



**Court of
Common
Pleas of
Lancaster
County**

**Adult
Probation &
Parole
Services**

**2012
Annual
Report**



Mission Statement

The mission of Adult Probation and Parole Services is to enforce the mandate of the Court of Common Pleas of Lancaster County by ensuring the legal accountability of those individuals under its supervision. This objective is accomplished through individualized direction, client centered goal coordination, the effective use of community-based resources and the swift and consistent administration of prescribed sanctions.

ESSENTIAL VALUES

We believe that protection of the community is paramount. We believe that each person is responsible for his or her own behavior and must be held accountable as a member of the community.

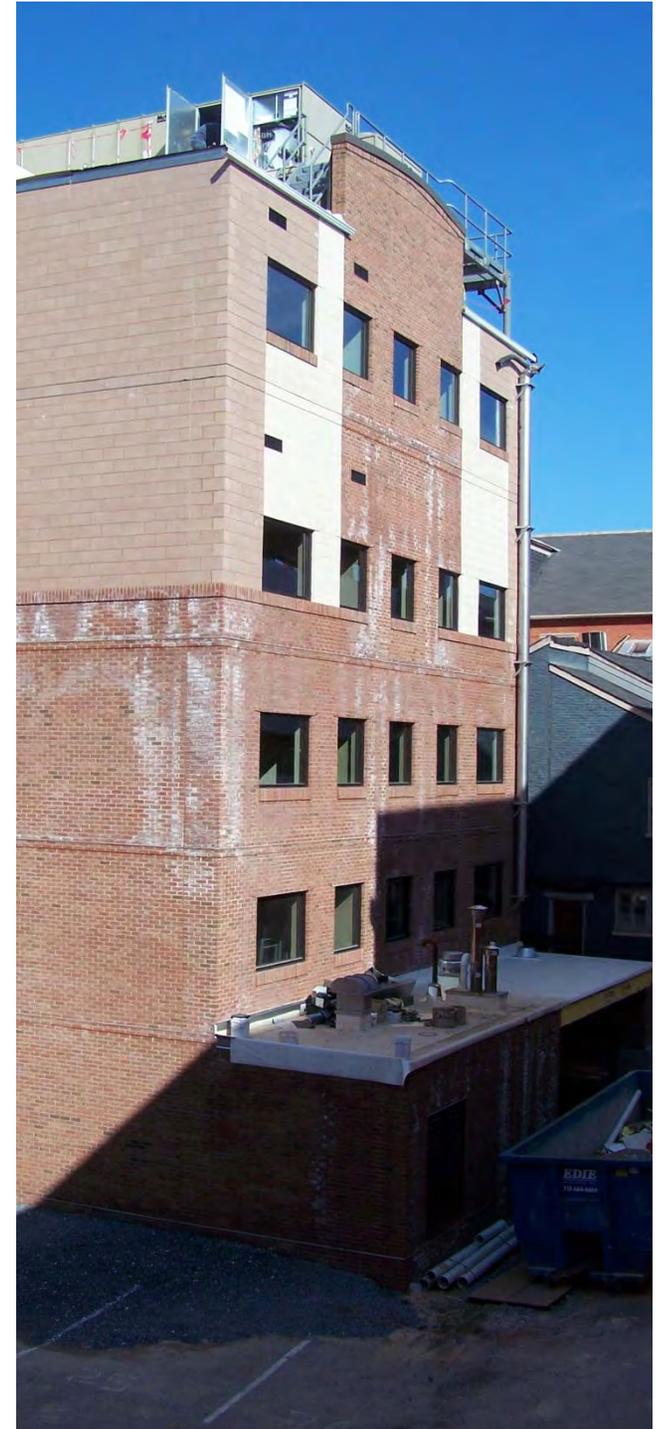
We believe that people in our charge can change for the better and that we can be instrumental in providing opportunities and resources to direct that change. We believe that everyone is entitled to be treated with dignity and respect.

OPERATIONAL GOALS

To provide the greatest likelihood of success for the individuals under our supervision, consistent with the safety of the community, through the use of restorative alternatives and corrective sanctions. To exercise the authority with which we have been entrusted with equality and discretion. To perpetually evaluate and adjust program services to best reflect our values and achieve our mission.

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Welcome Message from the Director

Welcome to the Lancaster County Adult Probation & Parole Services 2012 Annual Report! The Collective Leadership Team and I thank you for taking the time to read our Annual Report which is designed to provide information and feedback to our stakeholders. As the enforcement arm of the Court of Common Pleas of Lancaster County, our stakeholders include the Court and County of Lancaster, Lancaster County criminal justice agencies, and the community at large. We hope that readers find this report informative and helpful as our team of dedicated professionals in Adult Probation & Parole Services continues to carry out our mission and provide an invaluable service to our community.

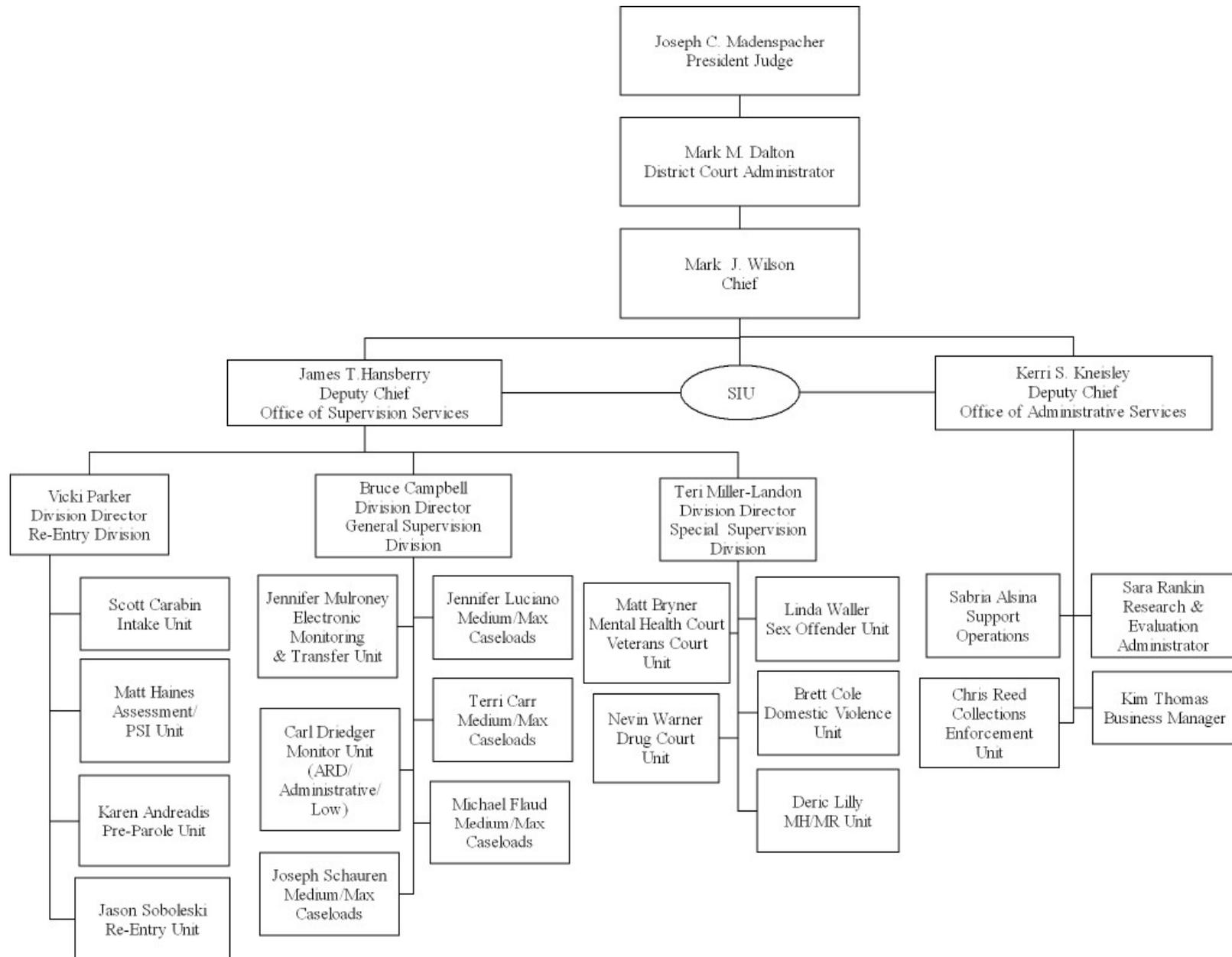
Adult Probation & Parole Services exists to enforce the mandate of the Court. This mission is accomplished by our never-ending efforts to balance the order of the Court with attempts to intervene in probationers/parolees lives in order to facilitate positive change. With over 8,700 adults under active supervision, this task continues to be more challenging given each probationer/parolee's unique set of circumstances. However, every staff member in Adult Probation & Parole Services rises to the challenge and demonstrates his/her professionalism and dedication on a daily basis. I continue to be proud to be part of this team!

2012 was highlighted with two major accomplishments for our agency. First, the more than two year department restructuring project was completed and implemented on April 9, 2012. I use the terms "completed" and "implemented" loosely as I have come to understand that effectively utilizing our resources is an on-going project especially when you consider the fact that our total active caseload increased by six percent in 2012. Many staff in Adult Probation & Parole Services have put forth a tremendous amount of time and effort on the department "re-engineering" without which, this project would not have been a success. The second major accomplishment in 2012 was the completion of construction/renovations here in 40 East King Street and our move back in to the building the week of April 9, 2012. While this wasn't without its own challenges, we are all glad to be back in our permanent office space. I am looking forward to another challenging but successful year in 2013!

Finally, I want to thank the Honorable Joseph C. Madenspacher, President Judge and Mark M. Dalton, District Court Administrator for their continued support of Adult Probation & Parole Services. A special thanks to Sara E. Rankin, Research & Evaluation Administrator, for her work on this 2012 Annual Report.

Appreciatively,
Mark

Organizational Chart





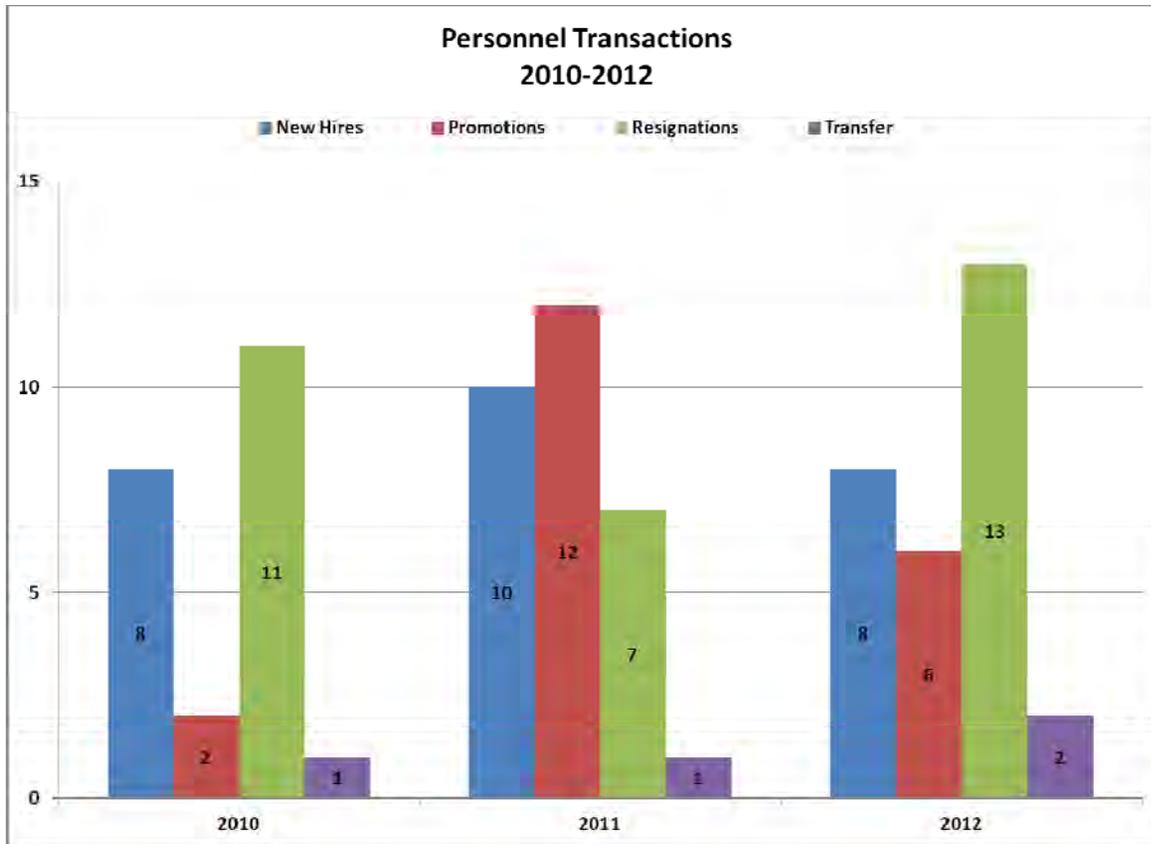
Section I – Agency Review

Staff Management

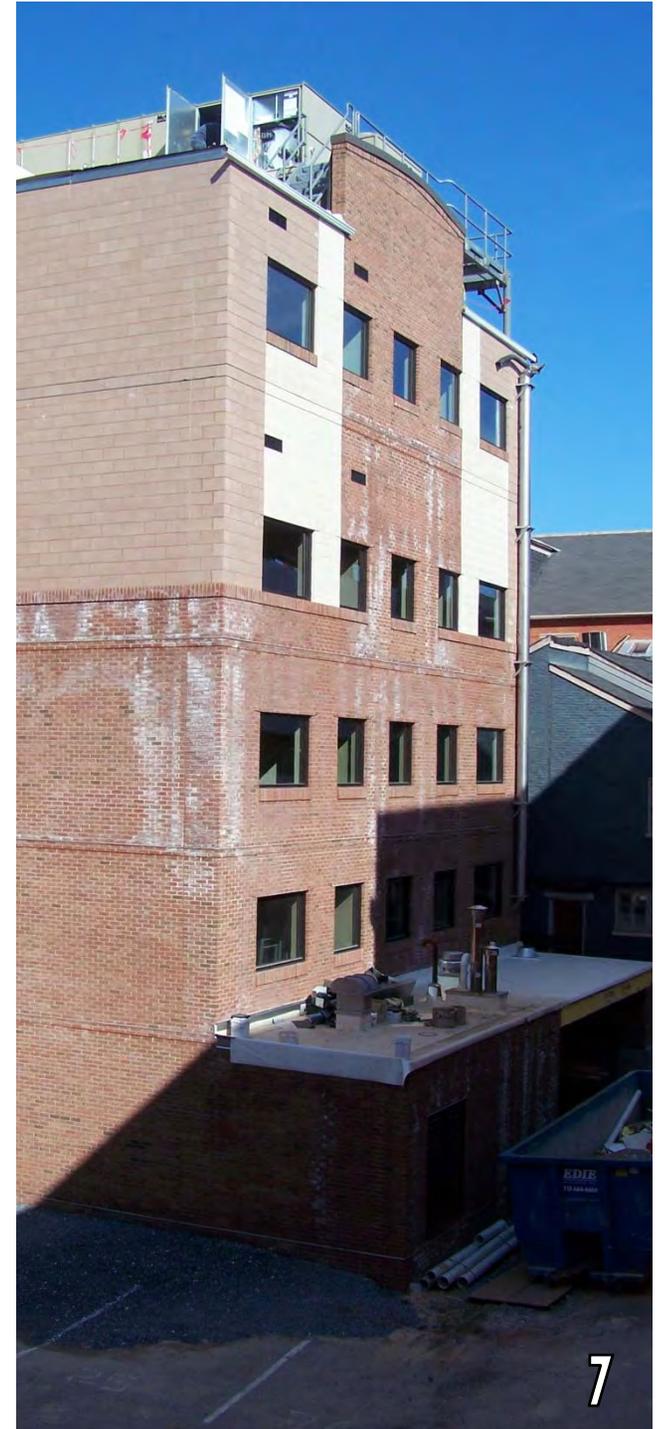
Position Description	
Chief	1
Deputy Chiefs	2
Division Directors	3
Supervisors	16
PO II	72
PO I	19
PO Aide	1
Support Staff	11
Intake Support Staff	6
Account Clerks	4
Admin Staff	3
Total	138

Section I – Agency Review

Staff Management



In 2012, there were 8 New Hires, 6 Promotions, 13 Resignations (includes retirements) and 2 Transfers.

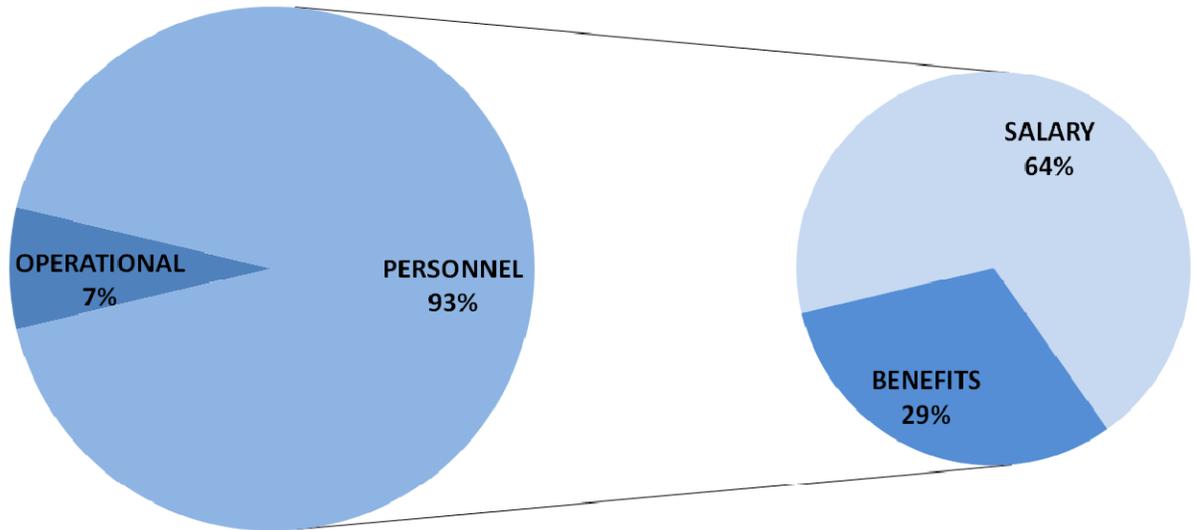




Section I – Agency Review

Fiscal Management

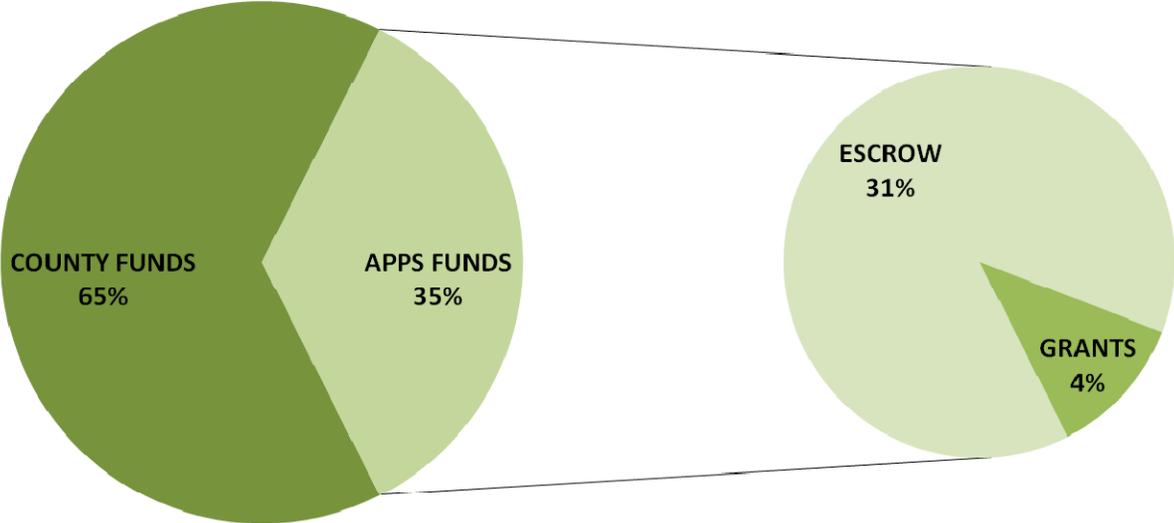
2012 AGENCY EXPENSES



Section I – Agency Review

Fiscal Management

2012 AGENCY FUNDING SOURCES





Section I – Agency Review

Training & Staff Development

In 2012, APPS staff logged a total of 8,385 hours which calculates to almost 350 24-hour days.

The training hours included:

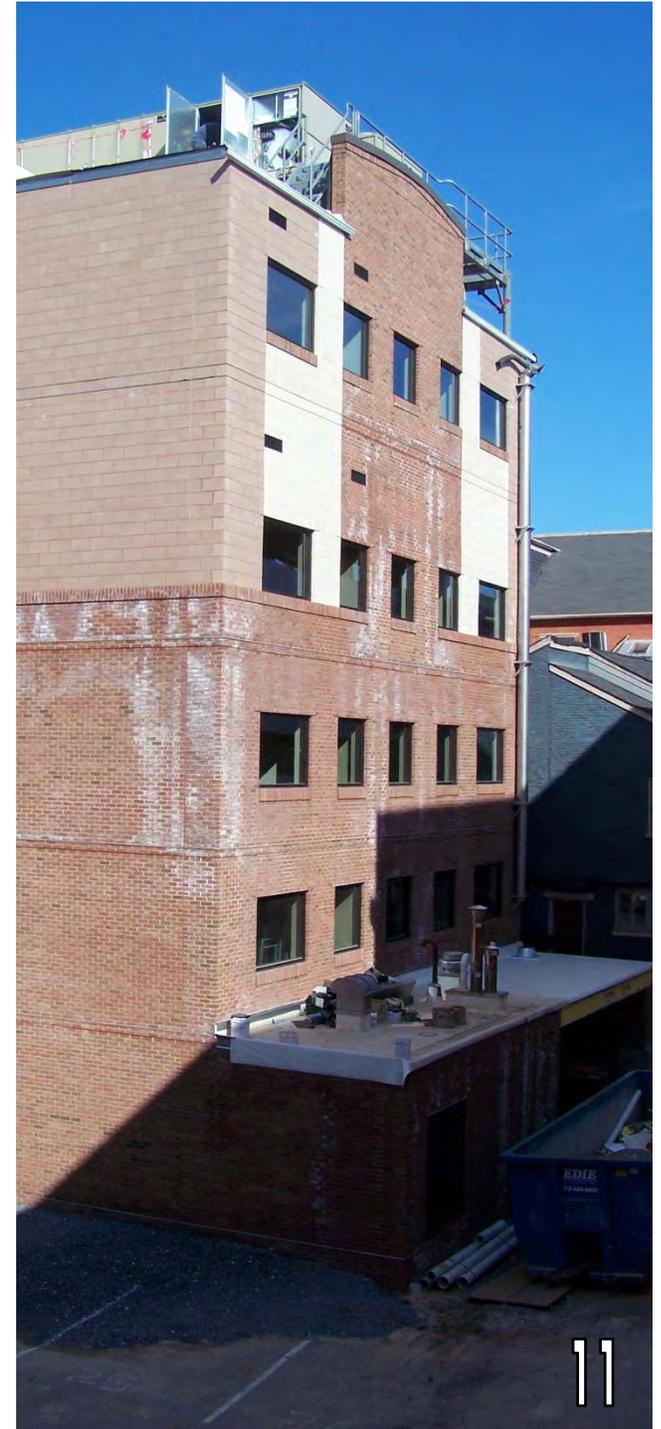
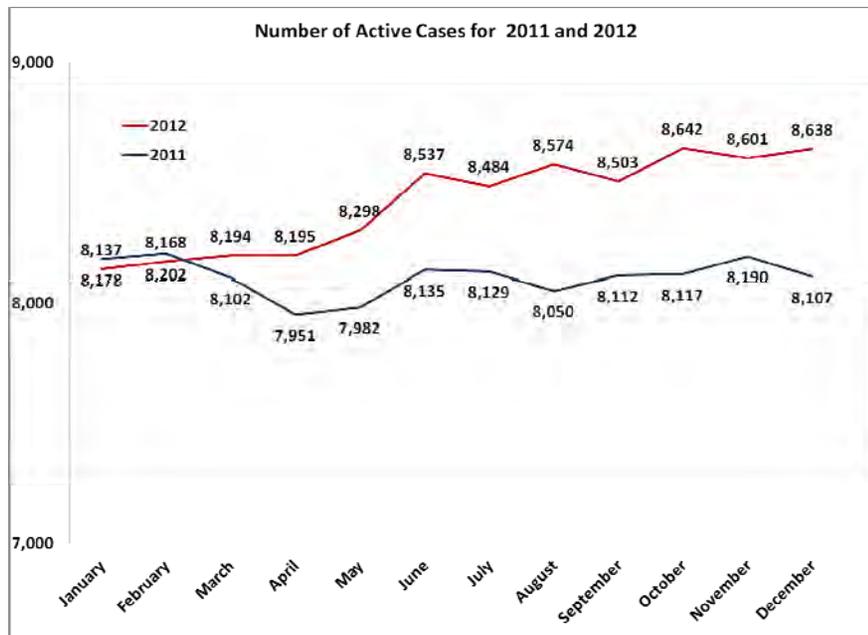
- All mandatory trainings for each staff position classification.
- Nine Probation Officers who attended the Pennsylvania Board of Probation & Parole Board Basic Training Academy and the Mentor Trainer sessions.
- Special Intervention Unit mandatory trainings

Section II – Client Population

As of December 31, 2012, APPS supervised an average of 8,414 clients per month.

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.

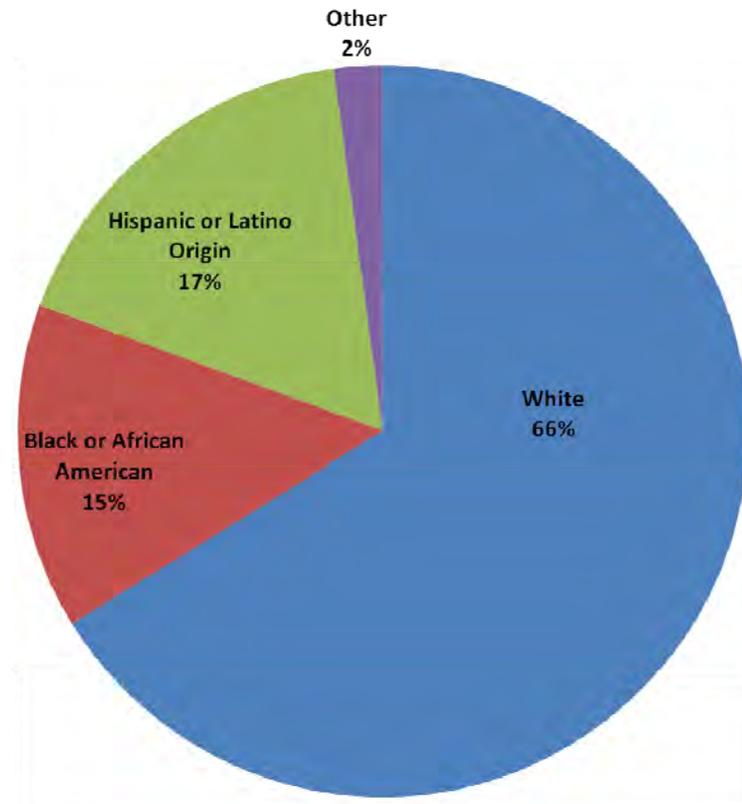
In 2012, APPS processed a total of 1,963 probation/parole violations. This represents a 23.3% recidivism rate.





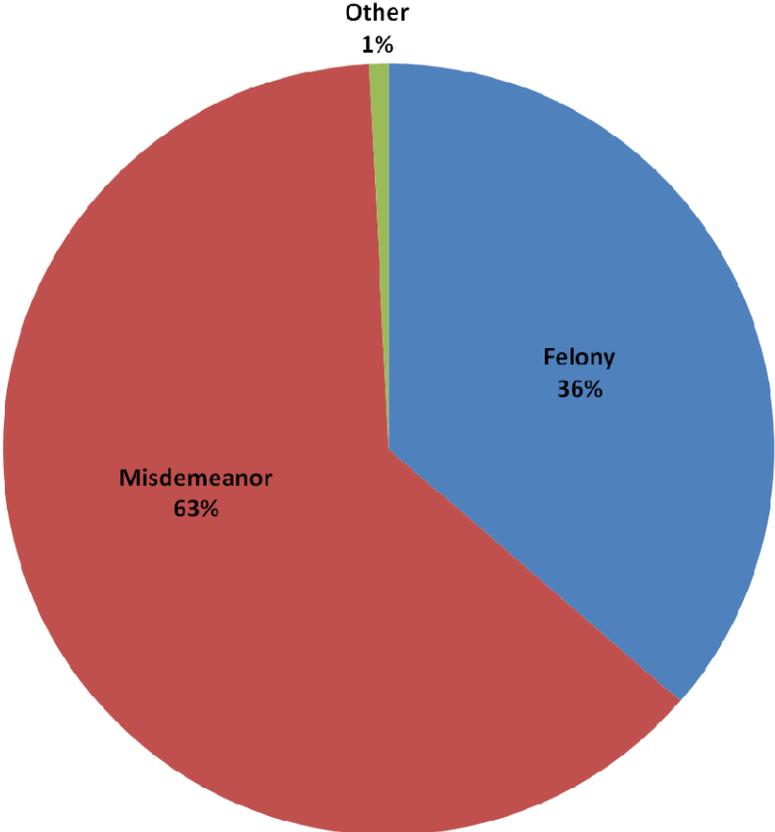
Section II – Client Population

	Male	Female	Total
White	4,080	1,485	5,565
Black or African American	935	277	1,212
Hispanic or Latino Origin	1,121	330	1,451
Other	127	53	180
Total	6,263	2,145	8,408



Section II – Client Population

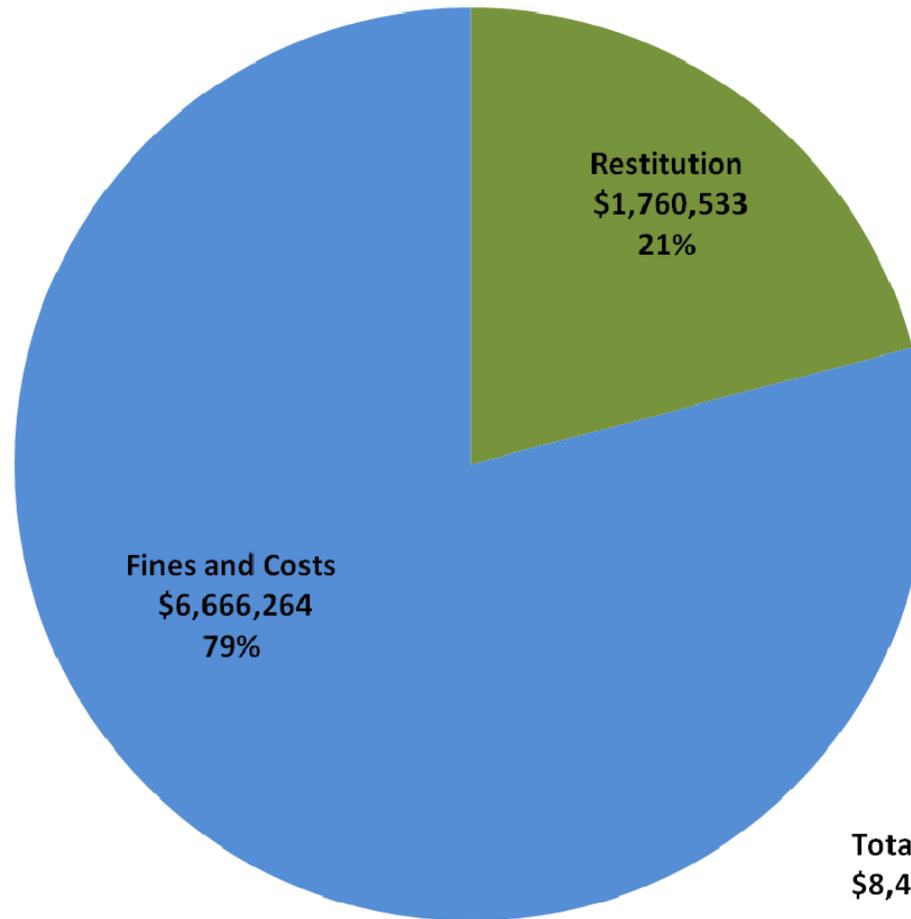
	Male	Female	Total
Felony	2,313	743	3,056
Misdemeanor	3,895	1,389	5,284
Other	55	13	68





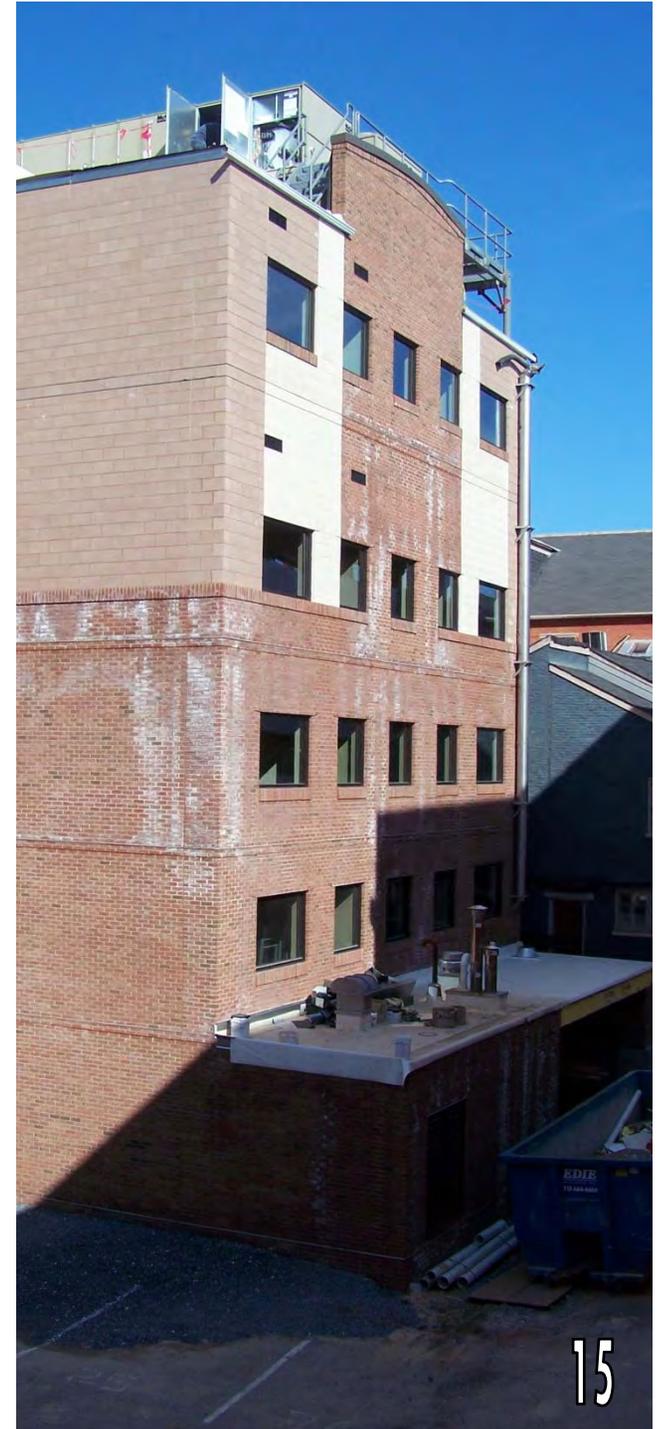
Section III - Workload & Outcomes

2012 Collections



Section III - Workload & Outcomes

INVESTIGATION OR REPORT	Number Completed
Accelerated Rehabilitative Disposition (ARD)	1,207
Court Reporting Network (CRN) Evaluations	1,513
Intermediate Punishment Assessments	357
Pre-Parole Intakes	941
Parole w/Petitions	372
Pre-Sentence	320
Psychiatric/Psychological Evaluations *We do not perform the evaluations, however, we have a determination process for referring clients to have an evaluation.	80
Intakes	5,424
DV Group Assessments	146
LSI-R Assessments	1,995
LSI-R Re-Assessments	1,704
MH/MR Case Assessments	158
Static 99/Abel Assessments	99
DNA Collection and Fingerprinting	222
Criminal History Record Information	3,357
TOTAL	17,895





Section III - Workload & Outcomes

Number of substance abuse tests that were administered in 2012: 9,040

Number of substance abuse tests that were clean in 2012: 7,853 (87% clean)

Number of offenders who were placed on Electronic Monitoring in 2012: 648

*This is an increase of 142 clients (+22%) from 2011.

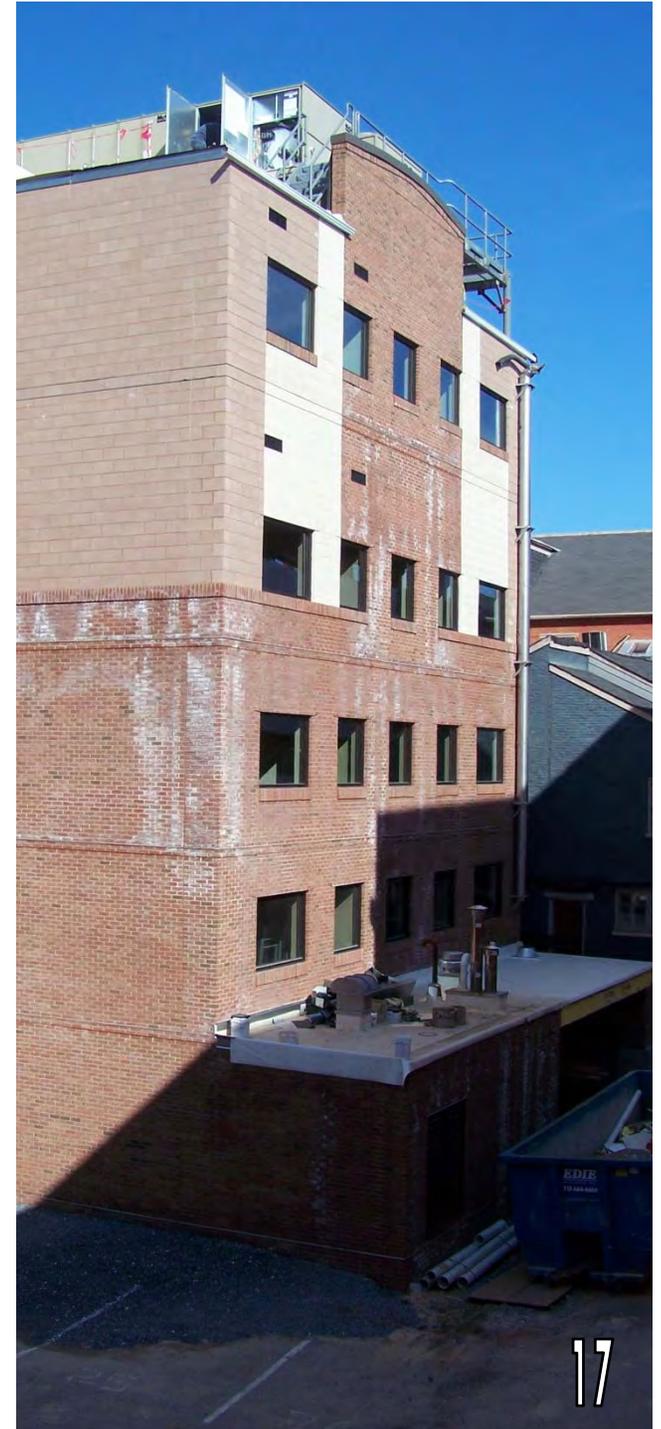
Number of offenders who completed Electronic Monitoring in 2012: 604 (93% successful completions)

Number of offenders who performed Community Service in 2012: 1,294

COMMUNITY SERVICE HOURS	TOTAL
# of Community Service Hours Ordered	70,900
# of Community Service Hours Completed	67,452
Percentage Completed	95%

Section III - Workload & Outcomes

	Drug Court	Mental Health Court	Veterans Court
Referred	146	135	64
Graduates	16	7	0
Discharged	13	5	4





Section IV – EBP Implementation

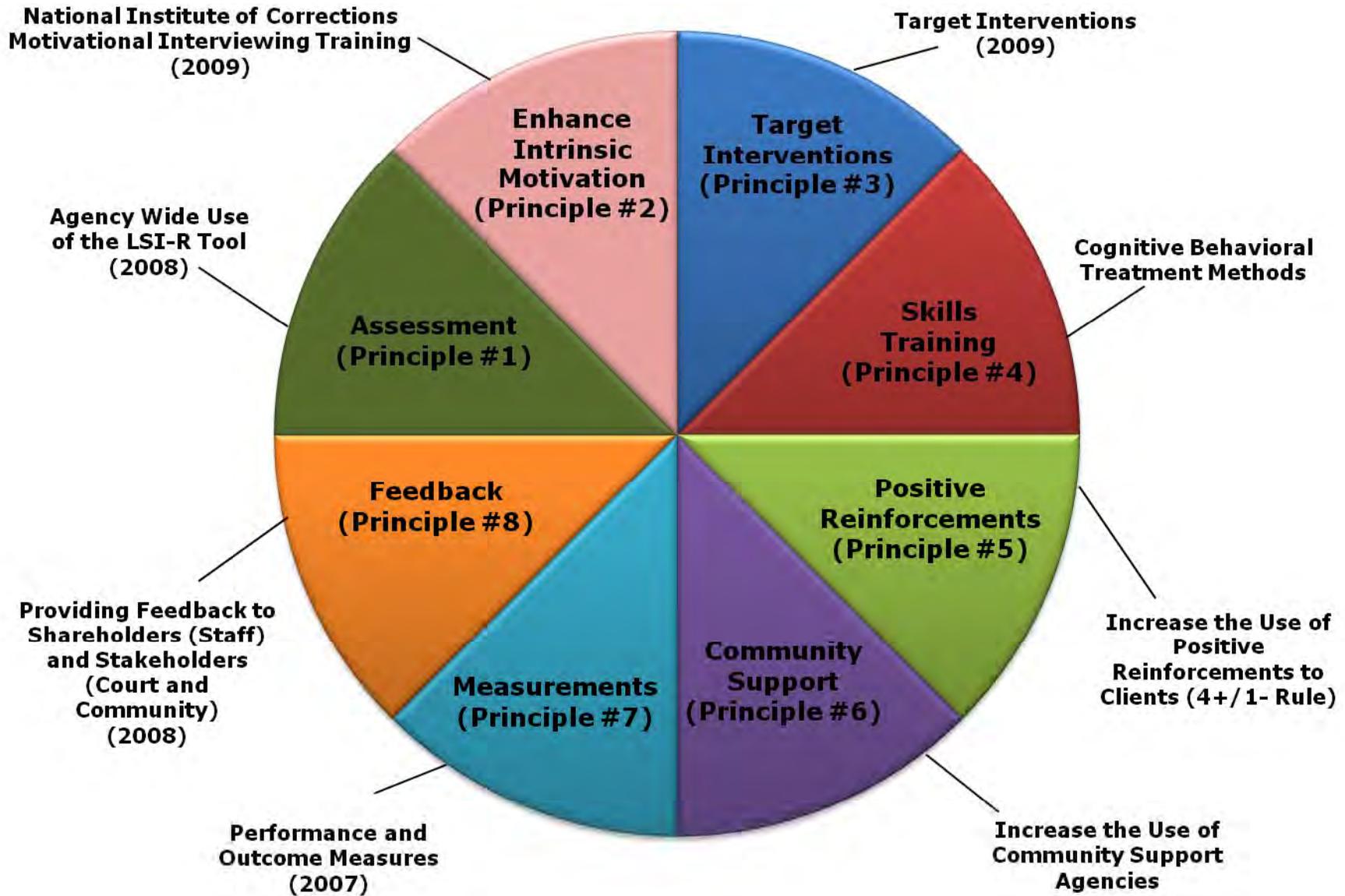
Adopted in 2007 as the Adult Probation & Parole Services' business practice philosophy, Evidence Based Practices (formerly known as the "What Works" Model) for community corrections are those agency practices and offender interventions scientifically proven to be effective at reducing recidivism.

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

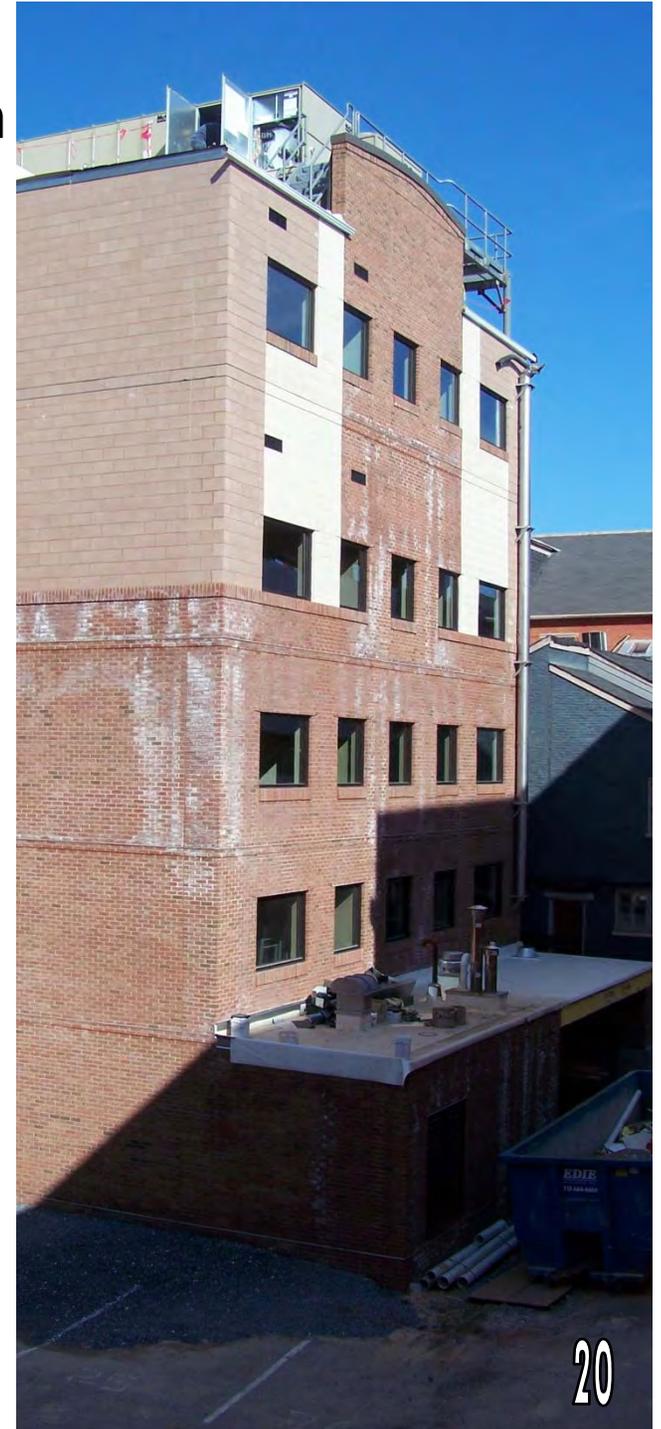
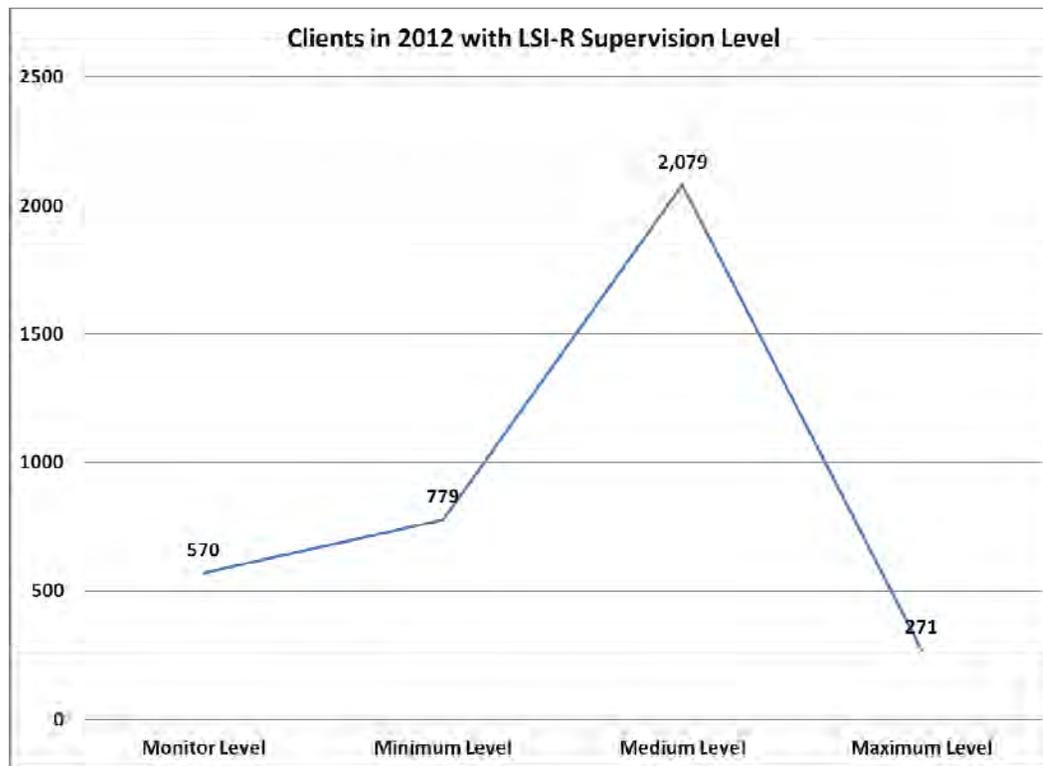


Section IV – EBP Implementation

Principle #1 – Assess Actuarial Risk/Needs

In 2012, APPS continues to use the Level of Service Inventory-Revised (LSI-R) as the risk/needs assessment tool.

In 2012, 1,995 LSI-R assessments and 1,704 re-assessments were completed.





Section IV – EBP Implementation

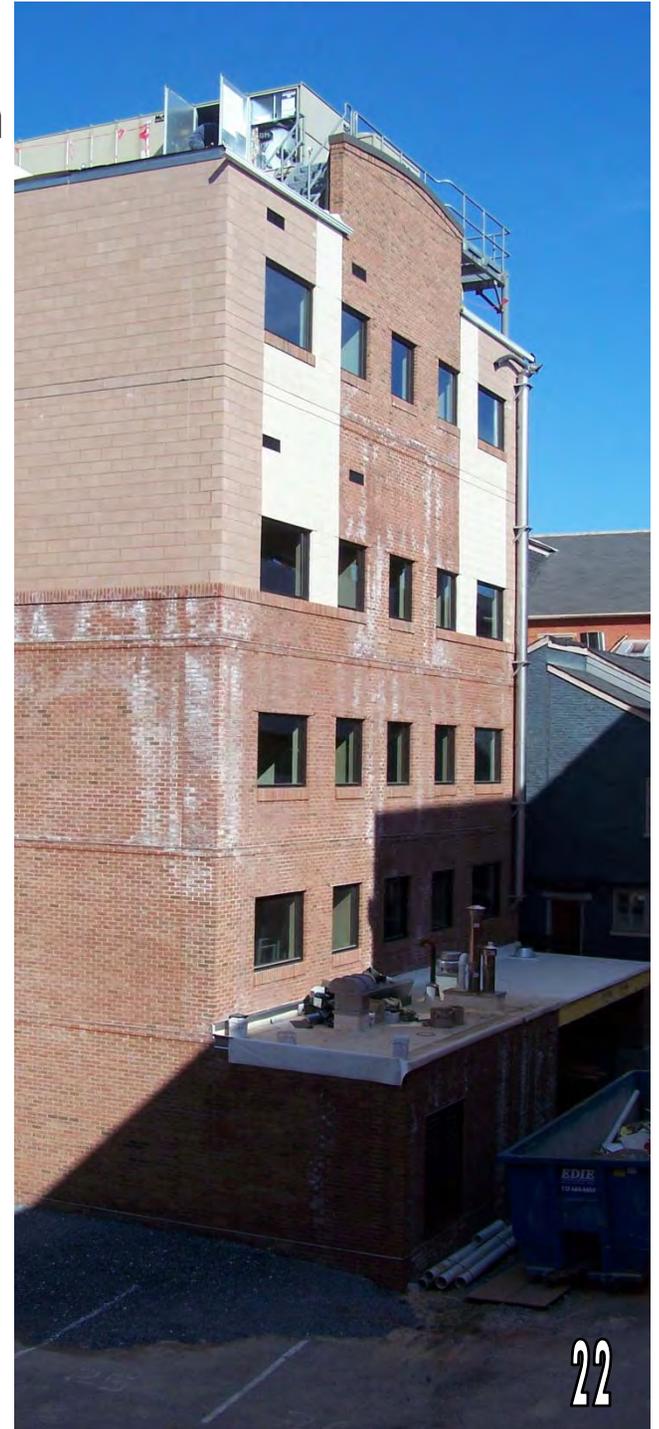
Principle #2 – Enhance Intrinsic Motivation

As of the end of 2012, 115 APPS employees were trained in Motivational Interviewing.

Section IV – EBP Implementation

Principle #3 – Targeting Interventions

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





Section IV – EBP Implementation

Principle #4 – Train for Skills with Directed Practice

In 2012, APPS continued review & research of cognitive behavioral intervention programs.

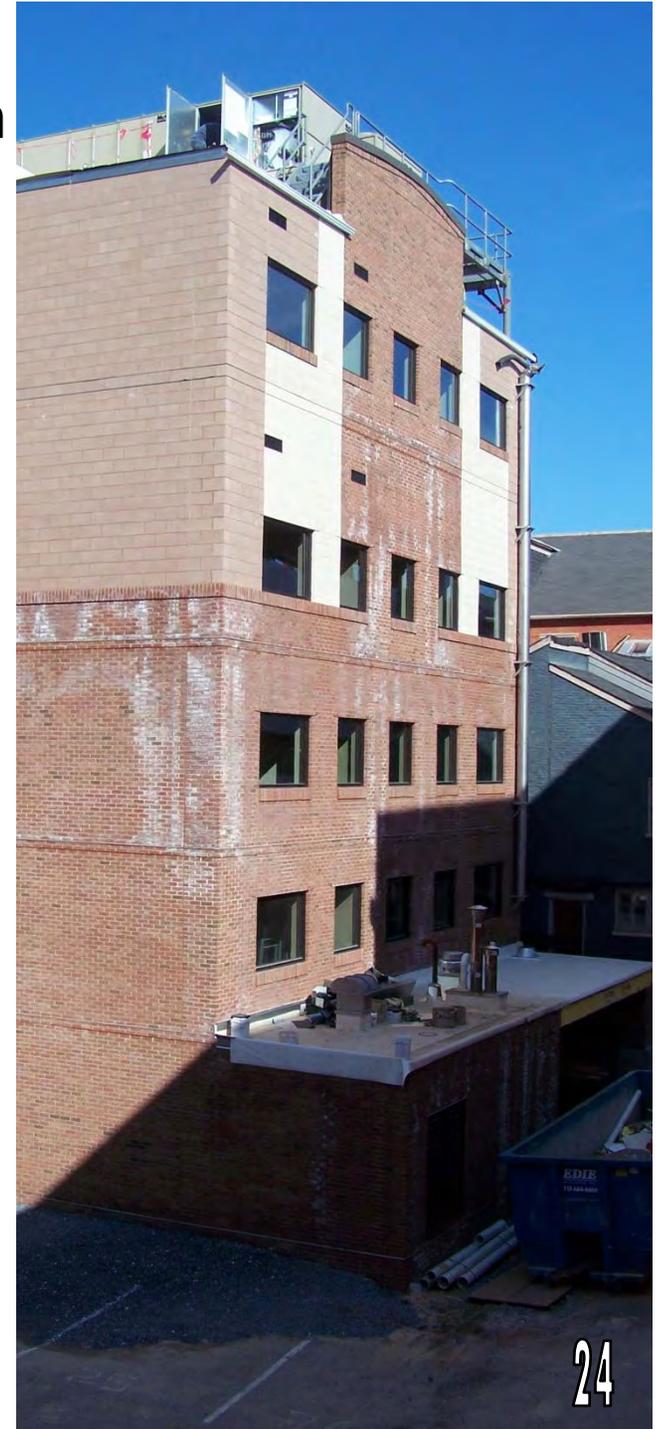
Section IV – EBP Implementation

Principle #8 – Feedback

In 2012, the 2011 APPS Annual Report was distributed to staff, the Court of Common Pleas and numerous stakeholders.

The agency held two General Staff Meetings, divisions and units continue to hold monthly staff meetings and the monthly agency e-newsletter, The Navigator, was sent to all staff in 2012.

In 2012, the Transitions e-newsletter continued to share information to staff regarding the restructure and reorganization of the agency.





Section V – Accomplishments & Goals

2012 Accomplishments

In 2012, Adult Probation & Parole Services (APPS) accomplished two major tasks that both required more than two years to complete. These two major accomplishments are:

- Finalizing a new department-wide organizational structure.
- Completion of the building renovation project and moving staff back into the renovated offices at 40 E. King Street.

40 E. King Street

With the assistance of the County and Court, moved 150 staff into 40 E. King Street offices in April 2012. Items on punch list continue to be worked on.

Agency Re-Structure

Not since uniting four separate adult probation services in Lancaster County in 2000 has Adult Probation & Parole Services (APPS) undergone such a radical change. In 2010, under the direction of Chief Mark J. Wilson, with the support of the Court of Common Pleas, APPS began a two year project of agency-wide re-organization.

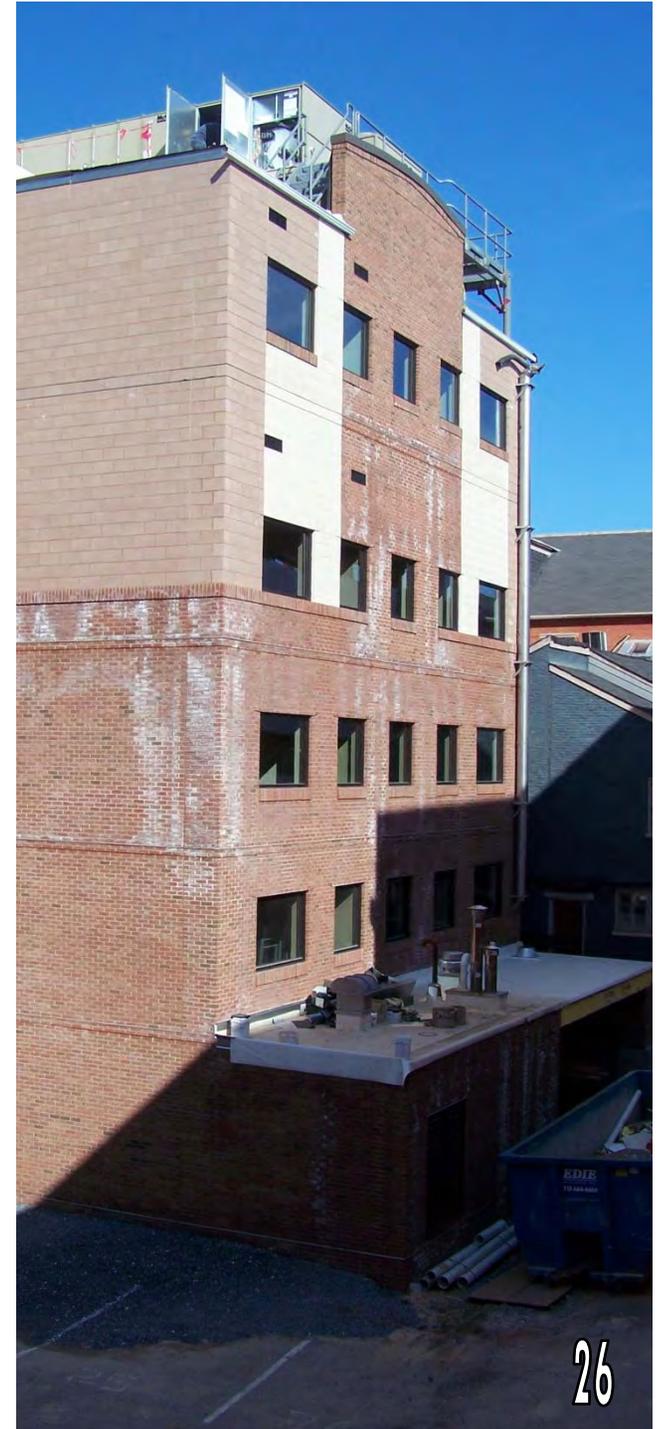
The new structure involved creating two separate offices, the Office of Administrative Services and the Office of Supervision Services. The Office of Administrative Services provides management of all administrative duties and responsibilities vital to the operations of Adult Probation & Parole Services. The Office of Supervision Services provides management of the duties and responsibilities of the supervision of offenders placed by order of the Court of Common Pleas.

Section V – Accomplishments & Goals

Under the new structure, administrative functions are centralized in one office, thereby reducing operational redundancies that were previously distributed amongst the agency. As part of the restructure, the position of a Business Manager, from existing staff, was created to oversee all purchasing and financial related duties. The Collections Enforcement Unit was also placed in the Office of Administrative Services.

As part of the agency re-structure, several supervision functions were changed to promote efficiency.

- Previously, a unit of 8 probation officers provided supervision for condition of community service. Under the new structure, all caseload probation officers are now responsible for supervising the condition of community service. The eight probation officers were re-assigned to different caseloads.
- A Re-Entry Unit was created and staffed with existing staff as part of effort to effectively supervise offenders released from prison to APPS supervision.
- An assessment Unit was created utilizing existing staff for the responsibilities of completing all types of assessments APPS completes on offenders under APPS supervision. These assessments include Level of Service Inventory-Revised (LSIR) initial assessments, Court Reporting Network (CRN) evaluations, etc. The unit is made up of 7 probation officers including 3 Pre-Sentence Investigation (PSI) writers.





Section V – Accomplishments & Goals

- Previously, a program consisting of 20 probation officers exclusively supervised offenders charged with Driving Under the Influence (DUI). Due to caseload size and achieving the best use of staff, DUI cases were distributed to all General Supervision Division probation officers.
- As part of this restructure, redistribution of staff and cases has made caseloads for probation officers more manageable which positions the agency to continue implementing evidence based practices.
- Risk based supervision model was implemented and cases are assigned for supervision based on LSIR assessment scores.
- Units were grouped according to types of supervision:

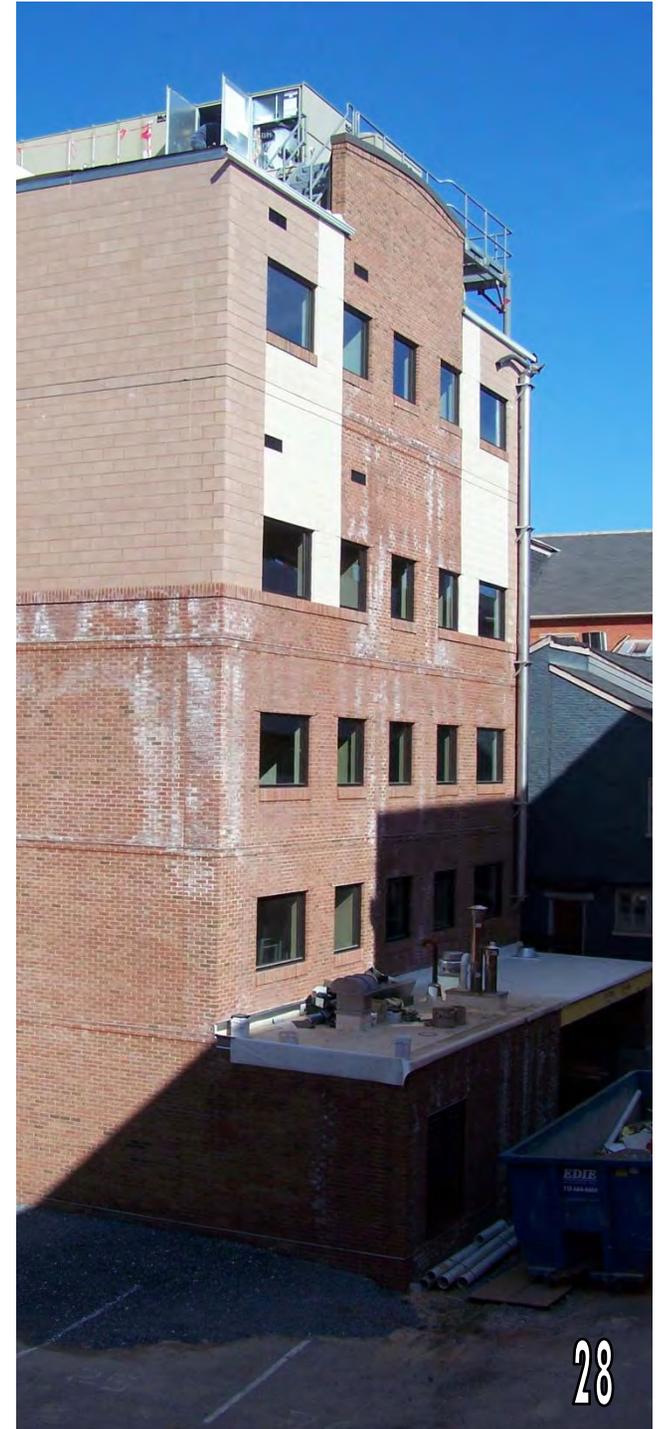
Re-Entry Division	General Supervision Division	Special Supervision Division
Pre-Parole Unit Central Intake Unit Assessment Unit Re-Entry Unit	Medium/Maximum Caseload Units ARD/Minimum/Monitor Unit Electronic Monitoring Unit	MH/MR Units Drug Court/Veteran’s Court/Mental Health Court Unit Sex Offender Unit Domestic Violence Unit

- Adult Drug Court received accreditation by the PA Supreme Court in 2012, making Lancaster County the first in the state to make this accomplishment.

Section V – Accomplishments & Goals

2013 Goals

- Refinement of supervision policies and procedures in the new organization structure to promote consistency and professionalism.
- Refinement of administrative policies and procedures in the new organization structure to promote consistency and professionalism.
- Implementation of new Unified Case Management (UCM) system as new client database system to replace current Technology Office Manager (TOM) system.
- Continue to solidify department-wide communication, dissemination of information, and chain of command protocol pursuant to new organizational structure.
- Resume implementation of eight principles of Evidence Based Practices for community corrections agencies.



APPS Collective Leadership



Photograph by Trinidad Spinello

Last Row (L-R) – Carl Driedger, Michael Flaud, Brett Cole, Matt Haines, Jason Soboleski, Scott Carabin, Linda Waller, Bruce Campbell

2nd Row (L-R) – Vicki Parker, Karen Andreadis, Joe Schauren, Kim Thomas, Sabria Alsina, Terri Carr, Jennifer Luciano, Teri Miller-Landon

Front Row (L-R) – Kerri Kneisley, Mark Wilson, Mike Hansberry, Sara Rankin

Missing – Chris Reed, Nevin Warner, Matt Bryner, Deric Lilly



Credits

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

**JOSEPH C. MADENSPACHER
PRESIDENT JUDGE**

**MARK M. DALTON
DISTRICT COURT ADMINISTRATOR**

**MARK J. WILSON
DIRECTOR**

**JAMES T. HANSBERRY
DEPUTY DIRECTOR**

**KERRI S. KNEISLEY
DEPUTY DIRECTOR**

Closing Statement

Thank you for reading the Court of Common Pleas of Lancaster County Adult Probation & Parole Services 2012 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!

