

Court of Common Pleas
of
Lancaster County
Adult Probation & Parole Services
2017 Annual Report



COURT OF COMMON PLEAS OF LANCASTER COUNTY

Adult Probation and Parole Services



Mission Statement

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

Operational Goals

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

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

Core Values

Adult Probation and Parole Services believes in:

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

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Welcome Message from the Director

Welcome to the 2017 Lancaster County Adult Probation & Parole Services (APPS) Annual Report. In the pages that follow, you will find information regarding our client services outcomes, budget/financial operations, and personnel (which I view as our most valuable resource). I hope you find this information helpful and useful as you learn more about our department.

In 2017, we continued to focus on our major Evidence-Based Practices (EBP) implementation initiative. A major accomplishment on this front was the revision of our department Mission Statement (please see inside front cover) to align our operations with EBP. This task was accomplished by a talented, dedicated group of APPS professionals that worked diligently to develop the new Mission Statement. I had the privilege of being part of this process and watch these APPS staff at their best. This included a skilled APPS Supervisor who facilitated the entire process. All of this was a good reminder for me how proud I am to work with our APPS staff!

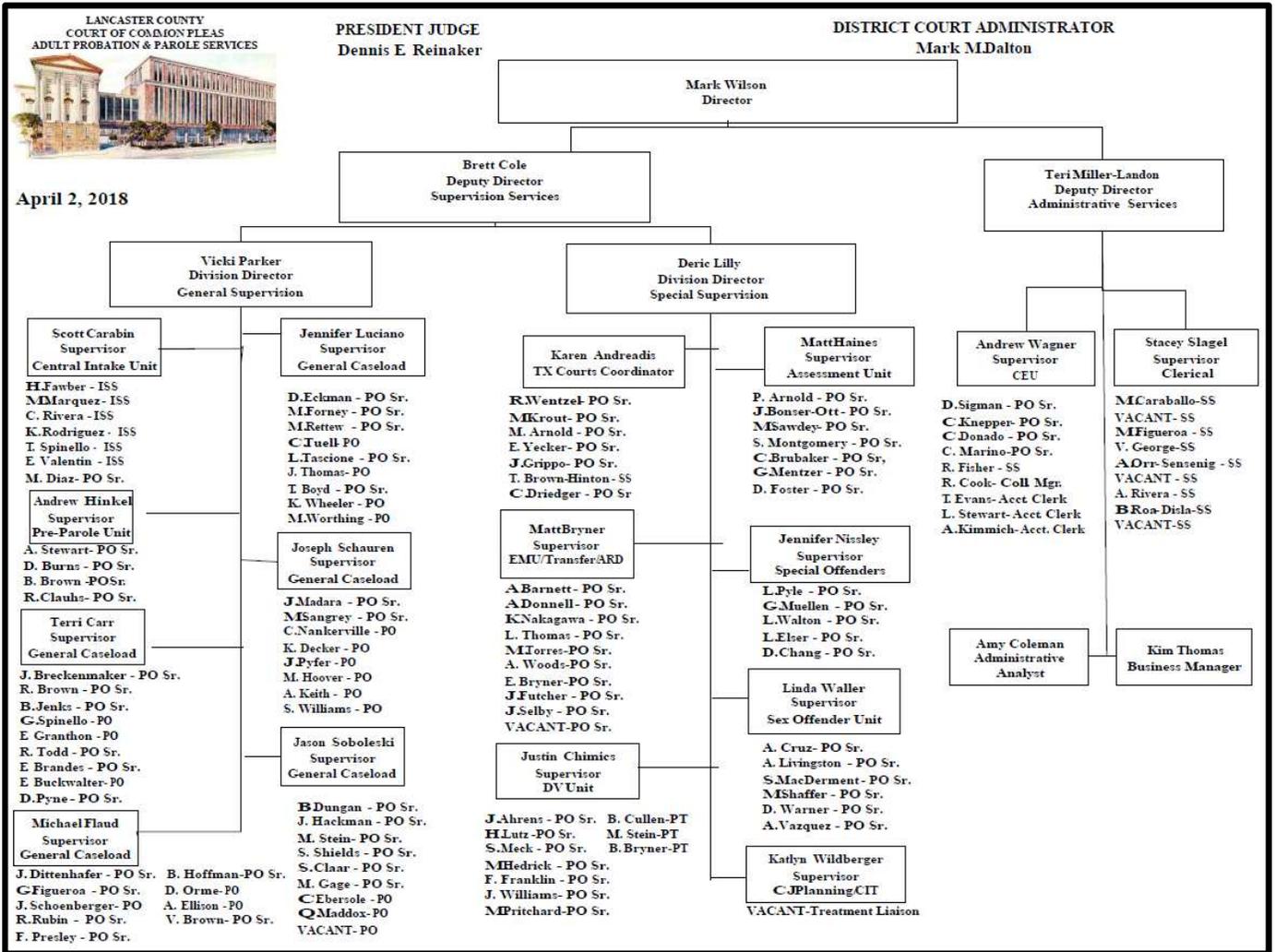
As in previous years, 2017 brought many challenges and changes to APPS. In particular, APPS staff underwent many hours of training related to our EBP initiative and as always, our staff have responded admirably. We also began a minor organizational restructuring initiative that when complete, will position APPS well for continued EBP implementation. We also continue to work effectively with our fellow Lancaster County criminal justice system partners to make system-wide improvements wherever possible. The best example of this is the overall efforts to reduce the population at Lancaster County Prison. APPS staff have responded incredibly well to these on-going efforts. This is yet another example of why I am honored, humbled, and proud to work with our APPS staff!

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

Respectfully,

Mark

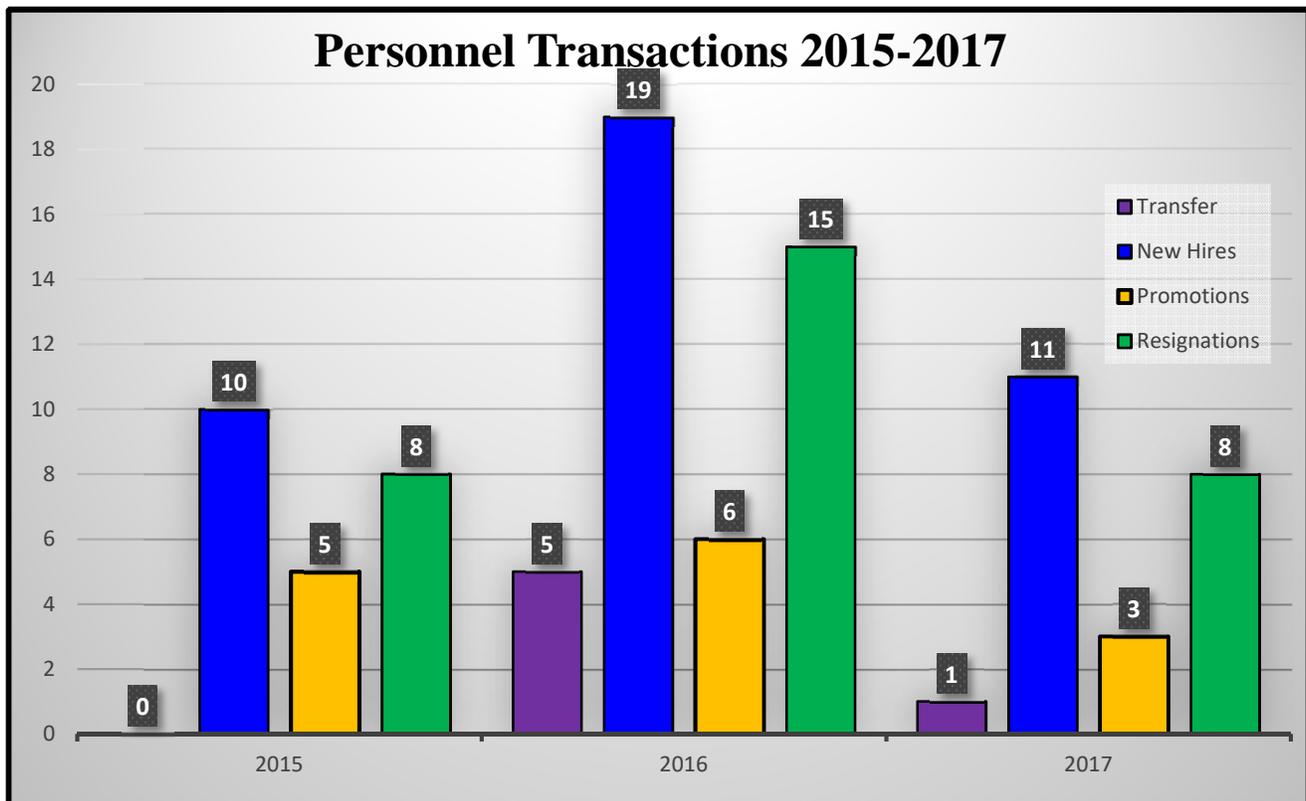
Organizational Chart



Section I – Agency Review

Staff Management

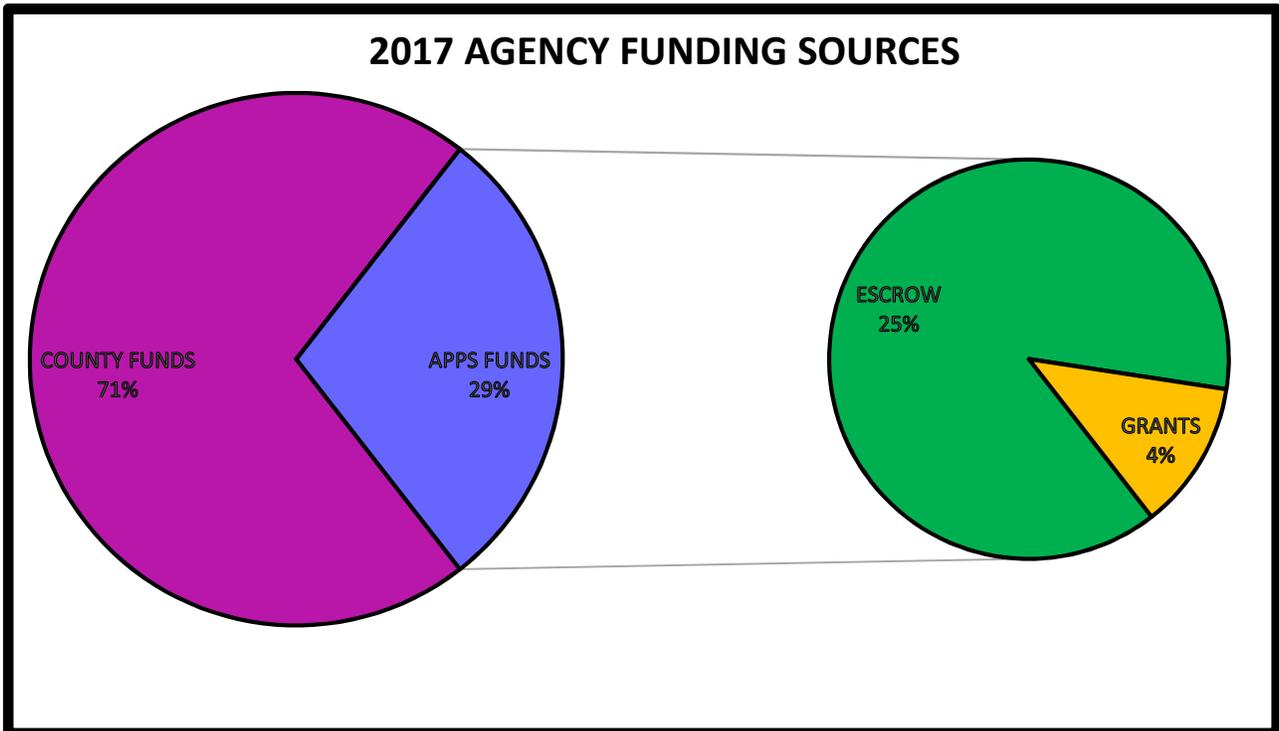
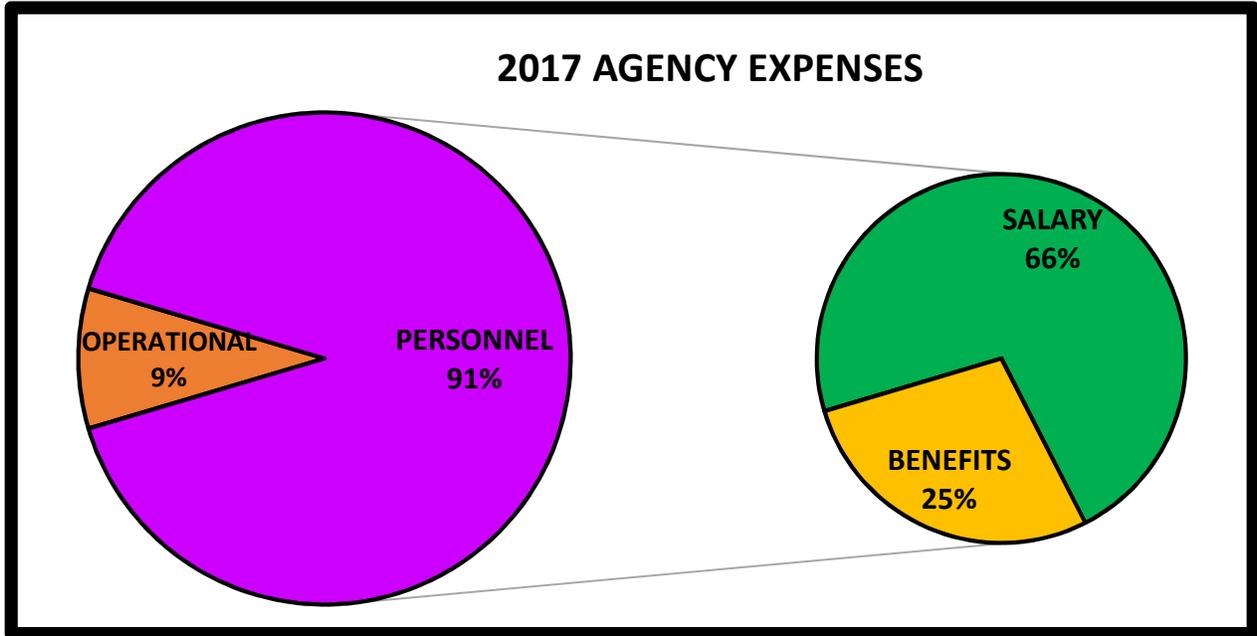
Position Description	
Chief	1
Deputy Chiefs	2
Division Directors	2
Supervisors	16
PO II	77
PO I	19
Support Staff	9
CEU Support Staff	1
Intake Support Staff	6
Account Clerks	3
Admin Staff	2
Total	136



In 2017, there were 11 New Hires, 3 Promotions, 1 Transfer and 8 Resignations (includes retirements).

Section I – Agency Review

Fiscal Management



Section I – Agency Review

Training & Staff Development

In 2017 APPS staff logged a total of 10,591 training hours which calculates to 441 24-hour days.

The training hours included:

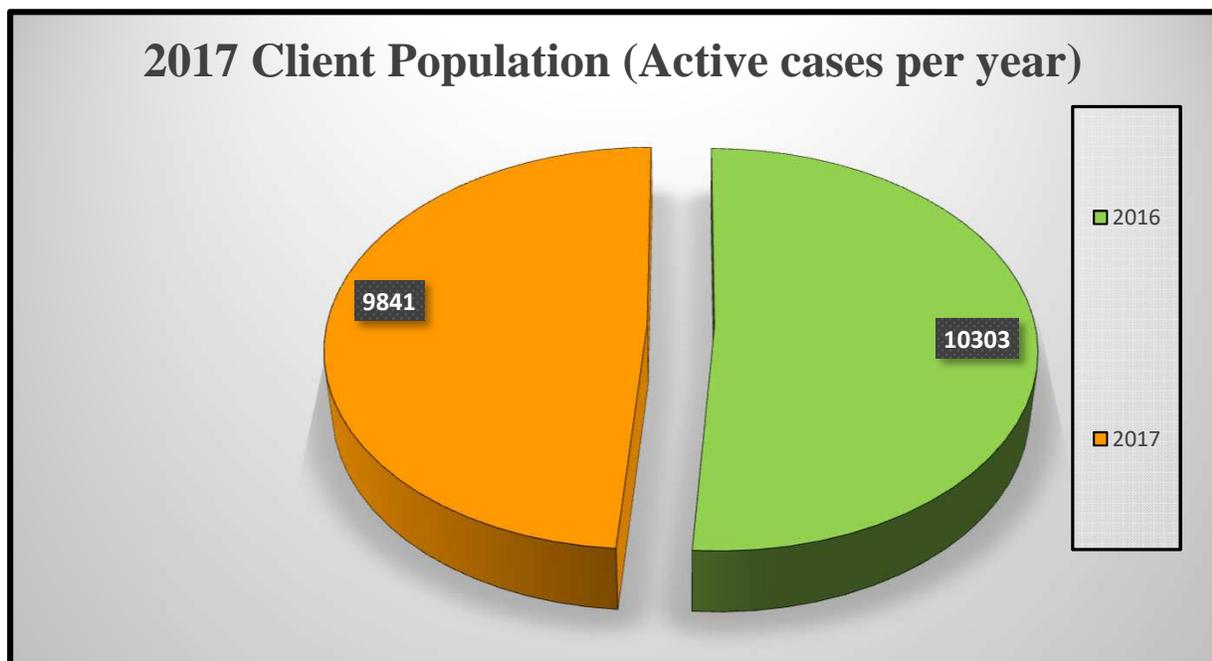
- All mandatory trainings for each staff position classification.
- Five Probation Officers who attended the Pennsylvania Board of Probation & Parole Board Basic Training Academy and the Mentor Trainer sessions.
- Special Intervention Unit mandatory trainings.

Section II – Client Population

As of December 31, 2017, APPS supervised 9841 clients.

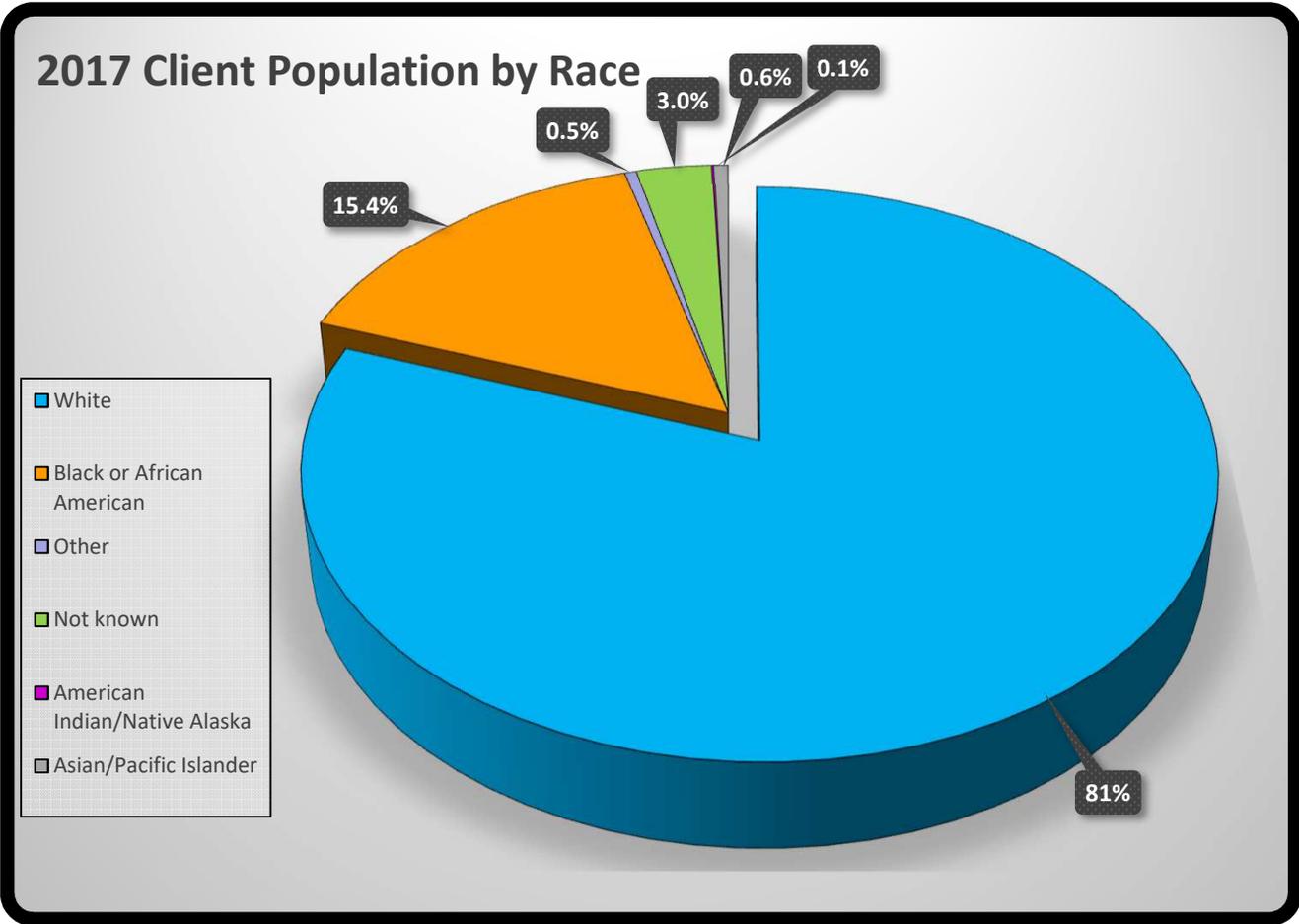
APPS defines recidivism as occurring when an offender under the supervision of APPS is returned to Court based on either the commission of a new criminal offense and/or a technical violation of the rules and regulations of supervision.

In 2017 APPS processed a total of 2,321 probation/parole violations. This represents a 23% recidivism rate.



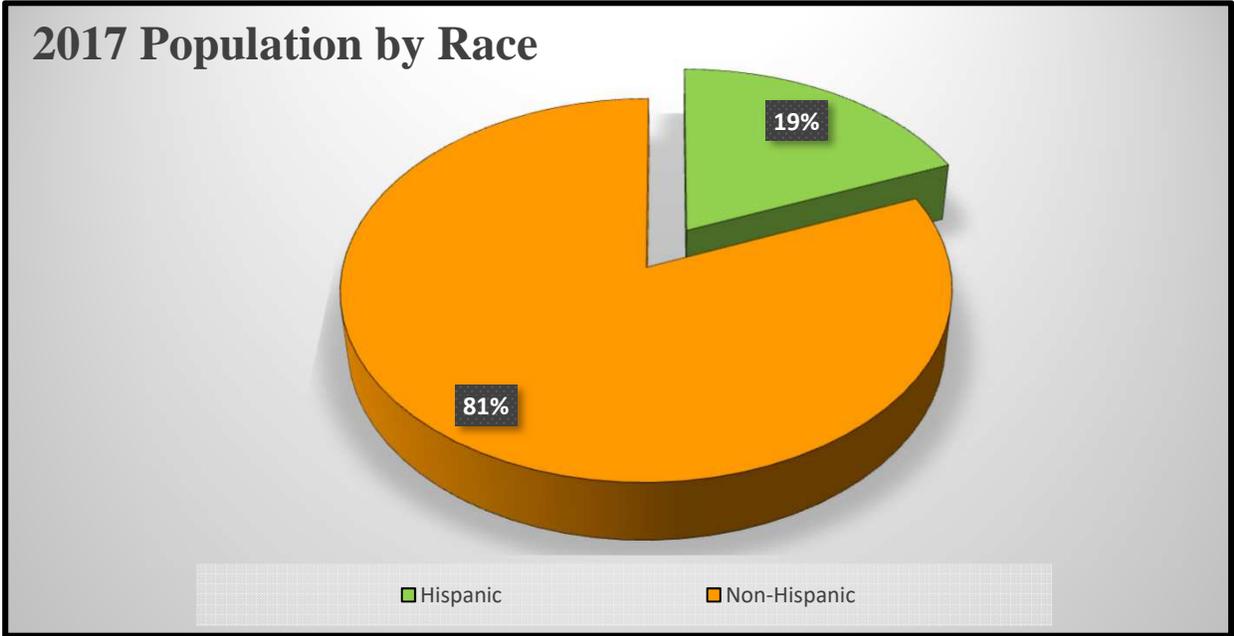
Section II – Client Population

White	Black or African American	American Indian/Alaska Native	Asian/Pacific Islander	Not known	Other	Total
7919	1515	8	56	297	46	9841

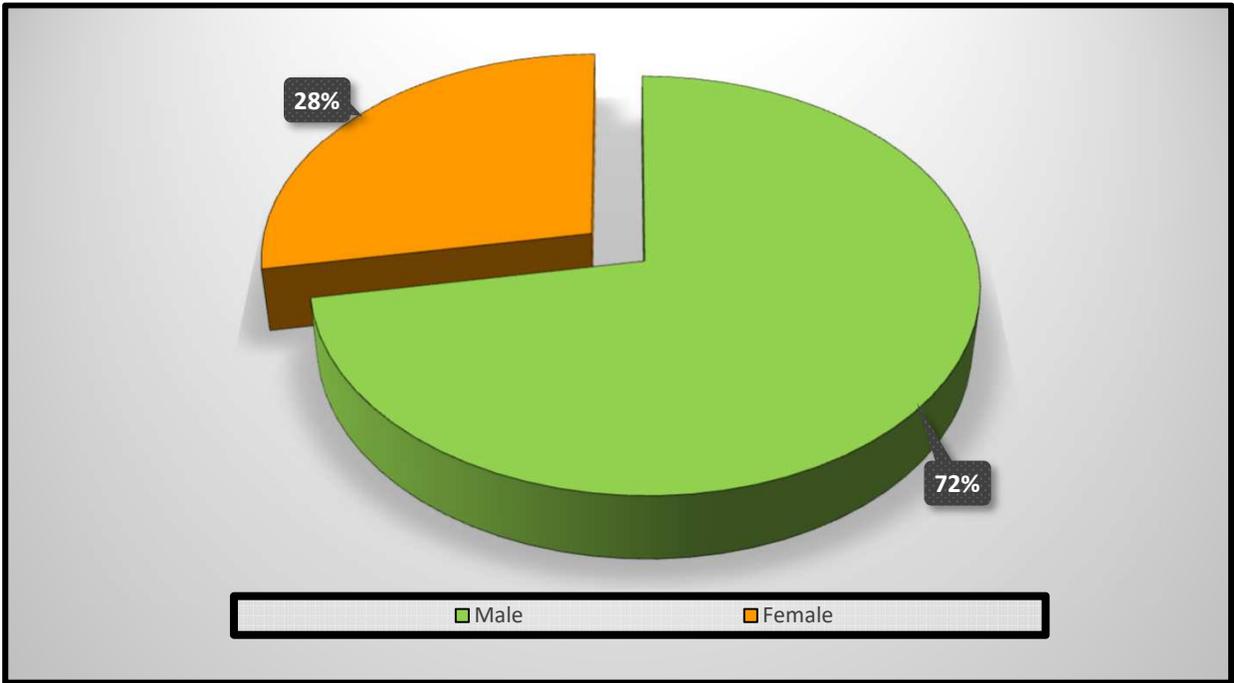


Section II – Client Population

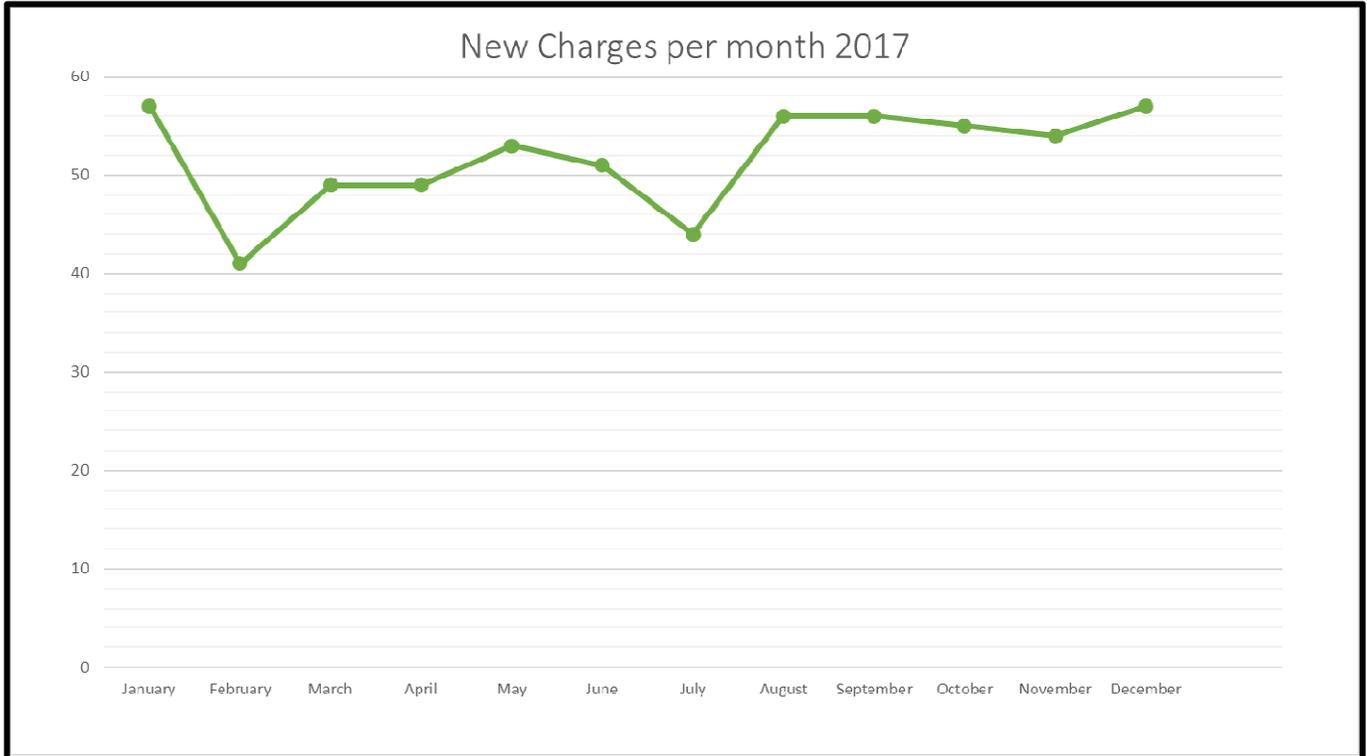
Hispanic	Non-Hispanic	Not Known	Total
1850	7991	0	9841



Male	Female	Total
7107	2734	9841



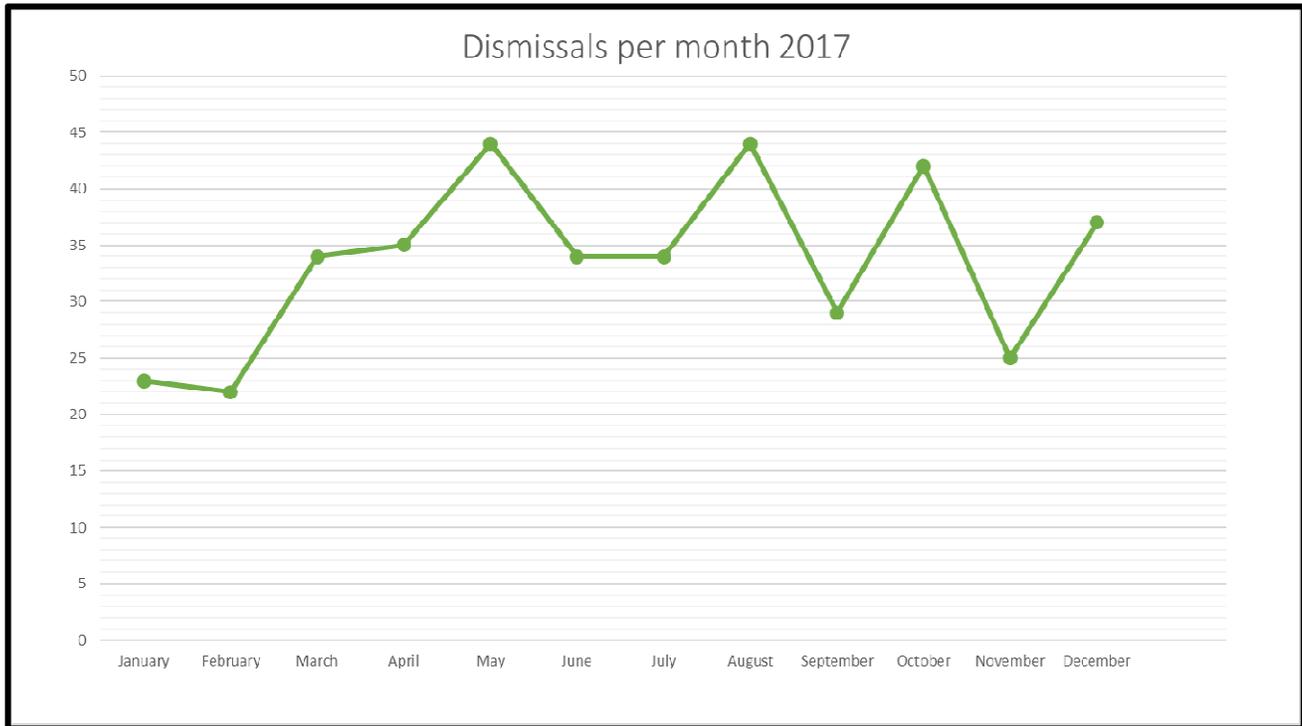
Section III - Workload & Outcomes:



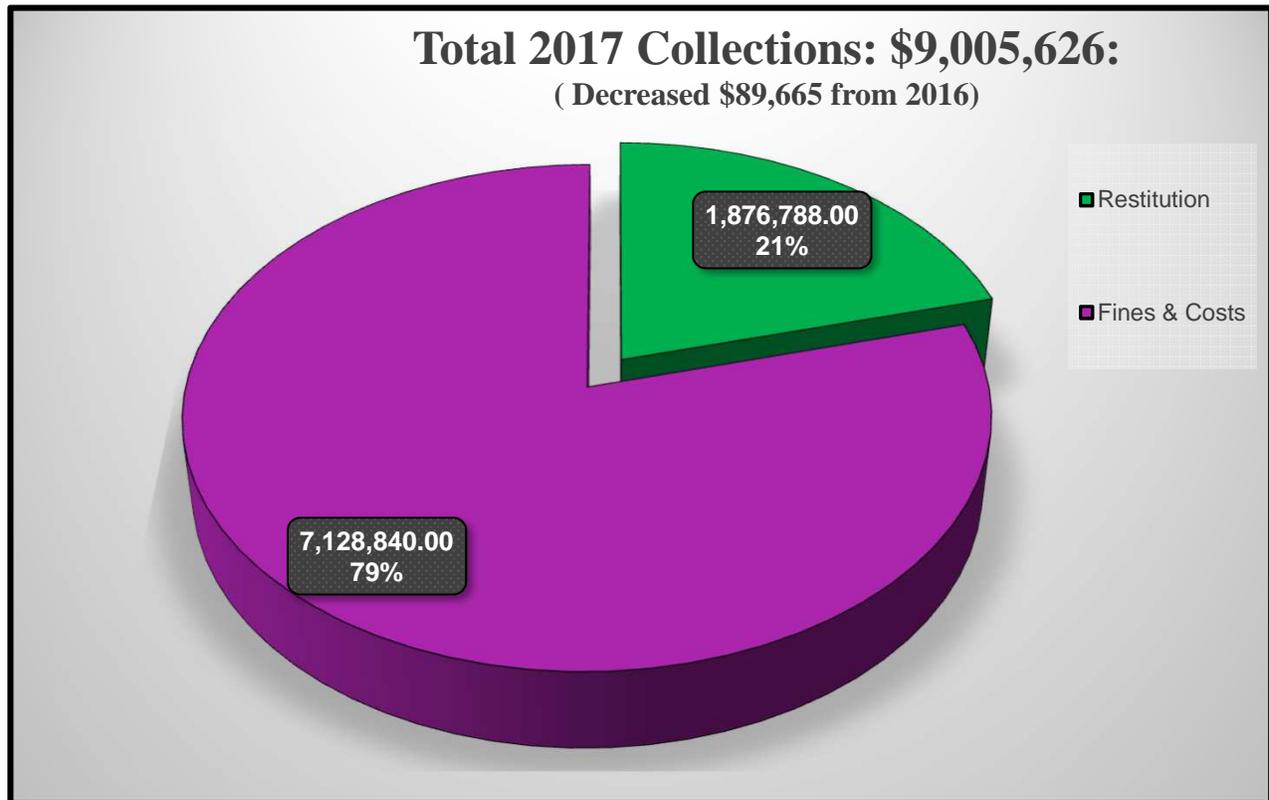
Section III - Workload & Outcomes:



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Section III - Workload & Outcomes:



INVESTIGATION OR REPORT	Number Completed
Accelerated Rehabilitative Disposition (ARD)	1147
Court Reporting Network (CRN) Evaluations	1448
Intermediate Punishment Assessments	286
Pre-Parole Intakes without petitions	938
Pre-Sentence Investigations (PSI)	260
Psychiatric/Psychological Evaluations	26
*We do not perform the evaluations, however, we have a determination process for referring clients to have an evaluation.	
Intakes	5735
Domestic Violence Group Assessments	64
Level of Service Inventory-Revised (LSI-R) Risk Assessments	1733
LSI-R Re-Assessments	1160
Behavioral Health/Intellectual Disability (BH/ID) Case Assessments	228
Static 99/Abel (Sex Offender Risk) Assessments	68
DNA Collection and Fingerprinting	152
Criminal History Record Information	6045
TOTAL	19290

Section III - Workload & Outcomes

Number of substance abuse tests that were administered in 2017: 13,903

Number of substance abuse tests that were clean in 2017: 9906 (71% clean)

Number of offenders who were placed on Electronic Monitoring in 2017: 772

Number of offenders who were placed on SCRAM (Alcohol) monitoring in 2017: 201

Treatment Court Statistics

	Drug Court	Mental Health Court	Veterans Court
Referred	145	128	30
Admitted	32	25	16
Discharged	25	12	1
Graduated	19	16	11

Section IV – EBP Implementation

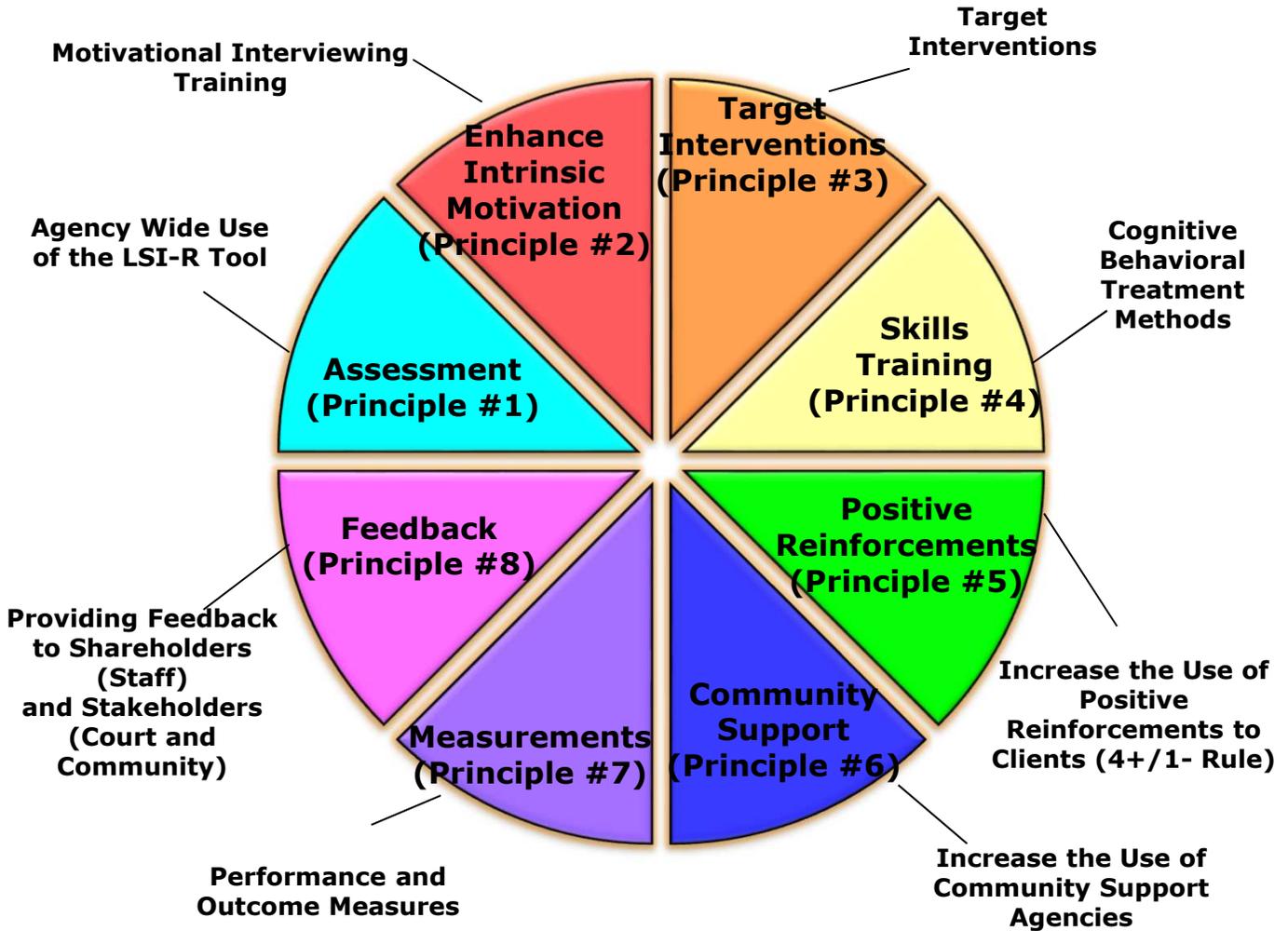
Adopted in 2007 as the Adult Probation & Parole Services' business practice philosophy, Evidence Based Practices (formerly known as the "What Works" Model) for community corrections are those agency practices and offender interventions scientifically proven to be effective at reducing recidivism.

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

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

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

Section IV – EBP Implementation

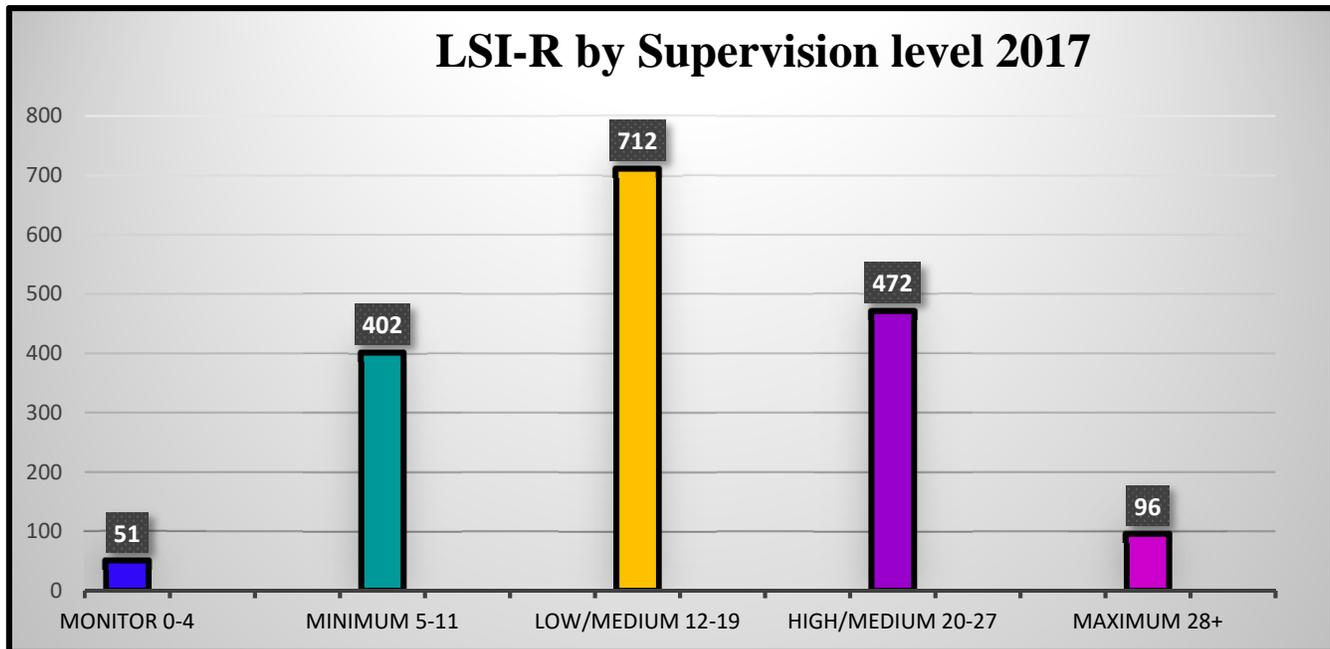


Section IV – EBP Implementation

Principle #1 – Assess Actuarial Risk/Needs

In 2017, APPS continues to use the Level of Service Inventory-Revised (LSI-R) as the risk/needs assessment tool.

In 2017, 1,733 LSI-R assessments and 1160 re-assessments were completed.



Principle #3 – Targeting Interventions

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

Principle #4 – Train for Skills with Directed Practice

In 2017, APPS was in the process of developing a plan for implementing a cognitive behavioral intervention program.

Principle #8 – Feedback

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

The agency held five General Staff Meetings. Divisions and units continue to hold monthly staff meetings as well. All pertinent information was made available to all staff on Probation Matters in 2017.

Section V – 2017 Accomplishments

The department's primary focus in 2017 has been its core mission and responsibilities as the enforcement arm of the Court of Common Pleas of Lancaster County. Specifically, this mission is enforcing the mandate of the Court and protection of the community. In 2018, APPS will focus on its core mission as well as the continued implementation of Evidence-Based Practices.

2017 Accomplishments

- New department Mission Statement developed and implemented.
- Assessment Unit staff trained as LSI-R instructors.
- Twelve staff received LS/CMI “end-user” training. The LS/CMI is the next generation tool of the LSI-R.
- Video PV protocol implemented.
- PACfile procedures developed and implemented in coordination with the Clerk of Courts Office.
- Several categories of clients transitioned to WebPortal check-in reporting.
- Fast Track PV protocol expanded.
- Continued implementation of Evidence-Based Practices.
- Continued to review and adjust department structure to ensure efficient and effective delivery of supervision.
- Refinement of supervision policies and procedures to promote consistency and professionalism.
- Refinement of administrative policies and procedures to promote consistency and professionalism.
- Continued to refine business practices following implementation of new Unified Case Management (UCM) system.
- Continue to solidify department-wide communication, dissemination of information, and chain of command protocol pursuant to new organizational structure.
- Developed standard procedure for mental health assessments.
- Implemented revised Non-Custodial Probation Violation policy.
- Train all APPS professional staff in “Four Core Competencies” for community corrections professionals.

Section VI – 2018 Goals

2018 Goals

-Major focus on continued implementation of eight principles of Evidence Based Practices for community corrections agencies.

-Implement cognitive-behavioral intervention groups for offenders.

-Train and implement EPICS (Effective Practices in Community Supervision) skills training for all professional staff.

-Institute de-escalation skills training.

-Gather/analyze results of offender risk/needs assessments to ensure efficacy of risk-based supervision model and verify effectiveness and efficiency of supervision.

-Continue to review policies & procedures surrounding probation/parole violation decision-making.

-Continue to review policies & procedures regarding collections enforcement practices.

-Implement building-wide “public address system” software through existing phone system.

-Develop and implement protocol pursuant to AOPC Public Access Policy.

Lancaster County Adult Probation & Parole Services 2017



Credits

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

**DENNIS E. REINAKER
PRESIDENT JUDGE**

**MARK M. DALTON
DISTRICT COURT ADMINISTRATOR**

**MARK J. WILSON
DIRECTOR**

**Brett I. Cole
DEPUTY DIRECTOR
Supervision Services**

**Teri Miller-Landon
DEPUTY DIRECTOR
Administrative Services**

Closing Statement

Thank you for reading the Court of Common Pleas of Lancaster County Adult Probation & Parole Services 2017 Annual Report. Many thanks to everyone who contributed the information to make this report possible.

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

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

Thank You!