several weeks of negotiations with Columbia Pictures and the American Broadcasting Company, the show, "Trackdown," was to be a reality.

The Executive Assistant was then responsible for making all of the arrangements for the filming. This included everything from working closely with the Office of Chief Counsel in securing indemnification from Columbia Pictures to negotiations with the Department of Corrections staff to do filming at the State Correctional Institution at Graterford. In early November, after five weeks of filming, Mr. Long, Bureau Director Descano, and Parole Supervisor Daniel Solla of the Haddington Sub-Office traveled to Astoria Studios in Queens, New York, to view a "rough cut" of the television program and to make suggested changes to accurately portray the work of Board staff. Finally after several date changes, the program was shown on Sunday, December 4.

Just prior to the show, the Executive Assistant's Office was responsible to send a 1,700 mailing for Chairman Jacobs to the Governor and his cabinet; members of the legislature; county president judges, district attorneys, and chief probation officers; chairpersons of state paroling authorities; and directors of interstate services. This work was accomplished through the efforts primarily of Sherry Perow, the Executive Assistant's secretary. Since the show, the Executive Assistant has answered numerous inquiries about the Special Intensive Supervision Drug Project, sending project material and loaning video tapes of the program to interested agencies throughout the state and the country.



Drug Project Direction Given

During 1988, a major initiative for the Executive Assistant was serving as the project director for the Board's Special Intensive Supervision Drug Project in Philadelphia and Pittsburgh. Throughout the year, this work was accomplished with the close cooperation of the director of the Bureau of Supervision and his staff.

As project director, arrangements were made with the Division of Staff Development for two specialized training programs held in January and July and with the Division of Office Services in securing the needed office equipment and furniture for project staff. Another major effort had to do with the securing of electronic monitoring equipment. This involved working closely with numerous vendors and making arrangements for demonstrations of the various kinds of equipment. After careful evaluation of the equipment, specifications were prepared for the Department of General Services, who was responsible to secure the equipment for use in the project.

The Executive Assistant also worked very closely with the funding agency, the Pennsylvania Commission on Crime and Delinquency, and the

Department of Health which provided treatment services for project clients. This included numerous meetings, an on-site monitoring visit to the Haddington Sub-Office in Philadelphia, and participation in a statewide meeting of involved treatment providers.

Project director responsibilities were transferred to Bureau of Supervision Director Paul J. Descano at the end of the year, and Mr. Long will continue as a consultant to the project, particularly in relationship to the use of electronic monitoring equipment. As a result of his involvement in the project, Mr. Long was a workshop leader at two national conferences during the year: the American Probation and Parole Association Training Institute in August and the National Association of State Alcohol and Drug Abuse Directors Conference in October.

Ongoing Responsibilities

The Executive Assistant periodically analyzes various program policy and procedure proposals which are submitted to the Chairman for decision making. Studies are also made periodically on a variety of subjects to provide needed information for the Chairman. The Executive Assistant also has major responsibility for grant writing for the Board. During the year, four different Pennsylvania Commission on Crime and Delinquency grant applications were prepared for program initiatives. Work also continued on the editing of new and updated material for the Board's Manual of Operations and Procedures.

The Executive Assistant serves as the public relations and public information officer for the Board. This responsibility includes responding to numerous inquiries from press, television, and radio reporters, and others for information on Board operations and decisions about clients. In

addition, news releases were prepared, a newsletter for all employees was prepared and distributed monthly, the Annual Report was written and edited, and numerous materials were distributed to the Governor's Office, the legislature, various governmental agencies, and the general public.

The Executive Assistant also gives day-to-day oversight to the Division of Staff Development, particularly with its director. Approvals for all employee in-service and out-service training requests are also processed by the Executive Assistant.

DIVISION OF STAFF DEVELOPMENT

Training Grants Provide Specialized Drug Training

Two training grants were received during the year from the Pennsylvania Commission on Crime and Delinquency from federal Narcotics Control Assistance Program funds. These funds enabled the division to provide a number of new and expanded training opportunities for Board and county probation staff focusing on the unique problems brought on by drug abuse. Most of the funds were

used for specialized courses as part of the general training curriculum and other funds were used for training staff members of the Board's drug units and out-service training opportunities for all staff. These specialized trainings will continue in 1989.

Specialized and New Trainings Provided

In an effort to continually expand the scope of training opportunities, the Division of Staff Development presented a number of new inservice training programs and some specialized training programs in 1988 including:

- "The Context of Justice," a course aimed at clarifying the social, political and legal principles which have shaped the nations criminal justice agencies;
- "Safety in the Workplace," which covered basic office safety and accident preventions;
- "AIDS and the IV Drug Abuser," which dealt with the parole agents' responsibilities and self-protection in dealing with high-risk clients;
- "Black Psychology and Counseling," based on the assumption that cultural traditions must be valued and accepted by professionals who work cross-culturally; and
- "Adult Children of Alcoholics," a segment of population disproportionately represented in the agency caseload.

A major effort undertaken was the development and conducting of 15 training programs to familiarize staff with changes made in due process procedures for parolees who violated their parole. These trainings were conducted with the assistance and expertise from the staff members of the Bureaus of Pre-Parole Services and Supervision.

Other specialized training programs included one presented to the Board's hearing examiners on their role as a decision maker and guardian of due process conducted by Professor Daniel Katkin, of the Department of Criminal Justice, Pennsylvania State University. Agent George Miller of the U.S. Drug Enforcement Administration presented a one-day program to staff from the Special Intensive Supervision Drug Project followed by a half-day session on group dynamics facilitated by an outside consultant.

Four "Basic Probation and Parole Skills" academies were presented to new direct service employees this year. This ten-day program is coordinated by Staff Development Specialist Harry A. Wigder and is required for all of the Board's new parole agents and many county adult probation officers.

Major Staff Changes During the Year

During 1988, all of the Division of Staff Development personnel changed with the exception of the division director. Two new staff development specialists began their work during the year: William E. Murphy, a parole agent from the Philadelphia District Office was assigned to that office and David G. Withers, Institutional Parole Representative at the State Correctional Institution at Graterford, took the position in Central Office vacated by Harry Wigder who was reassigned to the Pittsburgh District Office. Connie Gargiulo, formerly of the Division of

Office Services, began her work early in the year as a personnel analyst with division administrative responsibilities and some teaching. Finally, Brenda Criniti, from the Liquor Control Board, became the division secretary in July.

Variety of Trainings Continue

Courses offered through the joint State/County Training Program totaled 83 during the year. Consultants instructed 42 of these courses; 32 courses were instructed by Division staff; indigenous "skill-bank" staff taught 5 courses; and the remaining 4 trainings were instructed by staff from related organizations. A total of 2,121 participants attended these courses. Of those, 1,131 were Board staff, 957 represented county adult probation department staff and 33 participants were from other related organizations.

This office was also responsible for the coordination of the participation of 37 of the Board's management staff in the Commonwealth Management Training Program. This work entailed

the scheduling of the staff for these courses, reviewing managers post-course assignments, and maintaining training records for all participants. During the year, another four managers completed the core curriculum. Since the inception of the program in 1982, 76% of the Board's managers have completed the core curriculum which makes them eligible to enroll in the additional elective courses available through the program.

Affirmative Action Office

Affirmative Action Efforts Commended by the Governor

Over the years, the Board's Affirmative Action Officer has directed the agency's commitment to providing equal opportunities for all its constituencies. These efforts were recognized by Governor Robert P. Casey in a letter of commendation to LeDelle Ingram, who has been the Board's Affirmative Action Officer for the past ten years.

In addition to directing the development of, and adherence to, agency Affirmative Action/Contract

Compliance Plans, a special brochure was prepared to assist Board employees in keeping abreast of Commonwealth and agency affirmative action programs. Policies were also developed during the year on the elimination of sexual harassment in the workplace and a bias-free workplace.

Training Emphasized

The Affirmative Action Officer placed a heavy emphasis on training of agency staff during the year. A general course, "Sexual Harassment in the Workplace," was conducted by the Affirmative Action Officer as part of the Board's training curriculum. In cooperation with the Division of Personnel staff, training sessions were conducted on "Selection and Interview Techniques," for all new supervisors, and another course on general recruitment for managers and supervisors. The Affirmative Action Officer also participated in the general orientation session for new Board employees and attended district staff meetings in Philadelphia and Pittsburgh.

As part of her own development, the Affirmative Action Officer attended the Board's course on "Black Psychology and Counseling." Orientation sessions were also held for district and deputy directors, clerical supervisors, and institutional parole supervisors on the purpose and completion of Commonwealth Affirmative Action Certificate used for documenting and monitoring personnel transactions at all levels.

Contract Compliance Activities

The Board's Affirmative Action Officer continues to monitor all contracts of \$5,000 or more by conducting initial, full-document, and on-site reviews of all applicable contractors/vendors, subcontractors, and grantees to ensure that they are equal opportunity employers. In addition, the

Affirmative Action Officer attends meetings and training on the Contract Compliance Program, especially in the area of the computerized contract compliance system which became effective April, 1988.

EEO Policy Statement

Affirmative Action/ Equal Employment Opportunity

The Pennsylvania Board of Probation and Parole hereby states its firm policy to the commitment of equal employment opportunity for all persons without regard to race, color, religious creed, lifestyle, handicap, ancestry, national origin, union membership, age or sex.

The commitment to equal employment opportunity shall prevail in all employment practices including recruiting, interviewing, hiring, promoting and training. All matters affecting pay, benefits, transfers, furloughs, education, tuition assistance and social and recreational programs shall be administered consistent with the strategies, goals and timetables of the Affirmative Action Plan, and with the spirit and intent of state and federal laws governing equal opportunity.

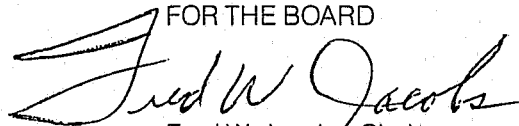
Every Administrator, Manager and Supervisor shall: participate in Affirmative Action implementation, planning and monitoring to assure that successful performance of goals will provide benefits to the agency through greater use and development of previously underutilized human resources; and, insure that every work site of this Board is free of discrimination, sexual harassment, or any harassment of the employees of this agency. Management's performance relating to the success of the Affirmative Action Plan will be evaluated in the same manner as other agency objectives are measured.

The agency shall not discriminate on the basis of handicap (pursuant to Sections 503 and 504 of the Federal Rehabilitation Act of 1973) in the opportunity to participate in, or benefit from, any aid, benefit, or service provided by the agency, nor does it provide services to the handicapped that are not equal to that afforded others, as regards opportunity to obtain the same result, to gain the same benefit, and to gain the same level of achievement. In offering employment and promotions to handicapped persons, the agency assures that no reductions in compensation will result because of disability income or other benefits. No service provided to the handicapped shall be separate or different from those afforded others, except where such differences are necessary to bring about a benefit for the handicapped participant equal to that of others, in terms of providing reasonable accommodation for the mental and physical limitations of an applicant or employee. All facilities and physical structures of the Board shall be free from physical barriers which cause inaccessibility to, or unusability by, handicapped persons, as defined in section 504, and any subsequent regulations.

LeDelle Ingram, Affirmative Action Officer for the Board is authorized to carry out the responsibilities of the Affirmative Action Office, assisted by the Personnel Division. If any employee has suggestions, problems, complaints, or questions, with regard to equal employment opportunity/affirmative action, please feel free to contact the Affirmative Action Officer, Room 308, Box 1661, Harrisburg, PA 17105-1661.

This is the adopted policy on Equal Employment Opportunity/Affirmative Action/Affirmative Action for the Handicapped, of the Pennsylvania Board of Probation and Parole, and all responsible staff are expected to adhere to these mandates. Programs and non-compliance reports shall be frequently monitored to insure that all persons are adherent to this policy. Non-compliance with this policy shall be directed to Fred W. Jacobs, Chairman, who is responsible for insuring effective and proper implementation of equal employment opportunities within this agency.

FOR THE BOARD



Fred W. Jacobs, Chairman
August 12, 1988

Employee Recognitions

We are pleased to recognize a number of the Board employees who have retired or received service awards during 1988. The retirement years noted are total years of service with the Commonwealth of Pennsylvania. The service awards are based on years of service with the Board.

Retirements

Vernon L. Hester, Parole Agent 2
Williamsport District Office
January 6: 24 years, 4 months

Timmy G. Thimis, Stock Clerk 2
Bureau of Administrative Services,
Central Office
February 17: 13 years, 6 months

John J. Burke, Director
Bureau of Supervision, Central Office
March 16: 36 years, 8 months

Clarence B. Spangler, Parole Agent 2
Mercer Sub-Office (Erie)
April 13: 19 years, 8 months

Earl M. Pinkett, Parole Agent 2
Cedar Sub-Office (Philadelphia)
June 22: 26 years, 7 months

Ronald S. Paul, Clerk 1
Philadelphia District Office
June 30: 23 years 3 months

Karen M. Fisher, Clerk Typist 2
East End Sub-Office (Pittsburgh)
July 6: 12 years

Dolphus Williams, Parole Agent 2
Philadelphia District Office
August 3: 14 years, 4 months

James E. Hedglin, Parole Supervisor
Altoona District Office
August 3: 30 years, 8 months

Jack C. Wagner, Parole Supervisor
Butler District Office
September 24: 24 years, 1 month

John E. Snyder, Parole Agent 2
Allentown District Office
October 3: 15 years

Gwendolyn Goode, Parole Agent 2
Philadelphia District Office
October 15: 15 years, 8 months

Robert J. Pryal, Parole Agent 2
Haddington Sub-Office (Philadelphia)
October 26: 10 years

Mildred S. Marinchak,
Clerk Stenographer 3
Bureau of Probation Services,
Central Office
November 23: 21 years, 3 months

Marilyn R. Traurig, Personnel Assistant 2
Bureau of Administrative Services,
Central Office
December 21: 12 years, 4 months

Service Awards

30 YEARS

Constance M. Canfield
Secretarial Supervisor 2
Erie District Office

Joseph L. Carcaci
Parole Agent 2
Norristown Sub-Office (Allentown)

25 YEARS

Marianne C. Cameli
Parole Agent 2
Scranton District Office

James E. Hedglin
Parole Supervisor
Altoona District Office

Francis J. O'Connell
Parole Supervisor
Allentown District Office

20 YEARS

Joanne G. Adams
Pre-Parole Staff Technician
Bureau of Pre-Parole, Central Office

Joyce V. Aner
Clerk Typist 3
Philadelphia District Office

James M. California
Parole Agent 2
Greensburg Sub-Office (Pittsburgh)

Franklin A. Eckert
Parole Agent 2
Harrisburg District Office

Charles W. Handy
Parole Agent 2
Philadelphia District Office

Virginia E. Huddins
Secretarial Supervisor 2
Chester District Office

John P. Judge
Parole Supervisor
Scranton District Office

Frank P. Krobott
Parole Supervisor
Allentown District Office

Robert E. Mayhew
Parole Agent 2
Butler District Office

John R. McCool
Director
Bureau of Administrative Services,
Central Office

Robert D. Petrilli
Probation & Parole Staff Specialist 1
Bureau of Pre-Parole Services, Central
Office

Edwin A. Pluskey
Parole Agent 2
Pittsburgh District Office

15 YEARS

W. Conway Bushey
Adult Probation Services Advisor
Bureau of Probation Services, Central
Office

Carl H. Christian
Parole Agent 2
Norristown Sub-Office (Allentown)

Barbara J. Edwards
Clerk Typist 3
Allentown District Office

Edward R. Flick
Parole Agent 2
Philadelphia District Office

Terre I. Forsyth
Pre-Parole Staff Technician
Bureau of Probation Services, Central
Office

Robert J. Franz
Parole Supervisor
Erie District Office

Renaldo J. Gattone
Parole Agent 2
Philadelphia District Office

Brenda J. Harmon
Clerk Typist 2
Philadelphia District Office

Martha Holman
Human Services Aide 3
Philadelphia District Office

LeDelle A. Ingram
Compliance Specialist 3
Executive Bureau, Central Office

Elizabeth A. Iskric
Clerk Stenographer 3
Bureau of Supervision, Central Office

Service Awards (continued)

Donald M. Jeffries
Parole Agent 2
York Sub-Office (Harrisburg)

Mary K. Joseph
Clerk Stenographer 3
Mercer Sub-Office (Erie)

Robert J. Jroski
Parole Agent 2
Allentown Institutional Unit

Francis J. Link
Management Analyst 2
Bureau of Administrative Services,
Central Office

Larry J. Ludwig
Parole Warrant Officer
Pittsburgh District Office

Leonard L. Lyons
Parole Agent 2
Philadelphia District Office

Joseph J. Menegat
Parole Supervisor
SCI-Camp Hill

Leo F. Moan
Human Services Aide 3
Pittsburgh District Office

Benjamin Montgomery, Jr.
Parole Agent 2
Philadelphia District Office

Susan R. Morrone
Parole Agent 2
Philadelphia District Office

Brenda D. Nealy
Parole Supervisor
Philadelphia District Office

Thomas E. Nelson
Human Services Aide 3
Tioga Sub-Office (Philadelphia)

Calvin C. Ogletree, Jr.
Parole Agent 2
Cedar Sub-Office (Philadelphia)

David C. Payton
Administrative Officer 2
Division of Office Services, Central Office

Ruth J. Prillerman
Parole Agent 2
Philadelphia District Office

Daryl E. Rankin
Parole Agent 2
Philadelphia District Office

Robert W. Reiber
Probation & Parole Staff Specialist 1
Bureau of Supervision, Central Office

David W. Richardson
Parole Agent 2
Erie District Office

Joseph L. Scott
Parole Supervisor
Philadelphia District Office

Michael J. Snyder
Parole Agent 2
Allentown District Office

Barbara A. Starnes
Clerk Stenographer 3
Kensington Sub-Office (Philadelphia)

Joyce A. Summers
Parole Agent 2
Pittsburgh District Office

Henry R. Watkins
Parole Agent 2
Philadelphia District Office

10 YEARS

Dolores H. Furlong
Clerk Stenographer 3
Allentown District Office

Linda L. Jackson
Clerk Typist 2
Philadelphia District Office

Peter T. Johnstone
Parole Agent 2
Kensington Sub-Office (Philadelphia)

Richard W. Komosinski
Parole Agent 2
Greensburg Sub-Office (Pittsburgh)

Charles T. Loftus
Parole Agent 2
Chester District Office

Thomas E. Rock
Parole Agent 2
Pittsburgh District Office

Ronald C. Roland
Parole Agent 2
Harrisburg District Office

Virginia L. Weber
Clerk Typist 2
Pittsburgh District Office

Julia A. Yates
Parole Agent 2
Pittsburgh District Office

FINANCIAL SUMMARIES

EXPENDITURES BY STATE APPROPRIATION Fiscal Year 1987-1988

GENERAL GOVERNMENT OPERATIONS	
General Appropriation	\$21,529,171
Augmentations	165,265
Federal Funds	206,041
Total Expenditures	\$21,900,477
GENERAL GOVERNMENT EXPENDITURES	
Personnel Expenditures	\$18,923,876
Operational Expenditure	2,868,558
Fixed Asset Expenditures	108,043
Total Expenditures	\$21,900,477
GRANTS AND SUBSIDIES FUNDS ADMINISTERED BY THE BOARD (Improvement of County Adult Probation Services)	
General Appropriation	\$13,424,628
Federal Funds	10,364
Total Expenditures	\$13,434,992

STATE FUNDS

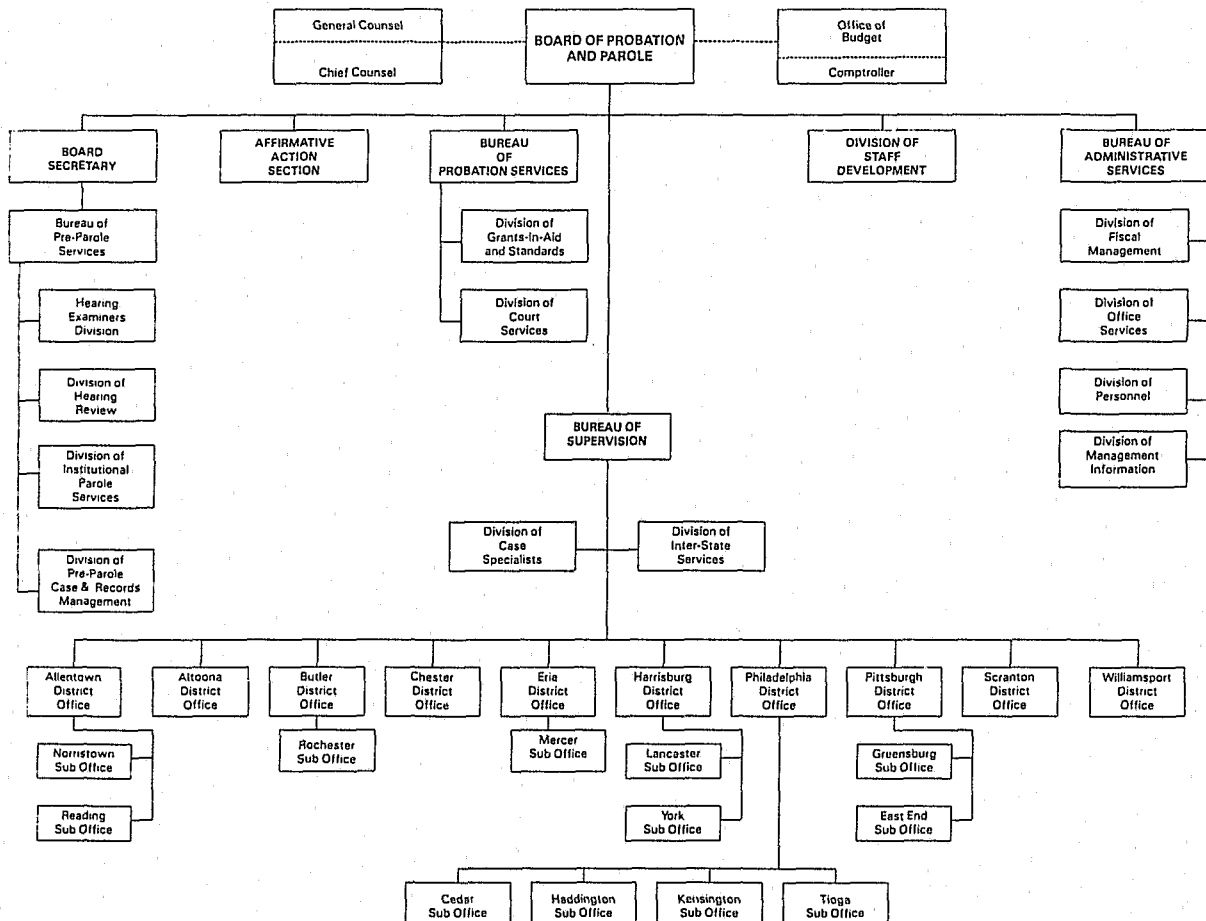
Fiscal Year	General Government	Improvement of County Adult Probation Services	Total
1981-1982	\$15,971,670	\$ 2,770,748	\$18,742,418
1982-1983	17,434,990	2,968,000	20,402,990
1983-1984	17,586,531	3,084,574	20,671,105
1984-1985	18,631,484	3,235,531	21,867,015
1985-1986	19,475,072	6,999,999	26,475,071
1986-1987	19,970,370	10,044,223	30,014,593
1987-1988	21,694,436	13,424,628	35,119,064

FEDERAL GRANTS AWARDED TO THE BOARD Fiscal Year 1987-1988

Agency	Amount	No.
Narcotics Control Assistance Program	\$606,011	3
Totals	\$606,011	3

ORGANIZATIONAL CHART

BOARD OF PROBATION AND PAROLE



PROGRAM STATISTICS

The statistical tables which follow have been developed to provide comprehensive information on the operations and program performance of the Pennsylvania Board of Probation and Parole. The totals are designed to give a perspective on work outputs, program effectiveness, and trends regarding the technical functions and processes of the Board's services. Contact the Division of Management Information at P.O. Box 1661, Harrisburg, PA 17105-1661, (717)787-5988, for additional information or questions concerning these tables.

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PROGRAM STATISTICS

- Refer to Recommitment** requires previous Board Action(s) be supplemented or finalized by the current Board action.
- Recommit when Available** refers to clients who receive a recommitment action by the Board, but have charges or sentencing pending, or time is being served for a new sentence first.
- Detain Pending Disposition of Criminal Charges** refers to clients who were detained in prison awaiting the final disposition of criminal charges.
- Return from Parole** refers to clients who were in technical or criminal violation status in another state and were ordered returned from parole by Board action.
- Declared Delinquent** refers to clients whose whereabouts are unknown and warrants were issued for their arrest.
- Delinquent for Control Purposes** refers to clients who have criminal charges pending and whose maximums are about to expire or have already expired, in order to provide administrative control pending final disposition of charges and further Board action.
- Continue on Parole** refers to clients continued in parole status after having been arrested for technical or criminal charges.

- Case Closed** refers to clients for whom the Board took action to close interest where a new arrest or conviction occurs near the clients maximum expiration date, and circumstances do not warrant recommitment; or because of a delinquency status at or beyond the client's maximum expiration date where there is no evidence of criminal activity; or closed for other appropriate reasons.
- Final Discharge** refers to clients on indeterminate sentences who were granted final discharge by the Board or discharged for other reasons.
- Recommendation for Special Commutation** refers to clients supervised by the Board and subsequently recommended for commutation of the maximum sentence to the Governor through the Board of Pardons.
- Miscellaneous Cases** refers to Board actions taken on cases for miscellaneous reasons, such as, "modify Board action", "no change in status", "withdraw", "establish a review date", "reparole grant" and "reparole refusal" prior to the Pierce Decision, etc.

Table 2 views the Board's quasi-judicial responsibilities in terms of type of activity, rather than type of decision rendered. Both the decision-making process of release from prison and return to prison require a face-to-face review of individual case facts. Hearing examiners employed by the Board conduct a variety of first and second level hearings. Some hearings are a combination of technical and convicted violator proceedings. During FY 1987-88, there were 4,302 hearings conducted by Board members and hearing examiners. Table 2 also illustrates interview activity or meetings held to consider an offender for release. In FY 1987-88, there were 6,894 interviews. More than half (53%) were conducted by Board members and the remainder by hearing examiners.

**TABLE 2
TYPES OF HEARINGS AND INTERVIEWS CONDUCTED BY
BOARD MEMBERS AND HEARING EXAMINERS DURING
FISCAL YEAR 1987-88**

	Board Members	Hearing Examiners	Total	Percent
Hearings				
Preliminary		704	704	16.4%
Preliminary/Detention		497	497	11.6%
Violation		1,252	1,252	29.1%
Violation/Detention		87	87	2.0%
Detention		224	224	5.2%
Revocation		642	642	14.9%
Revocation/Violation		326	326	7.6%
Probable Cause Out-of-State		135	135	3.1%
Full Board	435		435	10.1%
TOTAL HEARINGS	435	3,867	4,302	100.0%
Interviews				
Parole	2,132	2,316	4,448	64.5%
Review	1,378	808	2,186	31.7%
Reparole	96	1	97	1.4%
Reparole Review	77	35	112	1.6%
Victim Input		51	51	0.7%
TOTAL INTERVIEWS	3,683	3,211	6,894	100.0%

The following terms are applicable to Table 2.

- Hearing** refers to activity in the revocation process and those judgments pertaining to alleged violations of parole.
- Interview** refers to activity in the paroling process and those judgments pertaining to conditional release from prison.
- Technical Violator** refers to a client who has violated the Conditions Governing Parole/Reparole.
- Convicted Violator** refers to a client who has been found guilty of violating a law of the Commonwealth.
- First Level Hearing** determines if there is probable cause to believe that an offender has violated parole.
- Second Level Hearing** determines if the parolee was guilty of violating parole and is to be recommitted to prison.
- Preliminary Hearing** refers to the first level hearing for the alleged technical violator.
- Violation Hearing** refers to the second level hearing for the alleged technical violator.

- Detention Hearing** refers to the first level hearing for the alleged criminal violator.
- Revocation Hearing** refers to the second level hearing for the alleged criminal violator.
- Full Board Hearing** refers to the second level hearing for either technical or criminal violators who have not waived their right to judgment by a quorum of the Board. This right to judgment by the full Board was mandated by the Pennsylvania Supreme Courts' Rambeau decision.
- Parole Interview** refers to offenders seeking release from their minimum sentence date.
- Reparole Interview** refers to offenders seeking release after serving additional time in prison on their original sentence as a parole violator.
- Victim Input Interview** refers to an interview where a victim or family members provide oral testimony on the continuing nature and extent of any physical, psychological, or emotional harm or trauma suffered by the victim and the continuing effect of the crime upon the victim's family.

PROGRAM STATISTICS

Table 3 illustrates that the total number of interviews has increased by 10% during the last year from 6,283 in FY 1986-87 to 6,894 in FY 1987-88. Violation hearings conducted in FY 1987-88 were 4,302. This represents a 10% increase in the number of hearings conducted since FY 1986-87.

**TABLE 3
TRENDS IN INTERVIEWS AND HEARINGS OVER THE LAST THREE FISCAL YEARS**

Conducted By	Parole Release Interviews					Violation Hearings			
	Parole	Reparole	Review	Victim Input	Total	First Level	Second Level	Full Board	Total
Board Members	2,132	96	1,455	. . .	3,683	435	435
Hearing Examiners . . .	2,316	1	843	51	3,211	1,560	2,307	. . .	3,867
TOTALS 1987-88	4,448	97	2,298	51	6,894	1,560	2,307	435	4,302
Board Members	2,076	3	1,480	. . .	3,559	452	452
Hearing Examiners . . .	1,903	8	804	9	2,724	1,566	1,897	. . .	3,463
TOTALS 1986-87	3,979	11	2,284	9	6,283	1,566	1,897	452	3,915
Board Members	2,004	33	1,234		3,271	686	686
Hearing Examiners . . .	2,039	20	698		2,757	1,698	1,797	. . .	3,495
TOTALS 1985-86	4,043	53	1,932		6,028	1,698	1,797	686	4,181

Tables 4 and 5 provide a geographic distribution of hearings and interviews. **Table 4** provides a breakdown of interviews conducted by the site of the interview. Approximately 73% of the total interviews are held in state correctional institutions, with about 24% conducted in the Camp Hill and Rockview facilities.

**TABLE 4
PAROLE INTERVIEWS BY INTERVIEW SITE — 1987-88**

Interview Site	Parole		Review		Reparole		Reparole Review		Victim Input		Total Interviews	
	Board	Hearing Examiner	Board	Hearing Examiner	Board	Hearing Examiner	Board	Hearing Examiner	Board	Hearing Examiner	Number	Percent
SCI Camp Hill	20	525	45	398	12	1,000	14.5
SCI Cresson	129	32	33	10	14	. . .	3	2	223	3.2
SCI Dallas	292	. . .	297	589	8.5
SCI Frackville	112	108	19	13	4	. . .	4	5	265	3.8
SCI Graterford	212	2	147	57	1	419	6.1
SCI Greensburg	110	135	63	39	6	353	5.1
SCI Huntingdon	211	. . .	171	. . .	35	. . .	3	420	6.1
SCI Muncy	137	. . .	63	200	2.9
SCI Pittsburgh	142	16	95	10	42	. . .	6	311	4.5
SCI Retreat	18	15	4	7	1	1	46	0.7
SCI Rockview	368	. . .	298	4	670	9.7
SCI Waynesburg	62	14	3	2	81	1.2
SRCF Mercer	319	. . .	140	459	6.7
County Prisons	818	. . .	255	. . .	1	. . .	8	. . .	5	1,087	15.8
Community Service Centers	519	. . .	61	2	582	8.4
District Offices	10	29	39	0.6
State Hospitals	4	. . .	1	5	0.1
Treatment Facilities	28	. . .	5	33	0.5
Other	90	. . .	7	15	112	1.6
TOTALS	2,132	2,316	1,378	808	96	1	77	35	. . .	51	6,894	100.0

PROGRAM STATISTICS

Table 5 details the county in which 3,867 hearings were held by hearing examiners in FY 1987-88, and are crosstabulated by the type of hearing conducted. Full Board hearings are conducted in state correctional institutions.

**TABLE 5
HEARINGS HELD BY HEARING EXAMINERS — 1987-88**

County	Preliminary	Preliminary/ Detention	Violation	Violation/ Detention	Detention	Revocation	Revocation Violation	Probable Cause Out-of-State	Total
Adams	1	3	5	2	..	3	14
Allegheny	52	7	121	13	14	85	20	4	316
Armstrong	1	3	2	..	1	1	8
Beaver	5	2	7	..	1	..	1	1	17
Bedford	1	1	2
Berks	17	10	41	15	7	26	3	4	123
Blair	3	3	10	1	1	2	3	2	25
Bradford	1	1	..	3	5
Bucks	6	23	8	3	2	12	9	4	67
Butler	5	3	4	..	2	2	3	..	19
Cambria	3	..	10	1	..	8	..	1	23
Cameron
Carbon	1	1	..	1	3
Centre	3	..	4	13	20
Chester	7	10	18	1	..	8	7	3	54
Clarion	1	..	1	2	4
Clearfield	2	..	6	5	..	2	15
Clinton	3	2	1	..	6
Columbia	..	1	5	1	..	1	8
Crawford	8	3	3	1	..	1	16
Cumberland	14	2	20	1	..	39	14	7	97
Dauphin	47	16	39	1	4	14	5	6	132
Delaware	40	33	42	3	7	18	19	8	170
Elk	1	..	3	1	5
Erie	53	12	59	..	5	10	8	5	152
Fayette	12	1	13	2	..	3	31
Forest
Franklin	9	1	9	4	2	2	27
Fulton
Greene	1	1	1	..	3
Huntingdon	1	..	1	7	1	..	10
Indiana	3	3	6	3	2	17
Jefferson	2	2	1	2	7
Juniata	1	1
Lackawanna	23	3	34	4	..	8	1	6	79
Lancaster	12	10	35	5	3	4	5	9	83
Lawrence	1	3	3	2	1	2	12
Lebanon	13	3	18	3	..	4	..	2	43
Lehigh	13	11	29	..	3	10	5	1	72
Luzerne	26	7	43	3	5	30	8	4	126
Lycoming	6	1	25	..	1	18	7	4	62
McKean	1	..	3	..	1	1	6
Mercer	7	3	15	3	1	..	29
Mifflin	1	..	4	5
Monroe	5	2	8	1	..	2	1	2	21
Montgomery	206	76	391	7	52	168	139	2	1,041
Montour	1	2	..	1	4
Northampton	11	11	16	3	2	13	3	1	60
Northumberland	6	..	17	1	..	8	2	1	35
Perry	..	1	1	1	3
Philadelphia	42	213	69	11	100	59	43	11	548
Pike	1	1	2
Potter	1	..	1
Schuylkill	4	1	11	..	4	7	1	..	28
Snyder	1	1	2
Somerset	1	2	2	1	2	2	10
Sullivan
Susquehanna	1	..	3	5	9
Tioga	4	4
Union	2	..	2	4
Venango	2	..	2	4
Warren	5	3	8	1	..	2	..	1	20
Washington	6	..	1	1	8
Wayne	1	3	5	1	..	1	11
Westmoreland	3	1	14	..	1	15	4	1	39
Wyoming	1	1	4	1	..	3	10
York	9	4	37	8	7	6	2	16	89
TOTALS	704	497	1,252	87	224	642	326	135	3,867

PROGRAM STATISTICS

Table 6 demonstrates that there were 6,152 inmates considered for parole in FY 1987-88. Approximately 70% of the inmates who were considered, were from state correctional institutions.

**TABLE 6
INMATES CONSIDERED FOR PAROLE
BY STATE CORRECTIONAL INSTITUTION FOR
FISCAL YEAR 1987-88**

Institution	Parole Considerations	
	Number	Percent
State Correctional Institutions:		
Camp Hill	881	14.3
Cresson	178	2.9
Dallas	483	7.9
Frackville	226	3.7
Graterford	344	5.6
Greensburg	316	5.1
Huntingdon	374	6.1
Muncy	201	3.3
Pittsburgh	212	3.4
Retreat	45	0.7
Rockview	614	10.0
Waynesburg	72	1.2
Mercer Correctional Facility	381	6.2
Community Service Centers	562	9.1
County Prisons	1,263	20.5
Total Inmates Considered	6,152	100.0

Table 7 indicates that within FY 1987-88, 4,185 or 68% of the 6,152 inmates were granted parole by Board action. These exclude reparole actions before the Pierce Decision. The number of inmates granted parole by Board action and the number of inmates actually released to street supervision differ. An inmate granted parole by Board action within a particular month is not necessarily released within the same month. In addition, paroling actions can be rescinded for various reasons, or an inmate can be paroled to serve a detainer sentence.

**TABLE 7
TOTAL INMATES CONSIDERED FOR
PAROLE OVER SIX FISCAL YEARS**

Fiscal Year	Parole		Percent of Total Granted
	Considered	Granted	
1982/1983	4,412	3,451	78%
1983/1984	4,675	3,430	73%
1984/1985	5,172	3,749	72%
1985/1986	4,753	3,179	67%
1986/1987	5,602	3,760	67%
1987/1988	6,152	4,185	68%

PROGRAM STATISTICS

The tables below provide information on the Board's Victim Input Program begun in 1986. This program provides an opportunity for victims, or immediate family members of a victim, to testify orally or in writing in the Board's parole decision-making process on the "continuing nature and extent of any physical harm or psychological or emotional harm or trauma suffered by the victim and the continuing effort of the crime upon the victim's family..."

Table 8 shows that 672 victims or their family members enrolled in the Board's Victim Input Program during FY 1987-88. A family member may testify if the victim is a juvenile, incapacitated, or deceased. Of the total who responded 60.7% were victims.

TABLE 8
**NEW ENROLLMENTS BY TYPE OF VICTIM
DURING FISCAL YEAR 1987-88**

	Third Quarter 1987	Fourth Quarter 1987	First Quarter 1988	Second Quarter 1988	Total	Percent of Total
Victims Enrolled	55	135	114	104	408	60.7
Family Members Enrolled	44	81	83	56	264	39.3
Because Victim is:						
Juvenile	15	17	19	20	71	10.6
Deceased	25	57	59	36	177	26.3
Incapacitated	4	7	5	0	16	2.4
Total Enrolled	99	216	197	160	672	100.0

Table 9 shows that during FY 1987-88, 128 victims or their family members provided testimony at the time the offender was being considered for parole. Over one-half, 53% were written testimony.

TABLE 9
**TESTIMONY PROVIDED BY VICTIMS
DURING FISCAL YEAR 1987-88**

	Third Quarter 1987	Fourth Quarter 1987	First Quarter 1988	Second Quarter 1988	Total	Percent of Total
Written	15	11	20	22	68	53.1
Oral	10	9	22	15	56	43.8
Both	0	0	3	1	4	3.1
Total	25	20	45	38	128	100.0

PROGRAM STATISTICS

B. SUPERVISION POPULATION DEMOGRAPHICS AND TRENDS

This section will focus on demographics and trends of the Board's caseload population. Included with this section are offense, sex, and racial demographics of the total caseload; average caseload size and average work units based on the number of parole agents carrying a caseload; case additions and deletions to the Pennsylvania state caseload; and, distributions of other states' cases residing in Pennsylvania and Pennsylvania cases residing in other states.

Pennsylvania's community based correctional system had 101,273 offenders on active probation or parole at the end of fiscal year 1987-88. Of this total, 16,890 (approximately 17%) were receiving supervision services directly from the Pennsylvania Board of Probation and Parole.

Chart A shows the origin and prevalence of each of the groups of clients supervised by the Board in relationship to the total offender population in communities of the Commonwealth. The Board's caseload population consists of Board parole cases released to Board supervision, special probation and parole cases, and other states' cases residing in Pennsylvania. Pennsylvania cases residing in other states are not included in Chart A since they do not receive direct supervision services in Pennsylvania. Special probation and parole cases are certified by the courts to Board supervision. State law provides the county judge with authority to send probation and parole clientele to the Board for supervision. Other states' cases and Pennsylvania cases residing in other states are covered under the Interstate Compact which provides for the exchange of offenders for supervision.

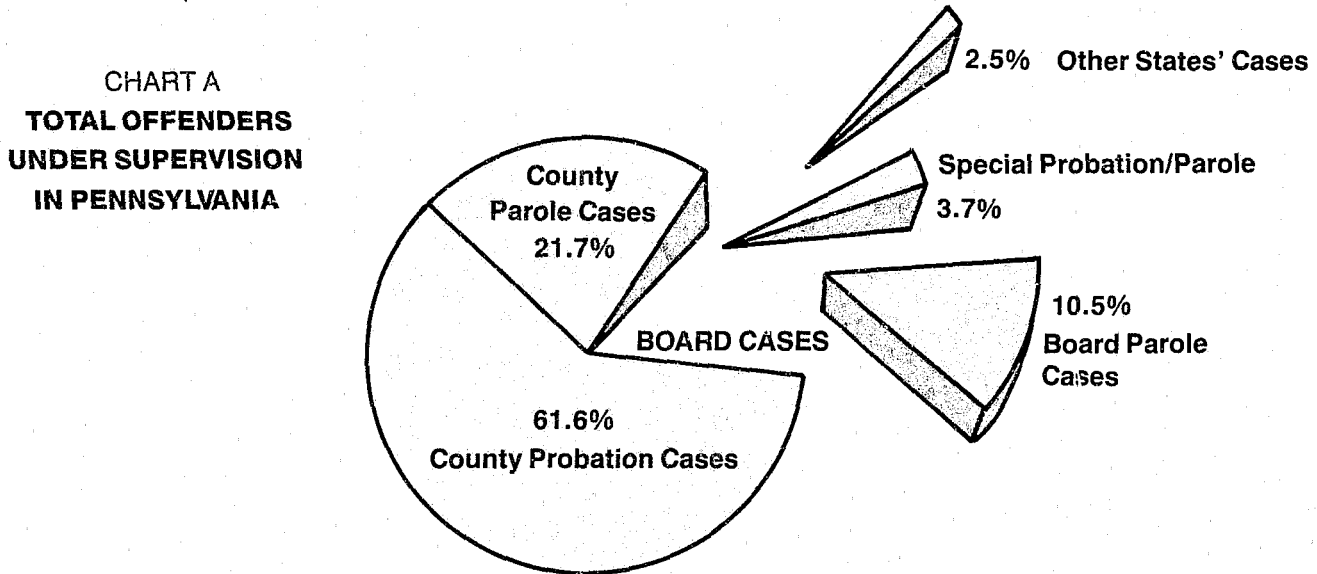


Chart B illustrates in graphic form total caseload under Board supervision. Total caseload size under Board supervision has increased by 20% within the last six years.

CHART B
TRENDS IN TOTAL CASELOAD UNDER BOARD SUPERVISION

Year Ending	Trend Index	Total Caseload	Total Caseload				
			0	4,000	8,000	12,000	16,000
6/82	100	14,035	[Bar chart showing caseload at 14,035]				
6/83	106	14,849	[Bar chart showing caseload at 14,849]				
6/84	109	15,314	[Bar chart showing caseload at 15,314]				
6/85	114	15,983	[Bar chart showing caseload at 15,983]				
6/86	117	16,498	[Bar chart showing caseload at 16,498]				
6/87	118	16,633	[Bar chart showing caseload at 16,633]				
6/88	120	16,890	[Bar chart showing caseload at 16,890]				

PROGRAM STATISTICS

Chart C illustrates the case classification and workload information system the Board has adopted for field supervision. This comprehensive system was developed to provide the Agency with better tools to effectively manage scarce resources. There are two types of case classifications performed using standardized instruments. One is a semi-structured interview which results in a treatment classification that categorizes clients into four behavioral groups for the development of a supervision plan. The four treatment groups are selective intervention, casework control, environmental structure, and limit setting. These treatment groups are commonly referred to as case management classification. This process has the effect of providing guidelines for interaction with the client. The other classification instrument is used to assess supervision risk and client needs which subsequently differentiates offenders into four grades of supervision. The four grades of supervision are intensive, close, regular, and reduced. The effect of supervision grades are that they prescribe the amount of time an agent will spend in terms of minimum supervision standards.

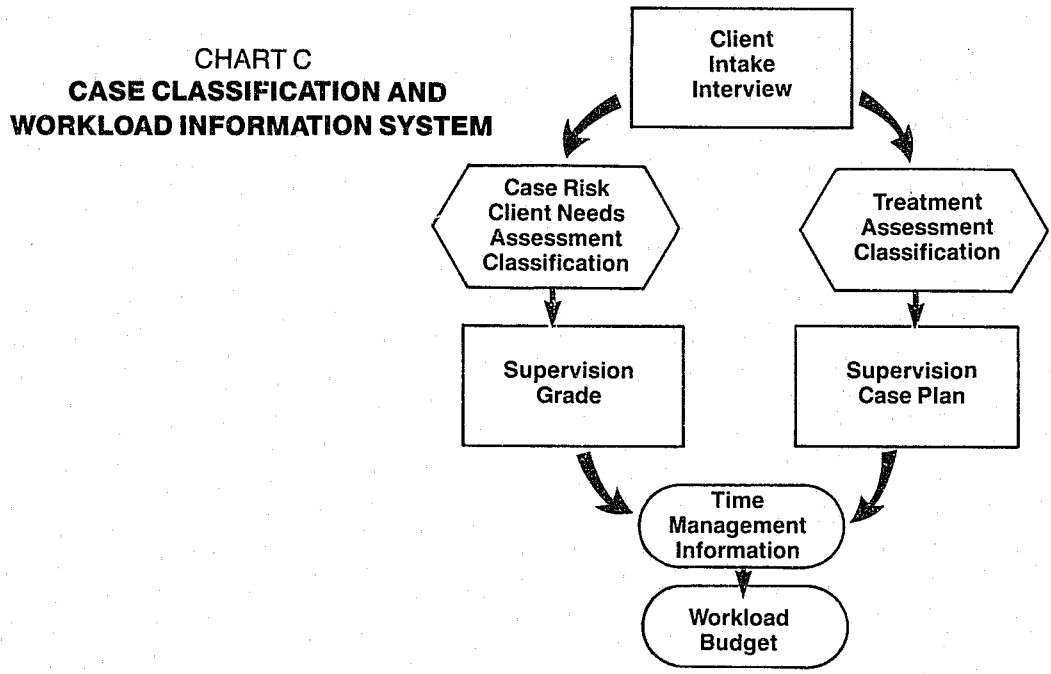


Table 10 shows supervision risk and treatment classification for the 16,890 clients as of June 30, 1988. The total caseload population is classified by risk in terms of supervision grade, but not all clients are classified by structured interviews into treatment groups. Case management classification interviews are done for new clients who have sentences longer than one year. Approximately 36% of the clients classified under the four client management classifications were under close supervision.

**TABLE 10
SUPERVISION RISK AND TREATMENT BY CLASSIFICATION
AS OF JUNE 30, 1988**

Case Management Classification	Supervision Grade										Unconvicted Violators		All Others		Total ^a
	Special Intensive		Intensive		Close		Regular		Reduced		Detained	%	#	%	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
Selective Intervention	21	0.7	111	3.5	1,009	31.4	1,074	33.4	628	19.5	227	7.1	145	4.5	3,215 100.0
Casework Control	37	1.9	244	12.2	801	40.1	408	20.4	102	5.1	266	13.3	142	7.1	2,000 100.0
Environmental Structure	16	1.4	118	10.2	463	40.1	240	20.8	53	4.6	185	16.0	87	7.0	1,156 100.0
Limit Setting	69	2.3	347	11.8	1,045	35.5	505	17.1	107	3.6	592	20.1	280	9.5	2,945 100.0
Not Classified	29	0.4	245	3.2	1,687	22.3	2,178	28.8	2,188	28.9	636	8.4	611	8.1	7,574 100.0
Total	172	1.0	1,065	6.3	5,005	29.6	4,405	26.1	3,078	18.2	1,906	11.3	1,259	7.5	16,890 100.0

PROGRAM STATISTICS

Whereas case classification categorizes cases into case risk and client treatment groups, the workload information system measures the time needed by agents to accomplish three dominant types of work activity. They are: 1) agent time required to meet minimum standards in supervising active clients at different levels of supervision, 2) agent time required for due process in violation casework, and 3) agent time required for investigation work outputs. Violation casework occurs when clients are detained for technical or criminal charges. Investigation work is an additional task which is not part of an agent's caseload. All other cases that are not in active supervision status or violation status, such as, mental institutions and absconders, are also included in the workload measurement.

Three time studies were conducted to measure the workload of parole agents. Average time values were incorporated into an automated management information system as work units and applied to individual client records depending on case status. Work unit values take into account the time it took to perform the work as well as any travel time involved. They yield an estimate of agents' time requirements for their clientele. The accumulation of time data by classification provides a quantitative measure of Agency manpower needs to meet mandated work requirements.

The two applications of workload information for decision making are workload management and workload budgeting. Workload management is a tool to aid field managers in case decision making. It assists in the assignment of work and setting priorities when sufficient resources are lacking, as well as providing accountability for services. The workload budgeting application derives data from the workload management information system which is translated into projections for future resource needs.

Table 11 describes the caseload population by workload classification to meet minimum supervision requirements. As of June 30, 1988, the Agency's total supervision time requirement was 36,252.8 work units.

**TABLE 11
WORK UNITS BY CLASSIFICATION DISTRIBUTION
AS OF JUNE 30, 1988**

Workload Classification	Total Cases/Reports		Total Work Units	
	Number	Percent	Number	Percent
Supervision Status				
Special Intensive	164	0.9	1,672.8	4.6
Intensive	1,006	5.6	3,893.6	10.7
Close	4,784	26.7	10,493.4	28.9
Regular	4,315	24.0	6,327.2	17.5
Reduced	3,053	17.0	2,728.4	7.5
Violation Status				
Technical	408	2.3	2,463.0	6.8
New Charge	1,316	7.3	2,868.4	7.9
Both Technical/New Charge	583	3.2	1,564.5	4.3
Other	1,261	7.0	1,254.7	3.5
Total Cases	16,890	94.1	33,266.0	91.8
Investigative Reports	1,057	5.9	2,986.8	8.2
Grand Totals	17,947	100.0	36,252.8	100.0

To demonstrate the principle of workload budgeting for purposes of resource management, monthly data is presented on an annual basis for the fiscal year 1988-89 in **Table 12**. An estimated 433,755 work units would be needed to fulfill minimum supervision requirements assuming a 4% increase in the number of cases. This represents the total amount of work required in parole agent hours in the fiscal year. An estimated 1,537 parole agent hours are available per agent each year yielding a manpower need of 282 agents. Manpower needs are assessed by dividing average time available per agent into the total work required.

**TABLE 12
WORKLOAD BUDGETING FOR FISCAL YEAR 1988-89**

	Number	Work Units
Projected Client Population/Estimated Annual Casework Time	17,569	401,622
Investigative Reports/Estimated Annual Investigative Work Output Time	11,476	32,133
Projected Annual Manpower Time Required		433,755
Available Parole Agent Hours		1,537
Estimated Manpower Needs		282
Manpower Level, 9/30/88		213

PROGRAM STATISTICS

The capacity of parole supervision services is limited by the available parole agent hours to provide those services. Comparing parole agent hours with population work requirements creates a measure of whether the supervision system is over or under capacity. **Chart D** illustrates the Board's supervision capacity over a five-year period. As seen in **Table 13**, at the beginning of the 1988-89 fiscal year, there were 16,980 cases under supervision and 209 parole agents. Based upon available parole agent hours, 11,955 clients can be supervised to meet minimum supervision standards. The remainder of 4,935 clients are over capacity cases. Projections of future population size and needed manpower for fiscal year 1989-90 suggests that an over capacity condition remains in the near future unless agency supervision resources increase. Over capacity concerns have been dealt with through the use of overtime so that minimum supervision standards can be met.

CHART D
SUPERVISION POPULATION CAPACITY

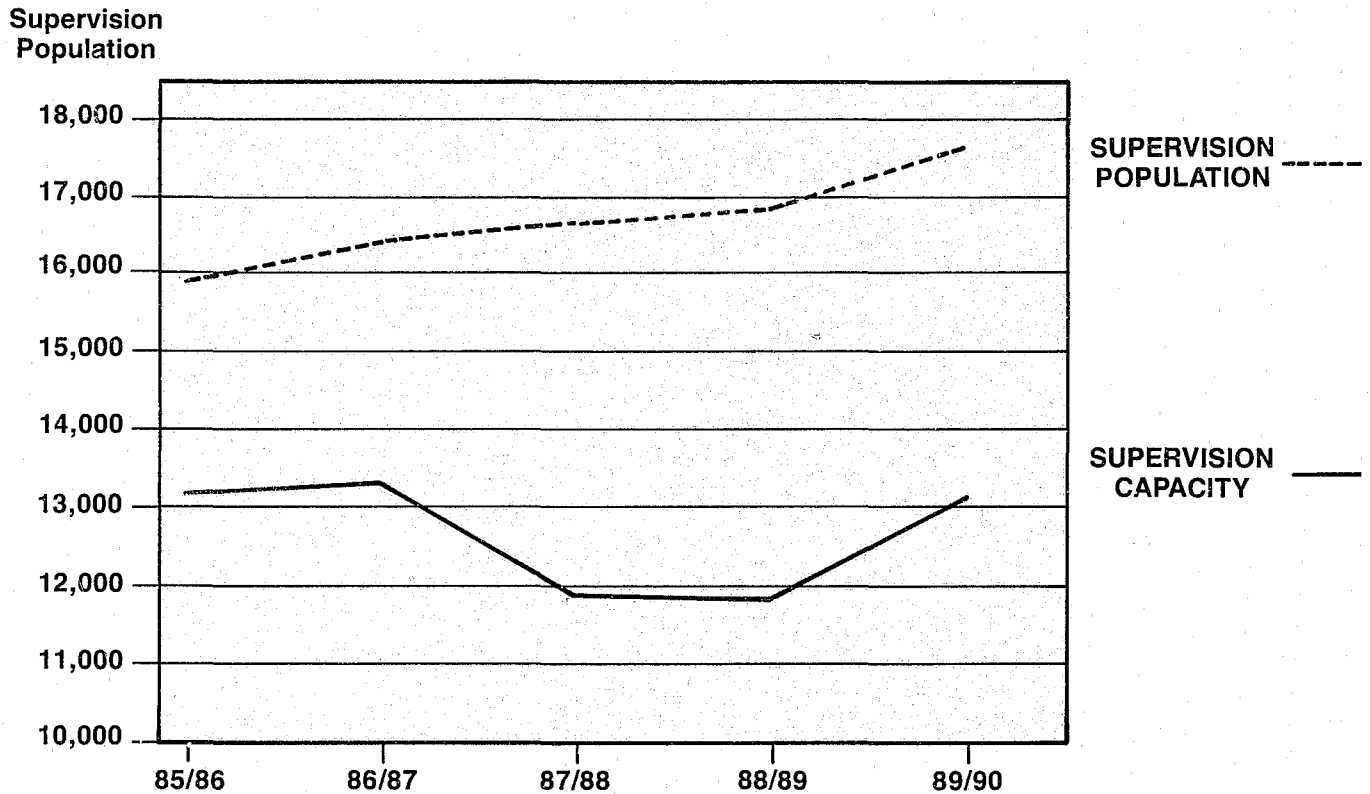


TABLE 13
SUPERVISION CAPACITY

Fiscal Year	Beginning FY Supervision Population	Parole Agents	Supervision Capacity Level	Number Over Capacity
1985-86	15,983	206	13,203	2,780
1986-87	16,498	212	13,356	3,142
1987-88	16,633	210	11,996	4,637
1988-89	16,890	209	11,955	4,935
Projected 1989-90	17,569	221	13,126	4,443

PROGRAM STATISTICS

Table 14 provides a six-year time series in caseload size by legal type and geographic area. The Board's caseload size has continued to rise in size within the last six years to 16,890, showing a growth rate of 14% since June 1983. The increase in caseload population during the last fiscal year is caused by the growing proportion of Board parole cases, which showed an increase of 3.9%.

**TABLE 14
TRENDS IN CASELOAD BY LEGAL TYPE OVER SIX FISCAL YEARS**

District Office		Board Parole Cases		Special Probation/ Parole Cases		Other States' Cases		Total Caseload	
		No.	Index	No.	Index	No.	Index	No.	Index
Allentown	1982-83	1,220	100	164	100	319	100	1,703	100
	1983-84	1,159	95	194	118	323	101	1,676	98
	1984-85	1,309	107	180	110	336	105	1,825	107
	1985-86	1,385	114	214	130	379	119	1,978	116
	1986-87	1,433	117	240	146	411	129	2,084	122
	1987-88	1,462	120	213	130	418	131	2,093	123
Altoona	1982-83	327	100	237	100	68	100	632	100
	1983-84	330	101	263	111	62	91	655	104
	1984-85	347	106	251	106	59	87	657	104
	1985-86	326	100	357	151	72	106	755	119
	1986-87	311	95	353	149	72	106	736	116
	1987-88	330	101	307	130	65	96	702	111
Butler	1982-83	236	100	325	100	72	100	633	100
	1983-84	221	94	352	108	79	110	652	103
	1984-85	247	105	230	71	84	117	561	89
	1985-86	249	106	170	52	79	110	498	79
	1986-87	228	97	185	57	82	114	495	78
	1987-88	208	88	193	59	87	121	488	77
Chester	1982-83	420	100	182	100	275	100	877	100
	1983-84	421	100	150	82	332	121	903	103
	1984-85	494	118	125	69	304	111	923	105
	1985-86	529	126	111	61	374	136	1,014	116
	1986-87	543	129	101	55	340	124	984	112
	1987-88	553	132	107	59	301	109	961	110
Erie	1982-83	396	100	551	100	115	100	1,062	100
	1983-84	381	96	747	136	78	68	1,206	114
	1984-85	455	115	1,052	191	77	67	1,584	149
	1985-86	443	112	864	157	89	77	1,396	131
	1986-87	458	116	846	154	98	85	1,402	132
	1987-88	466	118	896	163	114	99	1,476	139
Harrisburg	1982-83	981	100	140	100	311	100	1,432	100
	1983-84	1,087	111	151	108	350	113	1,588	111
	1984-85	1,118	114	140	100	351	113	1,609	112
	1985-86	1,065	109	138	99	415	133	1,618	113
	1986-87	1,190	121	136	97	378	122	1,704	119
	1987-88	1,191	121	128	91	322	104	1,641	115
Philadelphia	1982-83	3,511	100	429	100	637	100	4,577	100
	1983-84	3,662	104	353	82	663	104	4,678	102
	1984-85	3,875	110	335	78	691	108	4,901	107
	1985-86	3,992	114	382	89	749	118	5,123	112
	1986-87	3,855	110	362	84	688	108	4,905	107
	1987-88	3,984	113	360	84	648	102	4,992	109
Pittsburgh	1982-83	1,190	100	1,174	100	268	100	2,632	100
	1983-84	1,173	99	1,105	94	260	97	2,538	96
	1984-85	1,164	98	1,051	90	235	88	2,450	93
	1985-86	1,133	95	1,113	95	256	96	2,502	95
	1986-87	1,231	103	1,100	94	261	97	2,592	98
	1987-88	1,397	117	1,098	94	280	104	2,775	105
Scranton	1982-83	379	100	271	100	111	100	761	100
	1983-84	450	119	283	104	109	98	842	111
	1984-85	487	128	308	114	116	105	911	120
	1985-86	524	138	361	133	148	133	1,033	136
	1986-87	595	157	361	133	187	168	1,143	150
	1987-88	640	169	337	124	184	166	1,161	153
Williamsport	1982-83	364	100	80	100	96	100	540	100
	1983-84	394	108	72	90	110	115	576	107
	1984-85	388	107	77	96	97	101	562	104
	1985-86	370	102	99	124	112	117	581	108
	1986-87	394	108	89	111	105	109	588	109
	1987-88	407	112	76	95	118	123	601	111
Agency Totals	1982-83	9,024	100	3,553	100	2,272	100	14,849	100
	1983-84	9,278	103	3,670	103	2,366	104	15,314	103
	1984-85	9,884	110	3,749	106	2,350	103	15,983	108
	1985-86	10,016	111	3,809	107	2,673	118	16,498	111
	1986-87	10,238	113	3,773	106	2,622	115	16,633	112
	1987-88	10,638	118	3,715	105	2,537	112	16,890	114

PROGRAM STATISTICS

Table 15 depicts Pennsylvania's processing of cases during FY 1987-88 in a balance sheet format. Throughout the year there were 6,730 case additions and 6,306 case deductions.

TABLE 15
PENNSYLVANIA CASELOAD PROCESSING DURING — 1987-88

Clients Under Jurisdiction July 1, 1987	15,599
Case Additions During FY 1987-88:	
Released on Parole	4,000
Released on Reparole	956
Special Probation Cases	1,174
Special Parole Cases	600
Miscellaneous Additions	0
TOTAL CASE ADDITIONS	+6,730
Case Deductions During FY 1987-88:	
Recommitted Technical Parole Violators	985
Recommitted Convicted Parole Violators	1,208
County Revocations	192
Final Discharges	3,781
Death	128
Miscellaneous Deductions	12
TOTAL CASE DEDUCTIONS	-6,306
Clients Under Jurisdiction June 30, 1988	16,023

Table 16 displays a three-year trend of Pennsylvania caseload processing. The rate of additions and deletions increased during the last year by 9.6% and 6.4 respectively.

TABLE 16
THREE-YEAR TREND IN PENNSYLVANIA CASELOAD PROCESSING

	1985-86	1986-87	1987-88
Clients Under Jurisdiction at Beginning of FY	15,098	15,382	15,599
Additions:			
Parole/Reparole	4,073	4,309	4,956
Special Probation/Parole	2,138	1,833	1,774
Miscellaneous Additions	0	0	0
TOTAL ADDITIONS	+ 6,211	+ 6,142	+ 6,730
Deductions:			
Recommits/Revocations	1,925	2,029	2,385
Final Discharges/Death	3,996	3,843	3,909
Miscellaneous Deductions	6	53	12
TOTAL DEDUCTIONS	- 5,927	- 5,925	- 6,306
Clients Under Jurisdiction at End of FY	15,382	15,599	16,023

PROGRAM STATISTICS

Table 17 shows the distribution of 4,956 cases actually released to parole supervision during FY 1987-88 by major offense category and major race category. White is defined as Caucasian and English speaking, while non-white includes all other persons. Approximately 40% of the inmates paroled were serving sentences for robbery or burglary.

TABLE 17
**INMATES PAROLED AND REPAROLED BY
 MAJOR OFFENSE CATEGORY AND MAJOR
 RACE CATEGORY**

Instant Offense Categories	White		Non-White		Total	Percent Total
	Parole	Reparole	Parole	Reparole		
Homicides, Manslaughters	140	20	140	57	357	7.2%
Assault including VUFA	193	31	217	38	479	9.7%
Robbery	209	74	511	181	975	19.7%
Burglary	494	122	268	102	986	19.9%
Drug Law Violation	251	17	198	25	491	9.9%
Theft, RSP	211	47	223	53	534	10.8%
Forgery & Fraud	88	21	33	6	148	3.0%
Rape	49	11	71	27	158	3.2%
Other Sex Offenses	90	9	27	7	133	2.7%
Arson	46	6	7	2	61	1.2%
Other Type Offense	350	46	184	54	634	12.8%
TOTALS	2,121	404	1,879	552	4,956	100.0%

Table 18 shows the total caseload population by major offense type. As of June, 1988, 32% of the total offender population were on parole for robbery or burglary.

TABLE 18
TOTAL CASELOAD BY OFFENSE TYPE AS OF JUNE 30, 1988

Instant Offense Category	Board Parole Cases	County Special Probation Cases	County Special Parole Cases	Other States' Cases	Totals	Percent of Total
Homicides	1,134	15	0	72	1,221	7.2
Manslaughter	361	45	7	57	470	2.8
Assault	786	208	47	134	1,175	7.0
VUFA, POW, etc.	122	67	8	72	269	1.6
Robbery	2,232	153	28	193	2,606	15.4
Burglary	2,089	428	76	249	2,842	16.8
Drug Law Violation	842	363	50	620	1,875	11.1
Theft, RSP	770	452	93	280	1,595	9.4
Retail Theft	142	50	6	12	210	1.2
Forgery, Fraud	247	151	36	121	555	3.3
Rape	520	26	1	31	578	3.4
Other Sex Offense	295	111	19	74	499	3.0
Arson	154	44	1	24	223	1.3
Kidnapping	39	2	0	18	59	0.3
Driving Under Influence	116	350	254	157	877	5.2
Other Type Offenses	789	520	104	423	1,836	10.9
TOTALS	10,638	2,985	730	2,537	16,890	100.0

PROGRAM STATISTICS

Table 19 gives a distribution of the total caseload within each district by the demographic characteristics of sex and race. As of June, 1988, approximately 91% or 15,446 of the total 16,890 cases were male, and the remainder 9% or 1,444 cases were female.

**TABLE 19
TOTAL CASELOAD DISTRIBUTION BY OFFICE OF SUPERVISION,
SEX OF OFFENDER, AND MAJOR RACIAL CATEGORY EFFECTIVE JUNE, 1988**

Districts	IN-STATE				OUT-OF-STATE				TOTAL SUPERVISED						Grand Total
	Male		Female		Male		Female		White		Non-White		Total		
	White	Non-White	White	Non-White	White	Non-White	White	Non-White	Male	Female	Male	Female	Male	Female	
Allentown.....	1,045	494	89	47	304	68	34	12	1,349	123	562	59	1,911	182	2,093
Altoona.....	548	26	61	2	58	2	4	1	606	65	28	3	634	68	702
Butler.....	308	51	38	4	71	6	8	2	379	46	57	6	436	52	488
Chester.....	331	292	24	13	215	54	22	10	546	46	346	23	892	69	961
Erie.....	1,007	178	142	35	91	9	12	2	1,098	154	187	37	1,285	191	1,476
Harrisburg.....	775	447	52	45	230	61	26	5	1,005	78	508	50	1,513	128	1,641
Philadelphia.....	706	3,427	41	170	223	331	39	55	929	80	3,758	225	4,687	305	4,992
Pittsburgh.....	1,113	1,149	112	121	185	56	33	6	1,298	145	1,205	127	2,503	272	2,775
Scranton.....	844	43	89	1	153	3	27	1	997	116	46	2	1,043	118	1,161
Williamsport.....	413	25	39	6	100	4	13	1	513	52	29	7	542	59	601
AGENCY TOTALS	7,090	6,132	687	444	1,630	594	218	95	8,720	905	6,726	539	15,446	1,444	16,890

Table 20 provides a distribution of the total caseload by legal type and race. As of June, 1988, 57% of the total caseload population was white, 40% were classified as black, and the remaining 3% were classified in other racial groups.

**TABLE 20
TOTAL CASELOAD BY RACE AS OF JUNE 30, 1988**

Race	Board Parole Cases	County Special Probation Cases	County Special Parole Cases	Other States' Cases	Totals	Percent of Total
White.....	5,015	2,188	576	1,848	9,627	57.0
Black.....	5,341	750	153	573	6,817	40.4
Puerto Rican.....	217	22	1	83	323	1.9
Mexican.....	25	10	0	11	46	0.3
Other Spanish Speaking.....	17	3	0	10	30	0.2
Oriental.....	7	3	1	4	15	0.1
Indian.....	4	0	0	1	5	0.0
Asian.....	3	1	0	2	6	0.0
Not Elsewhere Classified.....	9	6	1	5	21	0.1
TOTALS	10,638	2,983	732	2,537	16,890	100.0

PROGRAM STATISTICS

Table 21 provides a distribution of the active Board parole population by length of supervision until maximum parole expiration. Within six years, over one half of the parole population will reach their maximum expiration from street supervision assuming no difficulties occur. Approximately 2% or 231 clients were on parole serving life sentences.

**TABLE 21
JUNE, 1988 BOARD PAROLE
POPULATION BY LENGTH OF SUPERVISION
UNTIL MAXIMUM PAROLE EXPIRATION**

	Number	Relative Percent	Cumulative Percent
Less than 1 year.....	351	3.0	3.0
1 year.....	1,673	14.1	17.1
2 years.....	2,063	17.4	34.5
3 years.....	1,785	15.1	49.6
4 years.....	1,113	9.4	59.0
5 years.....	831	7.0	66.0
6 years.....	693	5.9	71.9
7 to 9 years.....	1,487	12.6	84.5
10 to 15 years.....	1,280	10.8	95.3
Greater than 15 years.....	326	2.8	98.1
Life.....	231	1.9	100.0
TOTALS	11,833	100.0	

Table 22 shows changes in the number of parole agents and average caseload per agent. As of June, 1988, there were 209 parole agents carrying an average caseload of 81. This compares to 202 agents supervising an average caseload of 73 clients in June, 1983. Average caseload size does not take into account workload factors, such as investigative reports.

**TABLE 22
PAROLE AGENT CASELOADS**

Year Ending	6/83	5/84	6/85	6/86	6/87	6/88
Number of Parole Agents.....	202	204	221	212	210	209
Index.....	100	101	109	105	104	103
Average Caseload.....	73.5	75.1	72.3	77.8	79.2	80.8
Index.....	100	102	98	106	108	110

Table 23 illustrates the number of parole agents and average caseload by district. As of June, 1988, there were 209 parole agents carrying an average caseload of 81 clients. Average caseload size is a fundamental assessment of supervision capability. The accepted national standard prescribes a caseload of 50 clients per agent for optimal effectiveness in client reintegration.

**TABLE 23
NUMBER OF AGENTS AND AVERAGE CASELOAD
BY DISTRICT OFFICE, EFFECTIVE JUNE 30, 1988**

Districts	Total Caseload End of Month	Number of Agents For Month	Average Caseload Per Agent
Allentown.....	2,093	23	91.0
Altoona.....	702	10	70.2
Butler.....	488	8	61.0
Chester.....	961	12	80.1
Erie.....	1,476	17	86.8
Harrisburg.....	1,641	21	78.1
Philadelphia.....	4,992	62	80.5
Pittsburgh.....	2,775	35	79.3
Scranton.....	1,161	13	89.3
Williamsport.....	601	8	75.1
AGENCY TOTALS	16,890	209	80.8

PROGRAM STATISTICS

Table 24 shows the cooperative exchange of supervision between Board cases and other states' cases through the Interstate Compact. As of June, 1988, the Board accepted 2,537 cases from other states and exported 1,670 cases. The majority of out-of-state cases residing in Pennsylvania are from the states of New Jersey, New York, Maryland and Florida. In addition, there were 2,023 county probation cases being supervised in other states as of September, 1988. These cases do not come under the Board's jurisdiction, but are administratively controlled by the Board's Interstate Compact Office.

TABLE 24
EXCHANGE OF SUPERVISION BETWEEN STATES — JUNE 1988

State	Out-of-State Cases in Pennsylvania	Board Cases in Other States	Net Difference in Interstate Transfers in PA	State	Out-of-State Cases in Pennsylvania	Board Cases in Other States	Net Difference in Interstate Transfers in PA
Alabama	9	14	- 5	Nevada	13	7	+ 6
Alaska	1	1	...	New Hampshire	5	3	+ 2
Arizona	30	22	+ 8	New Jersey	769	265	+ 504
Arkansas	5	5	...	New Mexico	9	3	+ 6
California	59	74	- 15	New York	303	155	+ 148
Colorado	10	16	- 6	North Carolina	52	44	+ 8
Connecticut	7	19	- 12	North Dakota	4	0	+ 4
Delaware	131	34	+ 97	Ohio	57	133	- 76
Florida	221	144	+ 77	Oklahoma	14	5	+ 9
Georgia	61	24	+ 37	Oregon	3	3	...
Hawaii	7	1	+ 6	Rhode Island	3	5	- 2
Idaho	5	0	+ 5	South Carolina	40	26	+ 14
Illinois	17	32	- 15	South Dakota	0	2	- 2
Indiana	8	10	- 2	Tennessee	18	9	+ 9
Iowa	6	1	+ 5	Texas	162	43	+ 119
Kansas	14	3	+ 11	Utah	1	3	- 2
Kentucky	18	8	+ 10	Vermont	4	1	+ 3
Louisiana	17	6	+ 11	Virginia	91	75	+ 16
Maine	3	2	+ 1	Washington	10	3	+ 7
Maryland	253	121	+ 132	Washington, D.C.	5	16	- 11
Massachusetts	12	27	- 15	West Virginia	11	29	- 18
Michigan	18	26	- 8	Wisconsin	4	3	+ 1
Minnesota	3	4	- 1	Wyoming	2	2	...
Mississippi	4	7	- 3	Federal	0	127	- 127
Missouri	12	10	+ 2	Other*	16	90	- 74
Montana	6	6	...				
Nebraska	4	1	+ 3	Totals	2,537	1,670	+ 867

* "Other" includes clients from other countries or was not specified.

PROGRAM STATISTICS

C. SUPERVISION ACTIVITY AND OUTPUT

In addition to caseload assignments of client supervision, parole agents also have major work assignments in the form of social investigations and supervision reports. This section on supervision activity and output introduces the other work functions performed by parole agents.

Chart E reveals trends in output of various investigations done by parole agents. Many of these reports relate to offenders not in the agent's caseload, but are required for making case decisions in the criminal justice system. Investigations included are: pre-parole reports, split pre-parole reports, pre-sentence reports, split pre-sentence reports, classification summaries, out-of-state reports, and reports for the Board of Pardons. Split investigation reports occur when an investigation is divided between two or more district offices.

CHART E
TRENDS IN TOTAL INVESTIGATIVE REPORTING

Year Ending	Trend Index	Total Investigations	Total Investigations					
			0	2,000	4,000	6,000	8,000	10,000
82/83	100	9,065	[Bar chart showing 9,065 investigations]					
83/84	102	9,263	[Bar chart showing 9,263 investigations]					
84/85	105	9,496	[Bar chart showing 9,496 investigations]					
85/86	103	9,380	[Bar chart showing 9,380 investigations]					
86/87	107	9,682	[Bar chart showing 9,682 investigations]					
87/88	136	12,353	[Bar chart showing 12,353 investigations]					

Table 25 displays total investigations completed within each district. Out of the total 12,353 investigative reports completed, approximately 85% were pre-parole and split pre-parole reports. Investigative reports completed include investigations for counties within Pennsylvania as well as those from other states.

TABLE 25
TOTAL INVESTIGATIONS COMPLETED BY TYPE AND DISTRICT
FOR FISCAL YEAR 1987-88

District	Pre-Parole	Split Pre-Parole	Pre-Sentence	Split Pre-Sentence	Classification Summaries	Pardon Board	Total
Allentown	1,652	303	7	23	0	34	2,019
Altoona	359	6	115	3	130	8	621
Butler	247	15	282	40	37	7	628
Chester	668	58	2	0	15	13	756
Erie	527	21	310	26	12	8	904
Harrisburg	1,270	90	12	3	66	45	1,486
Philadelphia	2,909	87	1	5	1	60	3,063
Pittsburgh	1,128	26	15	62	202	51	1,484
Scranton	632	63	68	10	37	11	821
Williamsport	436	10	110	6	0	9	571
TOTALS	9,828	679	922	178	500	246	12,353

PROGRAM STATISTICS

Table 26 shows the average length of supervision for parolees released from state institutions or county prisons and special probationers who terminated from the system during FY 1987-88. Terminations include final discharge due to completion of sentence, as well as revocations and deaths. A total of 6,306 state and county cases were terminated from Board supervision during FY 1987-88. Of this total, 6,215 clients served an average of 2.4 years under supervision. The remaining 91 cases were not available at the time the report was prepared. The average length of supervision time for parolees who had previously been released from a state correctional institution was 2.7 years. Parolees released from county prisons were on parole supervision an average of 1.7 years before they were terminated.

**TABLE 26
LENGTH OF SUPERVISION FOR PAROLEES RELEASED FROM
STATE INSTITUTIONS OR COUNTY PRISONS AND
SPECIAL PROBATIONERS DURING FY 1987-88**

Length of Parole Supervision	State Correctional Institutions		County Prisons		County Jurisdictions		Total	
	No.	%	No.	%	No.	%	No.	%
1 year or Less	689	20.7	590	38.7	514	37.5	1,793	28.8
Over 1 to 2 years.	963	29.0	521	34.2	279	20.4	1,763	28.4
Over 2 to 3 years.	654	19.7	222	14.6	216	15.8	1,092	17.6
Over 3 to 4 years.	386	11.6	95	6.2	113	8.2	594	9.6
Over 4 to 5 years.	207	6.2	53	3.5	146	10.6	406	6.5
Over 5 to 6 years.	128	3.9	13	0.9	34	2.5	175	2.8
Over 6 to 7 years.	74	2.2	14	0.9	22	1.6	110	1.8
Over 7 years.	220	6.6	15	1.0	47	3.4	282	4.5
TOTALS	3,321	100.0	1,523	100.0	1,371	100.0	6,215	100.0
Mean	2.7		1.7		2.2		2.4	
Median	2.0		1.3		1.6		1.7	

Table 27 shows the length of supervision time for state parole cases and county special probation and parole cases by type of termination. Case closures include those discharged at the maximum date, discharged at death, or recommitted to prison. Approximately 75% of the parole case closures and 74% of the probation case closures had terminated supervision within three years.

**TABLE 27
LENGTH OF SUPERVISION FOR PAROLE AND SPECIAL
PROBATION BY TYPE OF TERMINATION**

	Length of Supervision								Total	Average Length of Supervision	Median
	1 Yr. or Less	Over 1 to 2 Yrs.	Over 2 to 3 Yrs.	Over 3 to 4 Yrs.	Over 4 to 5 Yrs.	Over 5 to 6 Yrs.	Over 6 to 7 Yrs.	Over 7 Yrs.			
Parole Case Closures											
1) Discharged at Max Date . . .	638	736	447	284	151	87	53	167	2,563	2.6	1.9
2) Discharged at Death	34	35	12	7	3	3	3	14	111	2.8	1.6
Total Successful Supervision. . .	672	771	459	291	154	90	56	181	2,674	2.6	1.9
Percent of Total Successful	25%	29%	17%	11%	6%	3%	2%	7%	100%		
1) Recommited to Prison	607	713	417	190	106	51	32	54	2,170	2.1	1.7
Percent of Unsuccessful.	28%	33%	19%	9%	5%	2%	1%	3%	100%		
Total Closed Cases	1,279	1,484	876	481	260	141	88	235	4,844	2.4	1.8
Percent of Total	26%	31%	18%	10%	5%	3%	2%	5%	100%		
Probation Case Closures											
1) Discharged at Max Date . . .	457	216	175	96	134	30	19	43	1,170	2.3	1.6
2) Discharged at Death	3	4	2	1	4	0	0	1	15	2.9	2.3
Total Successful Supervision. . .	460	220	177	97	138	30	19	44	1,185	2.3	1.6
Percent of Total Successful	39%	19%	15%	8%	12%	2%	2%	4%	100%		
1) Recommited to Prison	54	59	39	16	8	4	3	3	186	2.0	1.7
Percent of Unsuccessful.	29%	32%	21%	9%	4%	2%	2%	2%	100%		
Total Closed Cases	514	279	216	113	146	34	22	47	1,371	2.2	1.6
Percent of Total	38%	20%	16%	8%	11%	2%	2%	3%	100%		

PROGRAM STATISTICS

D. SUPERVISION PROGRAM PERFORMANCE

Parole performance follow-up operationally is defined as a tracking of release cohorts to determine supervision outcome after consecutive 12, 24, and 36 month periods. A release cohort is defined as a group of clients released at the same point in time. Individual new release cohorts are subsequently accumulated into study groups by length of follow-up in order to produce an aggregate assessment of parole performance, i.e., a base expectancy for success and failure.

Table 28 provides aggregate parole outcome for sample populations of release cohorts during five calendar years. The percentage of parole failures represent clients who were unsuccessful in reintegrating back into society. It includes offenders who were convicted of new crimes called convicted violators and technical violators who were found guilty for violating the Conditions Governing Parole/Reparole. The aggregate data revealed that the rate of recommitment after one year of supervision was 13%. After two years of supervision, the failure rate increased to 28%, and after three years of supervision, 36% of the aggregate cohort groups returned to prison.

The percentage of clients who continued in active supervision status or completed parole within one year of supervision was 87%. After two years of supervision, 72% of the clients continued or completed active supervision, and after three years of supervision the rate declined to 64%. Clients under continued/completed supervision status includes categories such as reporting regularly, absconders, unconvicted violators, maximum expirations, and deaths.

**TABLE 28
AGGREGATE PAROLE OUTCOME FOR RELEASE
COHORTS DURING LAST FIVE CALENDAR YEARS**

Release Year	1982-1986 First Year of Supervision		1981-1985 Second Year of Supervision		1980-1984 Third Year of Supervision	
	Number	Percent	Number	Percent	Number	Percent
Parole Failures:						
Recommitted Technical Violator Only	1,520	8.3	2,050	12.9	1,990	14.6
Recommitted Criminal Violator	930	5.1	2,397	15.1	2,902	21.3
Total Parole Failures	2,450	13.4	4,447	28.1	4,892	35.8
Continued/Completed Active Supervision	15,895	86.6	11,406	71.9	8,762	64.2
TOTAL COHORT POPULATION	18,345	100.0	15,853	100.0	13,654	100.0

Table 29 displays the annual parole outcome results after three years of supervision of the 1980-84 aggregate cohort groups over a five-year period. The three-year continued/completed supervision rate climbed from 61% in 1983 to 64% in 1984; correspondingly, the recommitment rate decreased from 39% to 36% during the same time interval.

**TABLE 29
TREND IN PAROLE OUTCOME AFTER
THREE YEARS OF SUPERVISION**

Year	Continued/Completed Active Supervision	Recommits
1980	72%	28%
1981	67%	33%
1982	63%	37%
1983	61%	39%
1984	64%	36%

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Table 30 provides a geographic distribution of supervision outcome for the 1986 state and county cases under Board supervision by district. The total cohort population accounts for 84% of the total 6,166 cases released or accepted under Board supervision in 1986. The range in continued/completed active supervision by district was high (91%) in the Philadelphia district and low (80%) in the Harrisburg district. Recidivism rates for convicted violators ranged from 2% in the Philadelphia, Scranton, Williamsport and Erie offices to 8% in the Altoona office. Recidivism rates for technical violators extended from 5% in the Altoona district to 15% in the Harrisburg district.

**TABLE 30
ONE YEAR FOLLOW-UP SUPERVISION OUTCOME BY
DISTRICT OFFICE FOR THE 1986 RELEASE COHORT**

District	Continued/Completed Active Supervision			RECOMMITMENTS									Cohort Population	Percent of Total
				Technical Parole Violator			Criminal Parole Violator			Criminal & Technical Parole Violator				
	State Cases	County Cases	%	State Cases	County Cases	%	State Cases	County Cases	%	State Cases	County Cases	%		
Allentown.....	463	72	90.2	38	2	6.7	9	2	1.9	6	1	1.2	593	11.4
Altoona.....	81	119	87.0	11	1	5.2	5	6	4.8	7	0	3.0	230	4.4
Butler.....	71	82	89.5	7	6	7.6	0	0	0.0	4	1	2.9	171	3.3
Chester.....	134	23	89.2	13	0	7.4	1	0	0.6	5	0	2.8	176	3.4
Erie.....	126	577	86.3	41	52	11.4	5	4	1.1	4	6	1.2	815	15.7
Harrisburg.....	325	28	80.2	62	3	14.8	10	1	2.5	11	0	2.5	440	8.5
Philadelphia.....	942	106	90.9	82	2	7.3	9	0	0.8	11	1	1.0	1,153	22.2
Pittsburgh.....	325	375	90.0	40	6	5.9	9	6	1.9	15	2	2.2	778	15.0
Scranton.....	213	116	86.4	39	5	11.5	1	0	0.3	3	4	1.8	381	7.3
Williamsport.....	118	32	84.7	21	2	13.0	1	0	0.6	3	0	1.7	177	3.4
Central Office.....	230	45	98.6	4	0	1.4	0	0	0.0	0	0	0.0	279	5.4
TOTALS	3,028	1,575	88.6	358	79	8.4	50	19	1.3	69	15	1.6	5,193	100.0

Table 31 provides an instant offense distribution of the 1986 release cohort's supervision performance. The largest proportion of cases within the 1986 one year follow-up group were on supervision for robbery or burglary at 32%. The highest proportion of cases by instant offense who continued or completed supervision after one year was for kidnapping, 100%, and sex offenses other than rape, 95%. Burglary had the highest proportion of supervision failures with an 86% continued/completed supervision rate.

**TABLE 31
ONE YEAR FOLLOW-UP SUPERVISION OUTCOME BY
INSTANT OFFENSE CATEGORY FOR THE 1986 RELEASE COHORT**

Instant Offense	Continued/Completed Active Supervision			RECOMMITMENTS									Cohort Population	Percent of Total
				Technical Parole Violator			Criminal Parole Violator			Criminal & Technical Parole Violator				
	State Cases	County Cases	%	State Cases	County Cases	%	State Cases	County Cases	%	State Cases	County Cases	%		
Homicides.....	209	7	88.9	21	0	8.6	2	2	1.6	2	0	0.8	243	4.7
Assault incl. VUFA.....	285	110	86.8	36	10	10.1	7	0	1.5	3	4	1.5	455	8.8
Robbery.....	565	49	87.7	66	1	9.6	3	0	0.4	16	0	2.3	700	13.5
Burglary.....	680	138	85.8	90	5	10.0	16	6	2.3	15	3	1.9	953	18.4
Drug.....	225	117	91.7	20	1	5.6	4	1	1.3	3	2	1.3	373	7.2
Theft, RSP.....	340	229	87.8	49	9	9.0	4	5	1.4	11	1	1.9	648	12.5
Forgery, Fraud.....	119	71	88.8	10	1	5.1	3	1	1.9	8	1	4.2	214	4.1
Forcible Rape.....	102	3	92.9	5	0	4.4	3	0	2.7	0	0	0.0	113	2.2
Other Sex Offenses.....	78	58	95.1	6	1	4.9	0	0	0.0	0	0	0.0	143	2.8
Arson.....	37	12	87.5	6	0	10.7	0	0	0.0	1	0	1.8	56	1.1
Other Type Offenses.....	378	781	90.2	49	51	7.8	8	4	0.9	10	4	1.1	1,285	24.7
Kidnapping.....	10	0	100.0	0	0	0.0	0	0	0.0	0	0	0.0	10	0.2
TOTALS	3,028	1,575	88.6	358	79	8.4	50	19	1.3	69	15	1.6	5,193	100.0

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Table 32 provides an age distribution of the 1986 release cohort's parole performance. Approximately 50% of the 5,193 cases within the 1986 one year follow-up group were between the ages of 20 to 29.

**TABLE 32
ONE YEAR FOLLOW-UP SUPERVISION OUTCOME BY
AGE AT RELEASE FOR THE 1986 RELEASE COHORT**

Age at Release	Continued/Completed Active Supervision			RECOMMITMENTS									Cohort Population	Percent of Total
				Technical Parole Violator			Criminal Parole Violator			Criminal & Technical Parole Violator				
	State Cases	County Cases	%	State Cases	County Cases	%	State Cases	County Cases	%	State Cases	County Cases	%		
19 or Under	79	137	86.4	15	10	10.0	3	2	2.0	4	0	1.6	250	4.8
20-29 years	1,527	784	88.0	173	50	8.5	31	13	1.7	37	10	1.8	2,625	50.5
30-39 years	1,044	382	88.4	127	16	8.9	14	4	1.1	22	5	1.7	1,614	31.1
40-49 years	259	162	91.5	31	3	7.4	2	0	0.4	3	0	0.7	460	8.9
50-59 years	82	66	91.9	10	0	6.2	0	0	0.0	3	0	1.9	161	3.1
60-69 years	33	34	97.1	2	0	2.9	0	0	0.0	0	0	0.0	69	1.3
70 or Over	4	10	100.0	0	0	0.0	0	0	0.0	0	0	0.0	14	0.3
TOTALS	3,028	1,575	88.6	358	79	8.4	50	19	1.3	69	15	1.6	5,193	100.0

Clients are required to notify their parole agents of changes in employment status. Employment status is helpful to the supervising agent because gainful employment helps facilitate the offender's reintegration into the social and economic life of society. Employment makes an offender under supervision a tax payer instead of a tax burden.

Table 33 shows a three year trend in client employment status. Unemployment among probationers and parolees who were able to work statewide declined from 29% in June, 1986 to 24% in June, 1988.

**TABLE 33
CLIENT EMPLOYMENT STATUS ANNUAL COMPARISONS**

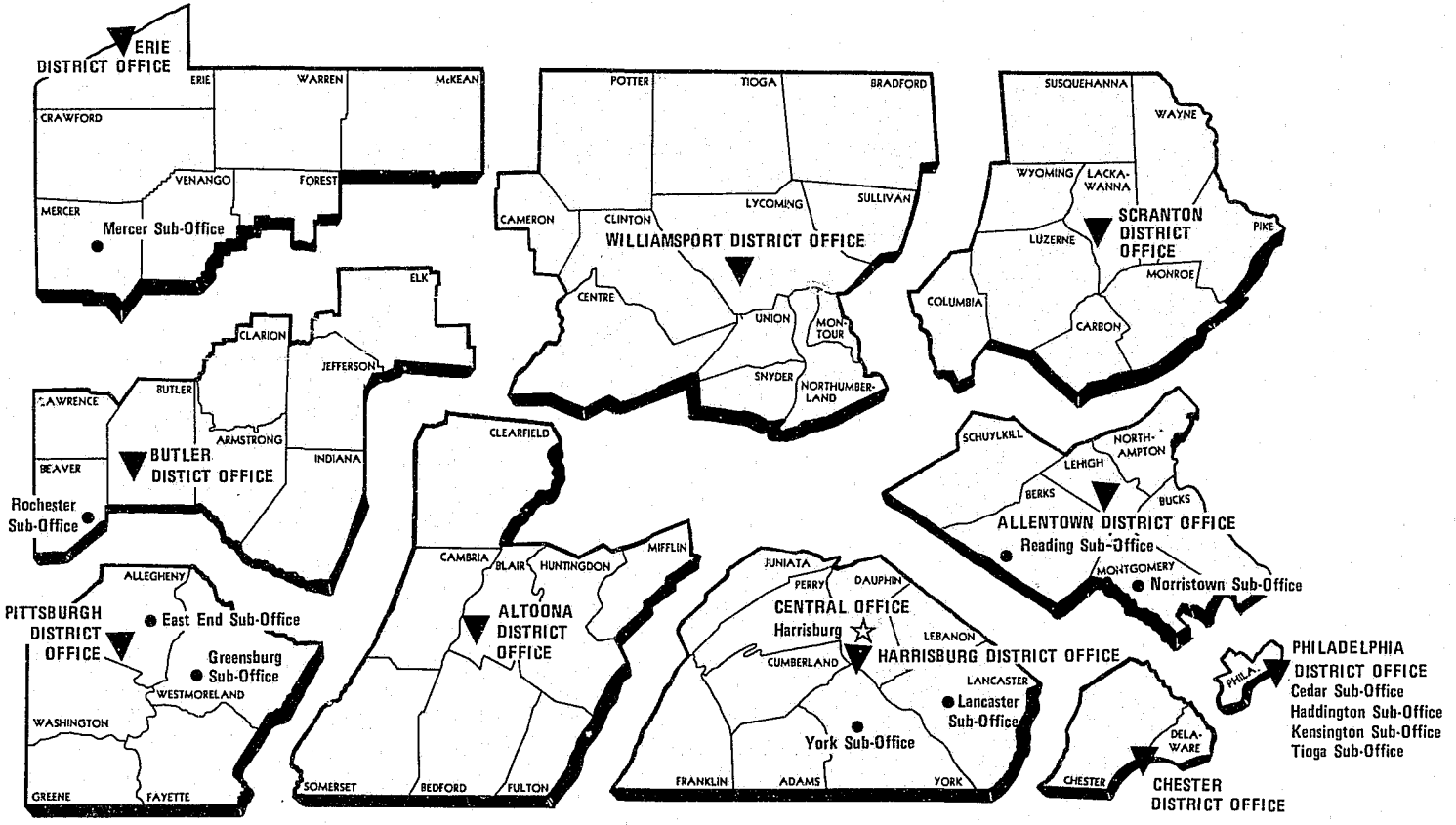
	June, 1986		June, 1987		June, 1988	
	Number	Percent	Number	Percent	Number	Percent
Total Able to Work	12,260	78.4%	12,410	77.4%	12,496	78.5%
Employed Full or Part Time	8,720	71.1%	9,244	74.5%	9,544	76.4%
Unemployed	3,540	28.9%	3,166	25.5%	2,952	23.6%
Total Unable to Work	3,378	21.6%	3,618	22.6%	3,422	21.5%
Total Reporting	15,638	100.0%	16,028	100.0%	15,918	100.0%

Table 34 illustrates client employment status by district. Highest unemployment among available offenders in the labor force was found in the Pittsburgh district, where 39% of those able to work were unemployed.

**TABLE 34
CLIENT EMPLOYMENT STATUS BY DISTRICT DURING JUNE 1988**

	Allentown	Altoona	Butler	Chester	Erie	Harrisburg	Philadelphia	Pittsburgh	Scranton	Williamsport	Agency Totals
EMPLOYMENT STATUS											
Employed Full or Part Time	1,449	426	277	680	745	1,139	2,325	1,320	745	438	9,544
% Employed	88.9%	80.2%	76.9%	90.1%	72.4%	87.3%	68.4%	61.3%	86.0%	93.6%	76.4%
Unemployed	181	105	83	75	284	165	1,075	833	121	30	2,952
% Unemployed	11.1%	19.8%	23.1%	9.9%	27.6%	12.7%	31.6%	38.7%	14.0%	6.4%	23.6%
Total Able to Work	1,630	531	360	755	1,029	1,304	3,400	2,153	866	468	12,496
Total Unable to Work	416	152	121	176	270	309	988	618	263	109	3,422
% of Total Reporting	20.3%	22.3%	25.2%	18.9%	20.8%	19.2%	22.5%	22.3%	23.3%	18.9%	21.5%
Total Reporting in District	2,046	683	481	931	1,299	1,613	4,388	2,771	1,129	577	15,918

PENNSYLVANIA'S PROBATION AND PAROLE SYSTEM MAP



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