

Lancaster County Adult Probation and Parole Services
Reintegration Plan COVID-19
Effective Start Date: 06/08/2020
Last updated: 05/28/2020

	ONSITE	REMOTE/VIDEO	SUSPENDED/CANCELLED
<p>Phase 1.0 (Effective June 8, 2020)</p>	<ul style="list-style-type: none"> • Daily Staffing Totals in the building will be: 2 clerical specialist, 1 senior leadership team member, 1 supervisor, 3 Assessment Probation Officers (POs), 3 Intake Support Specialists, 1 Electronic Monitoring (EM) PO, 1 Collections Enforcement Unit (CEU) Staff member, and 3 Pre-Parole Staff will be at Lancaster County Prison (LCP). • Mail that is going out is being handled from 40 E. King Street by admin/clerical staff. • Pre-Parole intakes will be completed at LCP. 3 Pre-Parole officers will be at LCP Monday through Thursday and 2 on Fridays. • The building will remain closed to the public with the following exceptions (a client must be on the court list/EM install list for the day and report for the purpose of completing intake/assessment/EM install). Clients must wash their hands/use hand sanitizer when entering and wear a facemask while in 40 E. King street. • All persons entering 40 E. King Street will have their temperature taken. Anyone with a temperature of 100.4 	<ul style="list-style-type: none"> • Court Reporting Network (CRN) assessments • Client appointments will be conducted by phone/email. • Collections payments are being taking online, by mail, and by drop-off in the mail slot at 40 E. King Street. • Pre-Sentence Investigation (PSI) Interviews and Reports • Violation paperwork • Staff meetings (via Microsoft Teams or Lifesize) • Drug testing for treatment courts will be conducted by the RASE Project • Treatment Court meetings/court • SCRAM (Alcohol Monitoring Anklet) installs will be completed at Vigil Net • Probation/Parole Violation (PV) Hearings held via Life Size video conferencing. 	<ul style="list-style-type: none"> • Domestic Violence Intervention Groups • On Site Alcohol Highway Safety Classes (Online is permitted) • Taking DNA for non-interstate transfer clients • Probation officer use of satellite offices • Megan’s Law registration (registrants diverted to Pennsylvania State Police for registration) • DNA for interstate transfers • State Certifications for supervision.

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	<p>and above will be asked to leave.</p> <ul style="list-style-type: none">• Clients will be asked screening questions when entering regarding if they have or are experiencing symptoms related to CoVid-19.• 1 clerical specialist will take phone calls and 1 clerical specialist will check in clients who report for intake/assessment/EM. Clerical staff will dismiss clients to their designated floor in coordination with the intake/assessment staff.• Intakes will take place on the Lower Level, 3rd, and 4th floors in the lobby areas utilizing the glass window reception areas. Only one client will be permitted in each floor lobby at a time.• 1 clerical specialist will come in 2-3 days per week to process intake paperwork.• LSI-Rs will be conducted during the intake process by assessment POs assigned to each floor lobby area.• EM (GPS/HA) installs will be completed in the main floor classroom. EM staff will rotate each day so 1 is in the building at any given time.• Interstate/Intercounty transfer applications will be completed.• Clients will maintain social distancing		
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	<p>and chairs will be spaced in the main floor lobby area per CDC/OSHA recommendations.</p> <ul style="list-style-type: none">• The front elevator will be utilized for clients traveling to the floor they are instructed to. The front stairs will be used as the exit flow. ADA rules will be the only exception for someone using the front elevator to exit the building.• One Supervisor will be in the building each day.• CEU will be covered each day by one staff member (two if splitting the day) who will take phone calls and process payments that have been received via mail and the drop box.		
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