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Pennsylvania Board of Probation and Parole

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DICK THORNBURGH, Governor
Commonwealth of Pennsylvania

FRED W. JACOBS, Chairman
Board of Probation and Parole

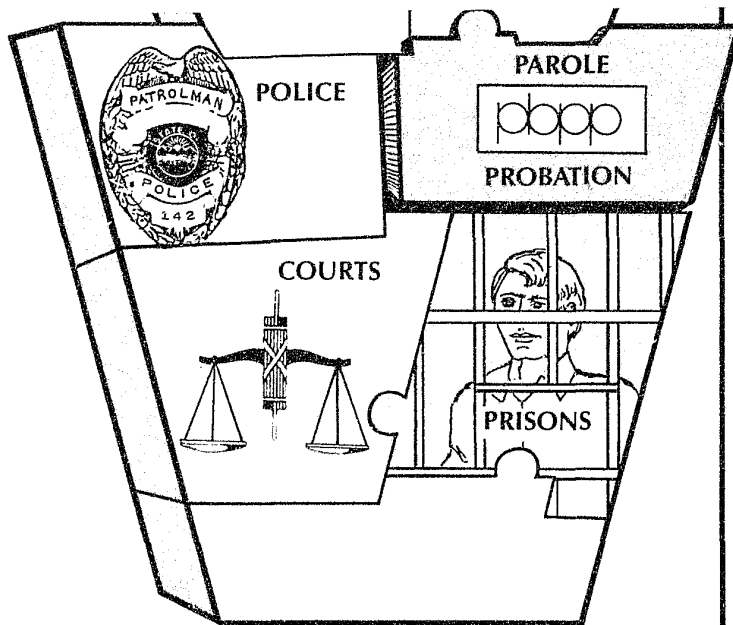
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1984
Annual Report

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THE CHAIRMAN'S LETTER



COMMONWEALTH OF PENNSYLVANIA
BOARD OF PROBATION AND PAROLE
BOX 1661 HARRISBURG, PA. 17120

OFFICE OF THE CHAIRMAN

March, 1985

To His Excellency, Governor Dick L. Thornburgh, and to the Honorable Members of the Senate and to the House of Representatives of the Commonwealth of Pennsylvania:

I am pleased to present to you the 1984 Annual Report of the Pennsylvania Board of Probation and Parole, including 1982-83 fiscal year information.

The Pennsylvania Board of Probation and Parole is an independent state correctional agency, authorized to grant parole and supervise all adult offenders sentenced by the courts to a maximum 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 sentence in compliance with the conditions governing their parole. Additionally, the Board is responsible for administering a Grant-in-Aid Program for the improvement of county probation services by strengthening staff resources and adhering to performance standards.

The primary concern of the Board in fulfilling its responsibilities is the protection of society. Appropriately, the Board allocates the majority of its resources for the supervision of clients in an effort to successfully reintegrate them into the community. The emphasis on the protection of society is also evident in the Board's recommitment to prison those clients who violate the conditions of parole or who are convicted of a crime while under supervision.

The number of clients being supervised by the Board continues to rise, resulting in an increase to the parole agent workload. Our statistical data over the past five years shows a correlation between the rate of client recommitment and agent workload. Recognizing this correlation and faced with limited resources, the Board has introduced program initiatives to more accurately identify high risk clients and subsequently give them priority in the Board's supervision efforts.

The Board continues to recognize that most ex-offenders can change if they have a sincere desire to do so and given the proper opportunities. Conditional release on parole provides these ex-offenders an opportunity to demonstrate their ability to live a crime-free life in the community with assistance by the Board's supervisory staff. Thereby, this opportunity for change becomes a vital part of the total criminal justice system and contributes to the protection of the community.

With current jail/prison overcrowding, supervision in the community setting continues to be cost effective and a desirable alternative to incarceration in a majority of cases. The statistical information in this Annual Report continues to demonstrate that most ex-offenders can be safely reintegrated into society without detrimental effects to the public at large.

Respectfully,

A handwritten signature in dark ink, appearing to read "Fred W. Jacobs".

Fred W. Jacobs
Chairman



A MESSAGE FROM THE GOVERNOR



COMMONWEALTH OF PENNSYLVANIA
GOVERNOR'S OFFICE
HARRISBURG

THE GOVERNOR

This administration has sustained a strong commitment to the protection of the safety and security of all Pennsylvanians.

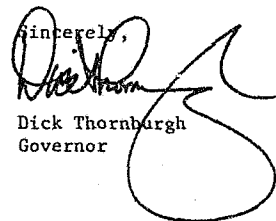
Our six-year assault on crime and the criminal is sending an unmistakable message that lawbreakers "have no friend in Pennsylvania." Assisted by tougher laws, the expansion of prisons and penal services, and a newly created Department of Corrections, Pennsylvania today is making substantial progress in lowering the crime rate and in defeating an enemy that is blind to age, sex, race and social status.

In focusing on the need to protect our citizens from the most violent and incorrigible offenders, however, we have not lost sight of the necessity to provide for the supervision of those who pose less of a threat to society.

For fiscal year 1985-86, we are proposing \$992,000 in new state spending to reinforce our parole supervision effort, which will serve to increase the accountability for ex-offenders who need extra structure and supervision to successfully make the transition to independent community living. We also are recommending an increase in 1985-86 in subsidies for local probation services, which will represent a doubling of our commitment in this important area over the past six years.

In fact, during the course of my administration, we will have increased funding for the Board of Probation and Parole by 73 percent. I believe this commitment to a responsible system of probation and parole has contributed to our efforts in strengthening our criminal justice system in Pennsylvania.

As governor and as a former law enforcement official myself, I believe a reduction in criminal recidivism through effective supervision, counseling and employment assistance programs is an important component of our crime reduction program and one on which we must continue to work together in the coming year.

Sincerely,

Dick Thornburgh
Governor



THE BOARD AND ITS MEMBERS

The Board consists of five full-time members, appointed by the Governor with the consent of a majority of the Senate members, to serve staggered, renewable, six-year terms. Board members are prohibited from engaging in any other employment or political activity. The Board members represent diverse backgrounds, experience, and training, encompassing parole/probation services, social work, criminal justice planning, police and prison services, teaching and administrative work. They have a combined total of more than 40 years of service with the Board as members and in other capacities.

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. He took the oath of office as a Board member in March, 1976, and was named Chairman in April, 1976. Mr. Jacobs was reappointed by Governor Thornburgh and confirmed by the Senate on June 2, 1982. He was reappointed as Chairman by the Governor on July 6, 1982.

Raymond P. McGinnis, Member, Williamsport, received a bachelor's degree from Temple University (1969) and a Master of Social Work Degree 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 as a social work supervisor with the Regional Home Health Service in Lycoming County. On June 1, 1983, the Senate confirmed Governor Thornburgh's appointment of Mr. McGinnis as a Board member and he was sworn into office on June 14, 1983.



Board Members, left to right. Walter G. Scheipe, William L. Forbes, Fred W. Jacobs, Chairman, Raymond P. McGinnis. (There is currently one vacancy on the Board.)

William L. Forbes, Member, Ambridge, attended Duquesne University for the study of political science and the University of Pittsburgh Public Administration Graduate Program. He acquired seven years juvenile corrections experience as a youth counselor with the Warrendale Youth Development Center. Mr. Forbes then served five years as a police officer in the Aliquippa Police Department and rose to lieutenant, commander of the Juvenile Division. This was followed by five years of service as regional director of the Governor's Justice Commission, Southwest Office, until he was sworn in as a Board member in November, 1976.

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 by the Berks County Court, a position he held until 1969. Mr. Scheipe was appointed warden of the Berks County Prison in January, 1969 and retired in December, 1980. Governor Thornburgh appointed him a member of the Board on November 14, 1980 with service beginning in January, 1981.

THE BOARD AND ITS WORK

The use of parole in Pennsylvania began in the 1800's, taking on many different forms during the years 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. §331.1 et seq.), which established the present Pennsylvania Board of Probation and Parole. The Board is an independent state correctional agency, authorized to grant parole 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 at the direction of the courts. At any one time, the Board has under supervision more than 15,000 persons, of which, approximately 15% are clients from other states being supervised by the Board under the Interstate Compact.

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

Board Member Walter G. Scheipe leaves the Board's central office on his way to a state correctional institution to conduct parole revocation hearings.



Raymond P. McGinnis, Board Member, left, and Chairman Fred W. Jacobs interview an inmate at the State Correctional Institution in Camp Hill as part of the process in making a minimum parole release decision.



Chairman Fred W. Jacobs presides over one of the regular Board Meetings. Participants in the meeting are, left to right, LeDelle Ingram, Affirmative Action Officer; William L. Forbes, Board Member; Hermann Tartler, Board Secretary; Raymond P. McGinnis, Board Member; Alva Meader, Executive Secretary; Chairman Jacobs; Walter G. Scheipe, Board Member; and Robert A. Greevy, Chief Counsel



William L. Forbes, Board Member, reviews client caseloads as he makes his decision to parole or refuse parole.

BOARD UNDERGOES SUNSET AUDIT

Beginning in July, staff members of the Legislative Budget and Finance Committee began auditing Board operations as directed by Act 142, known as the "Sunset Act". Enacted in 1981, the Act created "... a mechanism that compels the legislature to systematically evaluate state agencies to assess the continuing value of their existence. It is also intended to determine whether agencies are operating in the public interest and to suggest ways in which their effectiveness and efficiency can be enhanced." The audit, which continued until November, was directed by the committee's Executive Director Richard D. Dario, and the audit team consisted of John H. Rowe, Chief Analyst and Project Director; Senior Auditor Richard W. George; Analysts Curtis R. Berry and Michael J. Scheitle, and Graduate Intern Charles F. Covage. On December 12th, the 81-page Sunset Performance Audit Report of the Board was presented to the Legislative Budget and Finance Committee and released to the public.

On the whole, the audit report was positive and favorable to the continuation of the Board. In the first finding of the report, the team stated, "It appears that termination of the Board and its functions would seriously jeopardize the health, safety, and welfare of Pennsylvania's citizens and would also have a detrimental impact on Board clients." The report emphasized the need for an increase in the number of parole agents and was very complimentary on the reasonableness of Board case decisions. Most of the proposed recommendations are directed toward needed changes in the Parole Act relating to the number, composition, and qualifications of Board members, more prompt filling of Board member vacancies, and the need for the establishment of panels in order to make more expeditious case decisions.

The audit report is now assigned to the Senate Law and Justice Committee for further review and evaluation. By September of 1985, the assigned standing committee is expected to present a recommendation on the future of the Board and to draft legislation implementing any recommendations of the committee. If the legislation has not been enacted by the first session day of November, 1985, a resolution must be presented and acted upon to determine the Board's continued existence. A favorable majority vote of the House and the Senate will extend the life of the Board for another ten years. If the vote is unfavorable, the Board will be terminated and have until June 30, 1986 to "wind up its affairs".

The following is a summary of the findings and recommendations from the Sunset Performance Audit Report of the Board:

1. The functions performed by the PBPP appear to be necessary to protect the public health, safety and welfare of Pennsylvanians . . .
2. The PBPP utilizes a variety of mechanisms to encourage public input and participation. However, deficiencies were noted in the Board's use of its Citizen Advisory Committees and in the appointment of members to the Governor's Advisory Committee on Probation.
3. The legally constituted size of the PBPP may not be adequate, and the present composition of the PBPP does not appear to reflect the ethnic and gender diversity of the State and the PBPP's client population. Consideration should be given to increasing the PBPP's size and stating in law that Board membership be reflective of the gender and ethnic diversity of the Commonwealth.
4. No minimum qualifications exist in law for members of the PBPP. Minimum education and experience requirements should be specified in law.
5. Since November 1982, the PBPP has functioned with less than the legally prescribed number of members. It is recommended that legislation be enacted to require the replacement or renomination within specific time limits for members whose terms have expired.
6. The salaries of PBPP members appear to be inappropriately low given the requirements of the position, national accreditation standards, and salaries in a sample of other states. Consideration should be given to increasing salaries and providing for a regular adjustment mechanism.
7. The administrative roles and responsibilities of the PBPP Chairman and members are not clearly specified in law. The law should be amended to do this.
8. Based upon a review of a sample of PBPP cases appealed to courts, it appears that the large majority of Board decisions have been reasonable and in the public interest.
9. The time necessary for disposition of PBPP actions on parole violation cases may be excessive. Consideration should be given to amending the law to allow a panel to make decisions.
10. High agent caseloads/workloads appear to negatively impact on the level/quality of client supervision. An increase in parole agent workforce should be considered.
11. State law is unclear as to the intended level of State funding of the grant-in-aid program to county adult probation departments . . . [and] provides no limitations on the number of cases a county may refer to the PBPP for supervision. The law should be amended to clarify legislative intent for funding and include specific conditions/criteria under which county courts may refer cases to the PBPP for supervision.

NIC MODEL PROGRAM NEARLY IMPLEMENTED

Since late 1982, the Board has been participating in the National Institute of Corrections (NIC) Model Probation and Parole Management Program. The program is a comprehensive approach to the effective management of probation and parole services. During 1984, the four components of the program were incorporated into the Board's ongoing supervision practices. The four components are:

- classification based on risk of continued criminal activity and the offender's need for services,
- a case management classification system designed to help probation and parole officers develop effective case plans and select appropriate casework strategies,
- a management information system designed to enhance planning, monitoring, evaluation and accountability, and
- a workload deployment system which allows agencies to effectively and efficiently allocate their limited resources.

CMC Training Complete

The Client Management Classification system employs an initial, structured interview of new clients which places them into one of four treatment modalities. By the end of the year, all parole agents and supervisors were trained in the proper use of the initial interview, scoring the results of the interview to determine the client classification, and the preparation of a client supervision plan. A total of 139 persons completed the three-day training sessions. The training was conducted by parole agents and supervisors, staff development specialists, and central office staff who were specially prepared as CMC trainers. Nearly all new clients are now being uniformly classified as they begin supervision by the Board.



Assistant Supervisor Joy Baker and Parole Agent II Susan Morrone, Philadelphia, engage in a client/agent role play as part of the Client Management Classification training program.

Analysis of Time Studies Completed

Studies on the parole agent time required for making arrests and involvement in the resulting due process hearing responsibilities, and the conducting of various investigations were completed during the year. The results of these studies, and the study completed earlier on time required for supervision of clients, were used to develop a "workload formula". The formula takes into account the agent time required for the various responsibilities and translates the time into work unit measurements which become the agent's workload.

The workload information is primarily a management tool to assess agent work being accomplished and to make work assignments. In 1985, supervisors will receive workload information on a regular basis to assist them in their management responsibilities. The workload data will also be used in the preparation of the Board's budgetary needs for 1986-87 and in subsequent years.

Computer-Aided M.I.S. Expanded

The model program calls for more reliance on information which is generated by the various required reports. To aid in the effective use of this information, the Board's computer operations were expanded to link all the Board's twenty-three (23) supervision offices by computer. The information developed by the NIC Program (i.e. CMC classification, risk/needs scores, etc.) were all incorporated into the expanded client-based computer-aided information system. Some relational edits were also added to the system to prevent human error as information is being entered into the system. A new checklist-type Initial Supervision Report was prepared and introduced to make it easier for agents to prepare it. The report is also used as a data entry document for the management information system.

Supervisors Receive Specialized Training

In March and October, all of the Bureau of Supervision managers were involved in specialized training in the program to enable them to manage more effectively. The first session focused on management techniques and was led by Dr. Todd Clear from Rutgers University who has been working closely with the NIC Program and has developed expertise in management techniques using the various program components. Training was also provided on the preparation of meaningful client supervision plans.

The second training session provided the managers with results of the time studies and the use of the workload information in managing their supervision units more effectively. A sample workload computer printout was introduced and instruction was given on the use of this information.

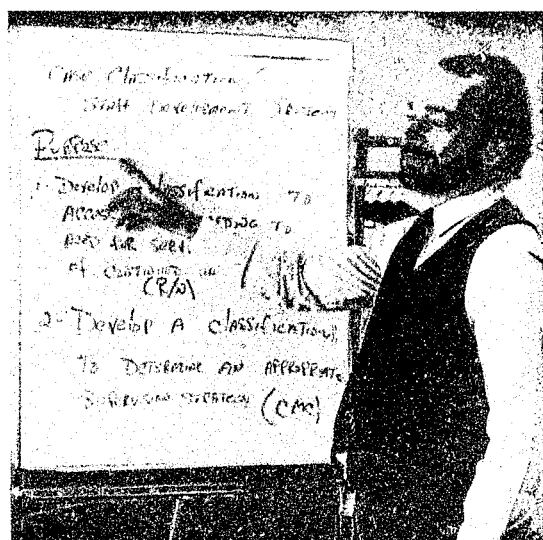
Grant Aids in Implementation of the Program

Implementation of the program was aided by a \$15,000 grant awarded to the Board by the National Institute of Corrections. Some of the grant funds were used to participate in the Commonwealth Computer Intern Program to provide needed assistance in the development of the management information system. The student intern spent six months at the central office assisting in the development of the system as it relates to the components of the program.

Other funds were used for computer services to analyze the agent time study data, and the development and printing of program related forms. These new forms, the Client Supervision Plan and the Initial Supervision Report, were field tested for approximately six months before being finalized and printed for ongoing use. Grant funds were also used to revise the risk and need assessment forms, making them easier to use.

Supplementary Training Offered

Two new courses for agents and supervisors have been developed as a result of the program. An advanced course on the preparation of client supervision plans was developed by two of the CMC trainers, Harry McCann, Jr. and David Mohr. The course was offered two times during the year and will continue to be offered in 1985. Another course



Parole Agent III David Mohr, Allentown, leads a session of the training course on the use of client supervision plans.

"Techniques of Supervision by CMC Category" was developed by a vendor and was given for the first time near the end of the year, with other offerings planned for 1985. These courses are provided to strengthen the proper use of the program components.

Project Monitoring Conducted

Board Member Raymond P. McGinnis and Program Director Joseph M. Long began monitoring the use of the program components by parole agents and supervisors during the latter part of the year. The monitoring visits to supervision offices included a review of client casefolder material to evaluate adherence to Board policy related to the program, the proper use of the risk and need assessments in determining the client grade of supervision, and the adequacy of client supervision plans. Meetings were held with supervisors, and in some instances with parole agents, to emphasize the proper implementation of the program components and to provide assistance in correcting inadequacies.

Recommendations to be Presented to the Board

Since the inception of the program, a planning team of field and central office staff have been assisting the program director in the implementation of the program. The team met several times during the year evaluating and designing new forms, and updating program procedures based on field experience in the use of the various components. In December, the team was joined by the CMC trainers, Board Member McGinnis, and the central office Bureau of Supervision staff for further evaluation of the program. In that meeting, plans were formulated for the ongoing training needs relating to the program, and recommendations were prepared for the Board on needed modifications to the program. It is expected that early in 1985 all components of the project will be fully operational and integrated into the ongoing operations of the Bureau of Supervision.

SUPERVISION LEVELS MODIFIED

With increasing parole agent workloads, it has become critical to be more selective in the supervision provided to clients. Those considered to be the highest risk and with the greatest need for guidance and support must be given priority as the parole agents allocate their time for supervision. Currently the Board has six grades or levels of supervision from "intensive" which requires frequent client and collateral contacts with others in the community by the agent, to "annual"

supervision. The intensity of the supervision is initially determined by the Board, the parole agent or the court and is raised or lowered during the period of supervision on the basis of the client's positive or negative adjustment in the community.

The Board adopted a proposal to consolidate the three lower grades of supervision, quarterly, semi-annual, annual, into a new "reduced" grade of supervision. The new grade of supervision will be used with low risk clients who have made a satisfactory adjustment in the community. This level of supervision will place primary emphasis on the client's responsibilities to submit informational reports periodically and to report in person to a parole agent as specified. The emphasis of these responsibilities will better prepare the clients for their eventual discharge from supervision. The proposal was an outgrowth of the Board's involvement in a demonstration project for several years which tested a reduced supervision model and found it to be positive. The recently introduced risk and needs assessment instruments for determining levels of supervision are also based on four grades of supervision, including the "reduced" category. The original proposal was reviewed carefully and revised by the Board's Core Planning Group with input from field staff. It is expected that the new reduced grade of supervision will be implemented early in 1985.

1984-85 GOALS PROVIDE DIRECTION

Each year the Board sets goals which provide emphasis for Board operations during the coming year. The goals are developed through input from the Board's Core Planning Group and the District Planning Groups.

The goals established for 1984-85 are:

1. To increase the level of employment among clients who are able to work.
2. To expand the agency's automated management information system through structured planning.
3. To integrate the agency's new program of uniform case classification and structured client interviews into a workload management system which directs manpower allocations and budget preparation.
4. To reduce the *time* required for agency paperwork.

These goals are used by the Chairman, bureau and division directors, district office supervisors, and other staff members in establishing their work objectives for the year and are integrated into the Commonwealth's Management Performance Evaluation System.

PAROLE AGENTS CITED FOR SERVICE TO OTHERS

Wertz Named Parole Agent of the Year

With twelve years of service to the Board, Parole Agent II Kenneth E. Wertz of the Altoona District Office was named the 1983 Parole Agent of the Year. The annual award, sponsored by the Pennsylvania American Legion, was presented to Agent Wertz at the Legion's state headquarters building in Wormleysburg on June 20th.



Pennsylvania American Legion Commander Nello S. Carozzoni, Jr. presents the 1983 Parole Agent of the Year Award plaque to Parole Agent II Kenneth E. Wertz.

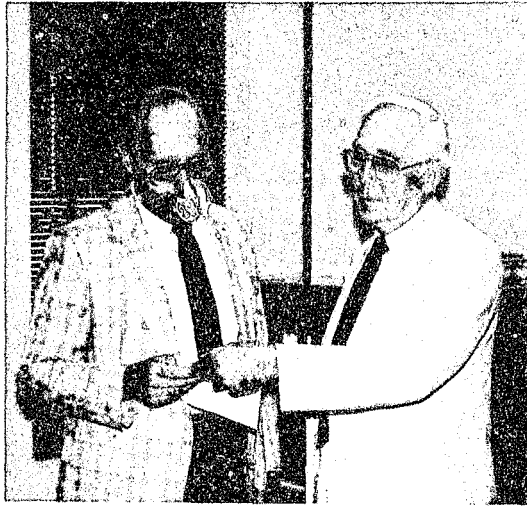
Wertz was honored further by receiving commendatory citations from the House of Representatives and the Senate of Pennsylvania. He also received a special award at the Blair County Law Day ceremonies and the Pennsylvania Association of Probation, Parole and Corrections recognized him at the 1984 PAPPC Training Institute. Board Member Raymond P. McGinnis represented the Board at all of the presentations.

In making the nomination for the award, District Office Supervisor Daniel Roberts, cited Wertz for his deep concern for the clients under his supervision and his ability to assist them in dealing with their problems. Wertz was also noted for his exemplary relationship with other agencies, his dependability, positive motivation, and integrity.

Agent Wertz, a native of Tyrone, is active in community affairs and is a graduate of the University of Nebraska. Before beginning his service with the Board, Wertz was a pilot and instructor with the United States Air Force, retiring in 1970 with the rank of major.

Agents Give Aid to Others

Two agents learned there is nothing "routine" about their work as they came upon life-threatening situations in the course of making field visits. Agent Orlando Zaccagni of the Altoona District Office was making a home visit when the hair of the client's young niece was accidentally set on fire by being too close to a burning candle. Other than an invalid grandmother, Agent Zaccagni was the only other person in the house with the girl when the incident occurred. Zaccagni placed his coat over the girl's head to extinguish the flames, calmed her, and then summoned an ambulance. Although the young girl was hospitalized with burns, Agent's Zaccagni's efforts prevented much more serious injuries to her. The Senate of Pennsylvania recognized Zaccagni's efforts by presenting him with a congratulatory citation which cited his "courageous efforts" and noted, "... it is men of this caliber that make our Commonwealth great; ..."



Scanton Parole Agent II James Kalp, left, receives from his supervisor Paul Farrell, the letter written by the woman who experienced a seizure and was given first aid by Kalp.

After she fully recovered from the experience, the woman wrote a letter to Kalp's supervisor, Paul Farrell to express her appreciation for the "considerate and concerned" efforts of Agent Kalp. She stated, "He saved my life ..." and "... took care of everything ..." by getting in touch with family members. In a congratulatory letter to Kalp, Chairman Jacobs stated "Your immediate and helpful responses in this emergency speak eloquently of your high regard for life and your caring attitude for others."

HADUCK HONORED BY MASSACHUSETTS ASSOCIATION

After reading in the Board's 1983 Annual Report about the tragic death of Parole Agent Michael Haduck, a member of the Massachusetts Parole Officers Association proposed that the organization honor Agent Haduck in some tangible way. At an August meeting of the Association held in connection with the American Probation and Parole Association Meeting in Boston, a \$200 U.S. Savings Bond was presented in the name of Mike's young son, Mark. In an accompanying letter to Haduck's widow, Michael H. Kozak, President of the Association, stated:

"The sacrifice that Michael and your family has made has not gone unnoticed and unappreciated by his fellow officers from the Massachusetts Parole Board. ..."

"We have found that the public tends not to be aware of the hazards that are part of our profession. We however are very much aware of the risks. Our purpose is to assist our parolees while assuring compliance to parole conditions. Behind every decision we make is

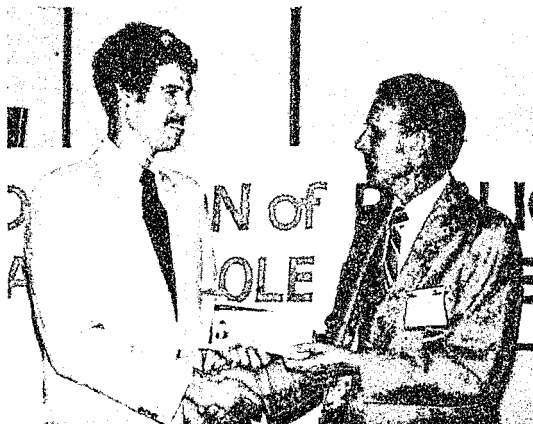


Parole Agent Orlando S. Zaccagni reviews his field book in preparation for making client contacts in the community.

During a pre-parole investigation, Agent James Kalp of the Scranton District Office, was interviewing the mother of an inmate when she experienced a seizure which left her unconscious. Kalp immediately gave first aid and then summoned emergency personnel. Since Kalp was the only person in the house at the time of the incident, he also contacted members of the woman's family informing them of the situation and securing medical information regarding her.

a weighing of the risks to the community. We, like Michael, share a commitment to the public safety and willingly accept the risks inherent in protecting our communities.

"... We hope it [the bond] will symbolize to your family our feelings of brotherhood and understanding."



Robert A. Largent, Director of Interstate Services, right, receives the bond for Mark Haduck from Massachusetts Parole Agent Michael H. Kozak.

COURT DECISIONS AND LEGISLATION IMPACT ON OPERATIONS

In the case of *Grello v. Pennsylvania Board of Probation and Parole* _____ Pa. Commonwealth _____ 477 A, 2d 45 (1984), the Commonwealth Court ruled against the Board's policy of permitting affidavits to be used at hearings in lieu of the personal appearance of a parole agent or witnesses who live more than fifty (50) miles from the hearing site. As a result of this ruling, parole agents are now required to attend these hearings regardless of the distance to be traveled and the substitution of other staff to testify on their behalf is no longer permitted. Adverse witnesses must also be present at all second-level technical violation hearings unless there exists "good cause" for their absence.

In order to comply with the court's decision, the Board adopted policies and procedures on the use of subpoenas to insure the attendance of witnesses at these hearings. The serving of the subpoenas and the payment of witness fees and travel expenses is now the responsibility of the Board. Overall, the court decision has had considerable impact on the workload of parole agents since they are now required to serve subpoenas and to attend hearings at great distances.

The enactment of Senate Bill 853 (Act 96) in June made some slight changes in Board operations. The Act includes a "basic bill of rights for victims" which has been strongly endorsed by the Board. Some procedures

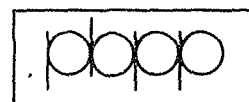
were immediately established to comply with the provisions of the Act as they relate to the Board.

One of the provisions states, "Upon request of the victim of a feloniously assaultive crime to be promptly informed by the district attorney whenever the assailant is to be released on parole..." The Board has gone beyond the mandated requirement and now notifies the district attorneys of *all* proposed releases under the Board's jurisdiction, not only feloniously assaultive cases as required by the legislation. Another provision of the Act requires information on the effect on the victim by the crime committed by the defendant to be included in pre-sentence reports for the court. The inclusion of such information was already a part of pre-sentence investigations and reports provided by the Board and required no additional changes.

BOARD REPRESENTED ON PRISON OVERCROWDING TASK FORCE

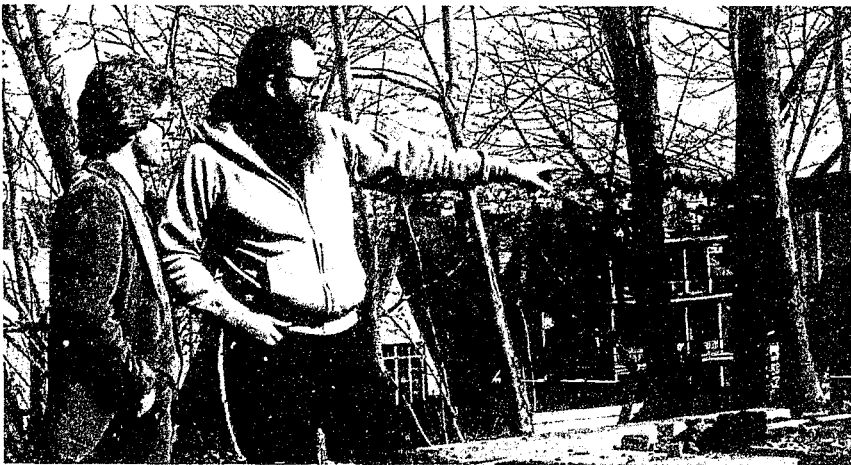
Several Board members and staff are participating on the Prison and Jail Overcrowding Task Force of the Pennsylvania Council on Crime and Delinquency. Chairman Jacobs serves on the steering committee and at the February meeting of the task force he was a panel participant on "Prison and Jail Capacities". Board members Raymond P. McGinnis and Walter G. Scheipe; John J. Burke, Director of Supervision; Gene E. Kramer, Director of Probation Services; Board Secretary Hermann Tartler; and James J. Alibrio, Director of Management Information, have also been involved with the task force.

The task force is focusing on problems which are developing as a result of the severe overcrowding at the state correctional institutions and county jails. A number of the initiatives developed to address this problem are related to probation and parole. These initiatives involve "intensive state parole" to provide for low caseloads and intensive supervision for persons who remain incarcerated past their minimum release date and certain other parole violators. Other initiatives endorsed were those dealing with more intensive county supervision of probationers and parolees, release of selective non-violation inmates in detention, and the expansion of community service centers. The steering committee met again in December and determined the final recommendations to be submitted to the Governor and the legislature early in 1985.



PAROLEE SAVES LIVES OF THREE CHILDREN

Robert W--, a parolee under the supervision of Agent Robert Jroski of the Allentown District Office, was instrumental in saving the lives of three children in a burning house in Pottsville. While on his way to work on a cold March morning, Robert noticed a house on fire. He tried to get into the house to determine if anyone was in the blaze, but was driven back by the heat and smoke. He then noticed a woman at a second floor bedroom window with a child in her arms. After some convincing words by the parolee, the mother dropped the three-year-old boy into Robert's waiting arms. The mother then disappeared, but soon returned with a ten-year-old child who was also dropped to safety. When the third child was dropped, the seven-month-old girl's foot caught on the window sill and her body contacted the hot exterior of the burning building. According to the local newspaper, the Pottsville Republican, "She hung there for an instant until W-- jumped up and pulled her down."



Parole Agent Robert J. Jroski, left, listens as parolee Robert W. describes his experience of catching three children dropped by their mother from the burning house which once stood on this site.

Believing all the children had been rescued, Robert explained, "Then I started screaming to the lady to jump, but she wouldn't. . . It looked like she was on fire. Suddenly the flames leaped out of the window and I didn't see the lady again." Unfortunately the mother and another five-year-old child died in a smoldering room of the house. The heroism and caring attitude of Robert serve as a constant reminder to all of us of the value of reintegrating offenders into the community.

TWO PAROLEES RECEIVE AWARDS

The Bureau of Correction, responsible for the state correctional institutions, named two Board clients as recipients of the J. William White Award. The monetary award was

established to recognize persons who were inmates of a state correctional institution who have been successfully reintegrated into the community. One of the clients was recognized for her positive efforts in obtaining meaningful and challenging employment. The parolee was supervised by Parole Agent Norma Shelton of the Williamsport District Office. The other recipient has been supervised by agents Harry Wigder, Jr. and Alan Dale of the Allentown District Office. This parolee was cited for maintaining employment and his "desire for self-improvement".

PLANNING GROUP CONTINUES WORK ON FORMS

The Board's Core Planning Group, chaired by Bureau Director Gene Kramer, continued its efforts on reducing time required to complete agency paperwork. The "Arrest and Violation Report" form, which was developed last year, was further refined and formatted into a four-part snapset during the year. The Board has approved the use of the new form beginning January 1, 1985 and training of staff on the use of the form was completed. The group also provided input on the redesign of forms used in returning a client to prison. A new, easier to use "Return of Parole Violator Report" form was developed.

The proposal on modifying the Board's grades of supervision for clients was reviewed by the planning group. After further review and input from the field staff, the original proposal was modified and recommendations were submitted to the Board for implementation of the new "reduced" grade of supervision.

Near the end of the year, the planning group was directed to develop a consistent policy counting "prior convictions" for the parole guideline instrument used by the Board in making parole release decisions. The instrument classifies offenders into risk categories based on three predictable variables, one of which is prior convictions. Since a number of staff members prepare the parole guidelines instrument for use by the Board, it is important to have a uniform method of counting prior convictions which ultimately affects the Board's decision to parole or refuse parole. The counting process becomes more difficult in cases when there are multiple charges and the court has various options of merging multiple sentences, giving consecutive or concurrent sentences, suspending sentences, etc.

The planning group reviewed the current practices of counting prior convictions by Board staff, the policy of the Pennsylvania Commission on Sentencing for counting prior convictions, the information used by the Pennsylvania State Police in preparing "rap

sheets", and information received from the Bureau of Correction regarding convictions. At the end of the year, the group was preparing a recommended policy to be used in counting prior convictions which will provide more uniformity and consistency in the preparation of the Parole Prognosis Assessment instrument and thereby enhance the validity of using the instrument in making parole release decisions. It is expected that the policy and its implementation will be completed in 1985.

ADVISORY COMMITTEE ADDRESSES NEW ISSUES

In its meetings in April and July, the Governor's Advisory Committee on Probation considered an expanded use of grant-in-aid funds. It was proposed that some funds be used to support "intensive probation supervision" projects. Another proposal, submitted by the County Chief Adult Probation and Parole Officers Association, requested the use of funds for the development of a master's degree program for adult probation officers. The proposed program would be similar to the one for juvenile probation officers supported by the Juvenile Court Judges Commission. The committee was favorable to the proposed concepts, however, they opposed using grant funds for any special projects until the annual grant-in-aid appropriation is increased to a level which is more commensurate with the counties' total eligibility for such grants.

The committee also reviewed the 1985 Grant-in-Aid Program appropriation needs, the allocation formula, and amendments to program policies and procedures; the Compensation Plan for county personnel; and the twenty-nine (29) additional probation standards required for counties participating in the Grant-in-Aid Program.

Members of the committee in 1984 included:

Chairman, Daniel B. Michie, Jr., Esquire, Philadelphia;
 Jay R. Bair, Commissioner, York County;
 Terry L. Davis, Chief Probation Officer, Dauphin County;
 John F. Dougherty, District Justice, Berks County;
 Honorable Roy A. Gardner, President Judge, 44th Judicial District, Wyoming County;
 Honorable Levan Gordon, Judge, 1st Judicial District, Philadelphia County;
 William Parsonage, Assistant Dean, Pennsylvania State University;
 Honorable Jeffrey E. Piccola, Member, House of Representatives, 104th District, Dauphin County;

Honorable Hardy Williams, Member, Senate of Pennsylvania, 8th District, Philadelphia County (part).

CITIZENS COMMITTEES MEET WITH BOARD MEMBERS

Board members and central office staff met with representatives of the citizens advisory committees in October to discuss matters of mutual interest. Considerable discussion centered on ways the committee members can assist in developing more positive public relations for the Board in their local communities. Information was shared about various aspects of the Board's parole decision-making process and the impact of the several court decisions which are affecting Board operations. Time was also given for committee members to express the concerns of their committees and ideas for improvement of Board operations. At the conclusion of the meeting, new committee members in attendance were given a tour of the central office.



At its annual meeting, the Board's Citizens Advisory Committee members, left to right, Penny Lawhorne, Chester; Martin Devers, Harrisburg; Kathie Phelps, Altoona; confer with John J. Burke, Director of the Bureau of Supervision.

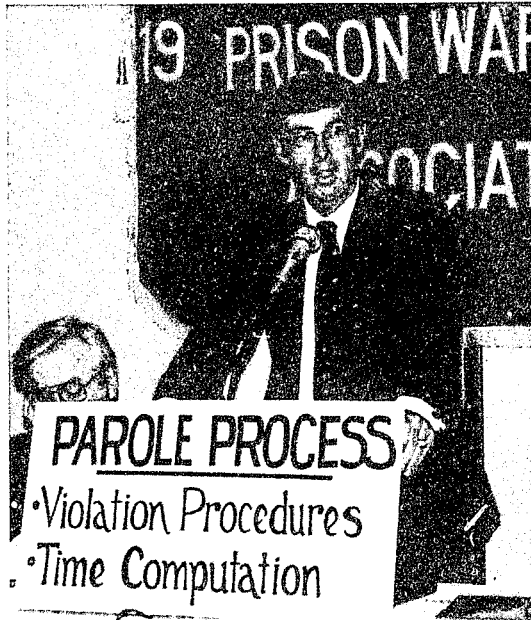
During the year the ten district citizens advisory committees met on a regular basis with the district office supervisor and other district office staff, focusing on concerns related specifically to their area, as well as to total Board operations.

The chairpersons of the committees in 1984 were:

Juan Bacote, Philadelphia; Marion Damick, Pittsburgh; Martin Devers, Harrisburg; Reverend Patrick Tutella, Scranton; Patricia Kendall, Williamsport; Thomas Calabrese, Erie; Joseph Gosse, Allentown; William Laughner, Butler; Richard B. Cunningham, Altoona; and Jerome Sewell, Chester.

WARDENS SYMPOSIUM FOCUSES ON BOARD OPERATIONS

One day of the Fall Training Symposium of the Pennsylvania Prison Wardens Association, focused on the work of the Board with the theme "Interaction Between Probation and Parole and Corrections in the 80's". The day was moderated by Board Member Walter G. Scheipe and opened with an address by Board Chairman Fred W. Jacobs on "Parole — Its Role in Prison Overcrowding".

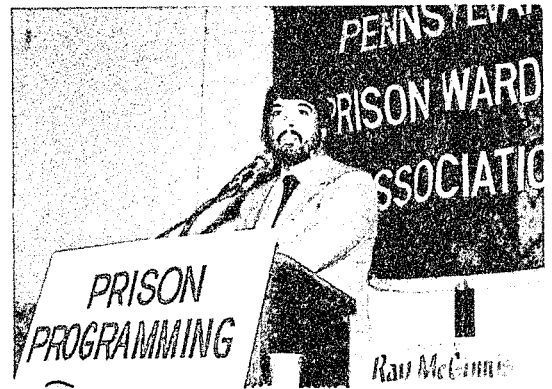


Chairman Jacobs addresses the Wardens Symposium.

A discussion was held on violation procedures and methods of computing time relating to the violations by a panel consisting of Board Member William L. Forbes; Director of the Division of Case and Records Management, William H. Moul; Hearing Examiner, James W. Riggs; and Hermann Tartler.

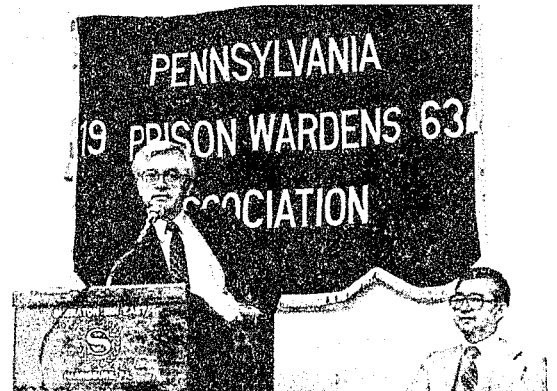


Walter G. Scheipe, Board Member, center, leads a panel discussion on the parole process. Others in the photo include, left to right, William Moul, James Riggs, William L. Forbes, and Hermann Tartler.



Board Member Raymond P. McGinnis delivers his panel presentation.

Board Member Raymond P. McGinnis served on another panel on "Prison Programs — Its Effect on the Parole Process". The parole supervision function of the Board was highlighted by a panel made up of John J. Burke, Director of Supervision; Harrisburg District Office Supervisor, Edward R. Rufus; and Robert A. Largent, Director of Interstate Services. The day concluded with an address by the Board's Chief Counsel, Robert A. Greevy, speaking on "The Impact of Court Decisions on Corrections and Parole".



Walter G. Scheipe introduces the Board's Chief Counsel, Robert A. Greevy.

The symposium provided a significant opportunity for the Board to share current information on Board operations as they impact on state and county correctional institutions. It was also an occasion for the Board to recognize the wardens and superintendents for their cooperation and service provided to the Board through the years. Each one was presented with a certificate of appreciation from the Board.

OFFICE OF BOARD SECRETARY AND BUREAU OF PRE-PAROLE SERVICES

Hermann Tartler
Board Secretary and
Director

William H. Moul
Director of Case and Records
Management

John J. Rice
Director of Institutional Parole
Services

John P. Skowronski
Director of Hearing Review

Court Decisions Create Procedural Changes

As a result of a Commonwealth Court case brought by a convicted parole violator, the Board has been required to change considerably the procedures regarding the computation of sentences of a violator under parole supervision for consecutive sentences. In these cases, each of the sentences must be considered separately and the time for the parole violation must be served consecutively. The court's opinion also requires that the parole violator must first be recommitted to the correctional facility from which he was last released and then serve the other sentences in the reverse order of release.

Other litigation caused a change in the recordkeeping system in the Board's central office for all parole violator cases. At the beginning of the due process hearings for a parole violator, a separate folder is prepared to be used for all the documents generated during the course of a violation proceedings. This violation record folder is used at all stages of the violation process and when complete becomes a part of the client casefolder maintained in the Board's central office. The separate folder aids in the review of the materials related to the hearings at various stages of the process and prevents consideration being given to documents not related to the hearings.

A compilation of procedures resulting from statutory requirements, court decisions, Attorney General opinions, and Board policies was prepared as a reference resource for Board members and staff. The bureau director and division directors reviewed the many court and other decisions which have been issued over the years, included them in the compilation, and correlated them to Board procedures and operations.

Bureau Expansion Impacts on Parole Staff

Because of the major expansion of the Bureau of Correction's institutions necessitated by a rising inmate population, the Board has had to increase its institutional parole staff. The parole work at the State Regional Correctional Facility at Mercer was formerly processed by the parole staff at the State Correctional Institution at Pittsburgh. However, due to the increase of inmates at Mercer, an institutional parole office has been established at the institution. A new correctional facility at Waynesburg was opened during the year and the processing of the parole cases at this institution has been added to the responsibilities of the parole staff at the Pittsburgh institution. As other correctional institutions are opened or

expanded, the Board will continually have to expand its parole processing capability at these institutions.

Training Opportunities Increased

The Division of Hearing Review has been busily engaged in developing and training parole agents and supervisors on needed hearing skills and the use of new forms. A new course on "Hearing Skills and Techniques" was developed as part of the Board's training curriculum to provide agents with information regarding the laws affecting probation and parole revocations and effective methods for securing and presentation of evidence in a hearing. The course also helps participants to understand the hearing process and procedures from the perspective of a hearing examiner or a judge.

With the introduction of a new violation report form package late in the year, a major training effort was undertaken by the central office staff from the Bureau of Pre-Parole Services and the Bureau of Supervision. At the end of the year, training on the proper use of the new forms was conducted in each district so agents are prepared to use the new forms on January 1, 1985. The new forms are designed to decrease the amount of time needed to process the paperwork related to violation proceedings.

Ongoing Responsibilities

The Office of the Board Secretary and the Bureau of Pre-Parole Services have responsibilities which relate primarily to the Board's paroling authority function. These responsibilities include the scheduling and preparation of material for interviews and hearings, responding to most inquiries relative to decisions and policies of the Board, reviewing sentence structures for accuracy in compliance with current laws, providing technical assistance in finalizing Board decisions, and recording the official case decisions of the Board.

To ensure that the client is afforded proper due process, the Board's hearing examiners conduct various hearings, submitting summaries with recommendations to the Board for final action. All actions regarding parole violations and hearings are reviewed by Bureau staff to ensure compliance with Board policy, and to provide technical assistance when needed.

An institutional parole staff is maintained to provide information to the Board for use in making parole decisions, and to aid the offender in developing a parole plan consisting of a home and employment.

BUREAU OF SUPERVISION

John J. Burke
Director

Linwood Fielder
Probation and Parole Staff
Specialist

Marlin L. Foulds
Probation and Parole Staff
Specialist

Robert A. Largent
Director of Interstate Services

New Arrest and Violation Report

In an attempt to reduce paperwork and unnecessary typing, a new Arrest and Violation Report was developed for use beginning January 1, 1985. All supervisory staff, Parole Agent III's and clerical supervisors have been trained in the use of the new report. They, in turn, will be responsible for training of other field staff members in the use of the forms. This report is a four-part snap set allowing print-through of essential information. The report provides the hearing examiners and the Board with all the pertinent information available with regard to the client's background, adjustment under supervision, technical violations, new criminal charges and convictions. The material will also be made available to the client and his attorney prior to all second-level hearings to assist them in the preparation of their defense. When it becomes necessary to recommit a client to a state correctional institution, a copy of the violation report is forwarded to the Bureau of Correction to assist them in updating their classification material and to develop a meaningful treatment program while the client is confined.

Agent/Supervisors Turnover High

During 1984 there has been an unusually high turnover of parole agents and supervisors in the bureau. Twenty-five (25) new parole agents began working for the Board in 1984, replacing eleven (11) agents who retired or resigned, and another nine agents who were transferred to other positions within the agency. Six new unit supervisors and one district office supervisor were named during the year, replacing three unit supervisors who retired and three others who transferred to other agency positions. In the central office, Parole Case Specialist Gilbert Henegan retired and was replaced by Linwood Fielder, parole supervisor from the Harrisburg District Office.

The high number of new agents this year has had an adverse affect on the remaining parole agents who have been required to supervise additional clients while the new agents are being trained. At year's end, there remained a number of vacancies which were in the process of being filled in an effort to handle the increasingly high agent caseloads/workloads.

Monitoring of Field Operations Continues

The Bureau of Supervision has continued to place emphasis on the need for administrative overview and quality control through inspections and audits of the twenty-three (23) field offices and approximately forty (40) supervision units throughout the state. The

importance and need for this type of monitoring of field operations has been accentuated due to an increasing caseload, staff shortages, decentralization of records, the introduction of the Client Management Classification system, and the subpoena policy. Each district office and sub-office continues to be monitored by the central office staff at least once a year. Reports are submitted on each visit to the Director of Supervision and a copy is given to the Board Chairman for his information and review. The district offices and sub-offices receive a copy of the report with recommendations for improvement of field operations.

Ongoing Responsibilities

The Bureau of Supervision has responsibility for the protection of the community and reintegration of the offender through the supervision of over 15,000 probationers and parolees. This is accomplished through field staff located in ten district offices and thirteen sub-offices throughout the state. Approximately 207 parole agents are key staff members in directly providing supervision of the offender and providing services to the communities throughout the Commonwealth. Support, technical assistance, and monitoring services are provided by central office staff. The field staff also are required to conduct investigations for the Board of Pardons, submit pre-sentence investigation reports when requested to do so by the courts, submit pre-parole reports, 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 and parole. The agents are responsible for returning violators to various correctional institutions and from other states when the Board orders recommitment.

The Director of Interstate Services has major responsibility, as the Board Chairman's delegate, in administering the Interstate Compact. The Interstate Compact provides for cooperation among the states in the supervision of parolees and probationers. It 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, families, and better opportunities for adjustment under supervision. At the end of 1984, 1,455 of the Board's clients were being supervised in other states, and 2,342 clients from other states were supervised by the Board. In addition, the Board's staff handled the arrangements for 1,886 Pennsylvania county probation clients to be supervised by other states through the Interstate Compact.

BUREAU OF PROBATION SERVICES

Gene E. Kramer
Director

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

Ronald E. Copenhaver
Director of Court Services

Bureau Reorganized

In April, Chairman Jacobs delegated to the Director of Probation Services certain duties and responsibilities previously performed by the Chairman to give more administrative responsibility and accountability to the bureau. Also authorized was the creation of divisional responsibilities within the bureau. Effective May 1, 1984, W. Conway Bushey was named the director of the newly created Division of Grants-in-Aid and Standards and Ronald E. Copenhaver was designated to be the Director of Court Services. At the same time, the responsibility for the securing and maintenance of county probation statistics was transferred from the Bureau of Administrative Services to the Bureau of Probation Services.

Special Probation/Parole Services Increasing

During the mid to late 1970's, there was a steady decrease in special probation and parole cases referred by county courts to the Board for supervision. However, beginning in 1980 through 1984, there has been a steady increase of nearly 22% in the number of court referrals to the Board (1980 - 2,299; 1984 - 2,800). There was also a 10% increase in the number of pre-sentence investigations (1,075) conducted by the Board in 1984 at the request of the courts. This is the first major increase in pre-sentence investigations referred by the courts during the past five years.

This trend of increased service referrals to the Board by county courts is caused by insufficient county probation personnel to keep pace with rising county workload demands. The number of probationers and parolees under active supervision of the county probation departments has increased from 58,000 in 1983 to 66,600 in 1984 with no appreciable increase in county personnel. Increased special probation and parole referrals by county courts impacts on the Board's workload as reflected in the following table:

Calendar Year	Total Board Caseload	Spec. Prob./ Parole Cases	% of Total Caseload
1975	12,696	4,347	34.2
1976	13,550	4,550	33.6
1977	14,466	4,476	30.9
1978	14,474	4,348	30.0
1979	14,118	3,924	27.8
1980	14,014	3,638	26.0
1981	13,868	3,313	23.9
1982	14,332	3,283	22.9
1983	14,958	3,468	23.2
1984	15,478	3,681	23.8

The Board will continue its efforts to provide quality supervision and investigative services to the courts as required by law, and assist county probation departments to add much needed staff through the Grant-in-Aid and Standards Program.

More Counties Intend to Participate in the Grant-In-Aid Program

Two additional counties, Monroe and Fayette, have submitted letters of intent to participate in the Board's Grant-in-Aid Program in 1985. If their applications are submitted and approved, sixty-two (62) counties will be participating in the program by 1985, leaving only Bedford, Lawrence, Mercer, Susquehanna, and Venango Counties as non-participants.

In 1984 the Board awarded \$3,049,000 to sixty (60) counties to offset, in part, the salaries of their probation personnel. Another \$39,000 was reserved by the Board to provide training programs for county probation personnel. The 1984-85 appropriation is \$3,240,000, which represents approximately a 5% increase over 1983-84. This appropriation is estimated to be sufficient to fund only 25.6% of the counties total eligibility.

Year	Appropriation	Funding Eligibility	Funding Percentage
1981-82	\$2,772,000*	9,759,134	28%
1982-83	\$2,968,000**	10,471,467	28%
1983-84	\$3,088,000**	11,345,728	26.9%
1984-85	\$3,240,000**	12,514,353 (est.)	25.6% (est.)

* \$37,000 was designated for training of county probation personnel.

** \$39,000 was designated for training of county probation personnel.

Required Adult Probation Standards Increased

Since 1982, the Board has required certain standards promulgated by the American Correctional Association to be met as a requirement for participation in the Board's Grant-in-Aid Program. In 1984, twenty-nine (29) standards were added to the previous ones, bringing the total number of standards to 104. The counties are required to meet between 82% to 84% of these standards to maintain their eligibility for funds. In 1984, the sixty (60) participating counties achieved standards compliance level of 90% or higher. By December, 1987, the number of standards will be 186 and participating counties will be required to meet and maintain a 90% compliance level.

Model Probation and Parole Project Continued

The National Institute of Corrections (NIC) Model Probation and Parole Management Program was continued throughout the year with 57 counties participating. The bureau administered an NIC grant to aid counties using two components of the program:

- a uniform classification system for clients, using a structured interview; and
- a client assessment to determine the risk of the client's continued criminal activity and the client's need for services.

During the year, thirteen (13) Client Management Classification training sessions were held for county staff, bringing the total number of training sessions to 25 since the beginning of the project in 1983. Over 400 county probation staff have been trained through this effort. One additional training session was held in May for approximately fifty (50) chief probation officers and supervisors dealing with management issues related to the program. Another similar session is planned for 1985.

OFFICE OF CHIEF COUNSEL

Robert A. Greevy
Chief Counsel

Arthur R. Thomas
Assistant Chief Counsel

The Office of Chief Counsel defends state and federal court challenges to Board determinations and represents the Board before the Civil Service Commission, the Human Relations Commission, and the Unemployment Compensation Board of Review. The Office of Chief Counsel also advises the Board in manners of policy and procedure.

During the year, numerous appeals of Board determinations involving parolees were initiated by Board clients. These determinations included the application of pre-sentence custody credit, the computation and order of service of sentences, parole denials, parole rescissions, parole conditions, and the arrest/hearing process.

The Commonwealth Court has decided that appeals from Board determinations by inmates and parolees must, in most cases, be reviewed upon the record made before the Board and has ordered the Board to file records in such appeals. Where the Court has determined that it must review a transcript of the proceedings before the Board to resolve the questions raised by the appeal, the Court has held that the record filed by the Board must include such a transcript.

In a few cases, the Court has treated such appeals as petitions for writs of mandamus within the Court's original jurisdiction, thereby relieving the Board of the burden of filing a record.

During 1984, over 400 judicial and administrative proceedings were handled, the vast majority involving appeals from recommitment parolees to the Commonwealth Court of Pennsylvania.

In a series of recent decisions, the Commonwealth Court has greatly restricted the grounds for not allowing a parolee to confront and cross-examine persons who have given the Board information which supports the revocation of the client's parole. As a result, this office has assisted the Board in drafting and implementing a statement of policy and procedure, effective October 1, 1984, for the issuance, service and enforcement of subpoenas.

Other activities included reviewing over 160 contracts, training of the Board's hearing examiners on rules of evidence and legal updates, and the rendering of numerous opinions to the Board on various legal issues.

BUREAU OF ADMINISTRATIVE SERVICES

John R. McCool
Director

James J. Alibrio
Director of Management
Information

Frank A. Graham, Jr.
Director of Fiscal Analysis

Adeline R. Shultz
Director of Office Services

Robert E. Yerger
Director of Personnel

Computer-Aided Information System Enlarged

Since the formation of the Division of Management Information in 1983, divisional responsibilities have been organized into three functional units:

- the data processing unit, responsible for the Board's electronic data processing system,
- a newly formed statistical information unit, responsible for translating data into meaningful reports, and
- the research unit, responsible for data analysis and conducting special studies.

The studies during the year have provided validation of the scoring instrument used by the Board in making parole release decisions and the development of a parole agent time-based workload formula to be used in managing the Board's client supervision resources more effectively.

During 1984 the Board made a major expansion in its electronic data processing system to enhance management information and recordkeeping. Data base management and applications development software have been purchased to increase efficiency in data storage and information retrieval. In addition, the telecommunications system has been enlarged from ten (10) workstations in the Board's district offices to twenty-eight (28) workstations, including small city sub-offices connected directly to their parent district offices and eliminating the need for using paper data entry forms. Four additional workstations were placed in the Board's central office for administrative use. All 22 new workstations are multifunctional in that they have both word processing and data processing capability. An optical mark reader, or data scanner, was also purchased in order to provide machine-assisted data entry to minimize manual, high volume data entry. The computer's information storage and retrieval capabilities, along with word processing, will provide managers with greater access to the data they need to manage work activity.

Computer operations have been enlarged to provide computer assistance in the implementation of the Board's involvement in the National Institute of Corrections Model Probation and Parole Management Program. The client data base has already been expanded to include the new client classification system, and the more uniform determination of the client's level of supervision based on client risk and needs assessments. Preparations are underway for further expansion in 1985 to include a parole agent workload management system based on

agent time required for client supervision according to the supervision level, the parole violation process, and investigations and preparations of special reports.

Productivity Improvement

Implementation of the expanded Commonwealth Employee Performance Evaluation System has been a major emphasis of the Division of Personnel this year. This effort for improving productivity of employees included training ninety (90) supervisors and managers on the use of the new system. Guidance was provided on the development of performance factors and standards, good communication of management expectations to line employees, and the use of the new Employee Performance Evaluation Report.

Storeroom Services Entire State

The Board's central office storeroom carries an inventory of over 400 different supplies, forms, and equipment needed by the field offices for the performance of their work. During 1984 504 orders, consisting of approximately 8,800 different items, were filled for everything from aspirin and ammunition to warrants, and sent to the Board's 32 field and institutional offices. Nearly every day of the year, cartons of paper and other supplies are received in the storeroom and up to fifteen (15) packages of needed materials are forwarded to the Board's offices.



Tim G. Thimis, Stock Clerk II, moves incoming supplies to the Board's central storeroom.

Use of Advancement Account Expands

In an effort to facilitate more timely payment of vendor invoices, the use of the Board's advancement account has been expanded considerably. These more timely payment procedures have assisted in maintaining better and more effective vendor relationships. Another increase in the use of the advancement account has become necessary due to a recent Commonwealth Court decision which disallows the use of affidavits at Board hearings in lieu of personal appearances of witnesses. These witnesses are now subpoenaed to insure their attendance at hearings and witness fees must be paid. These fees are paid from the advancement account so that hearing schedules can be maintained.

Copy Equipment Upgraded

The Division of Office Services completed a project designed to upgrade the quality of copy work produced and to reduce costly maintenance of some equipment. This was accomplished by eliminating seventeen (17) obsolete copy machines, and replacing them with more technically advanced equipment. These machine replacements were part of an overall planning process which strives for

operational effectiveness through advanced technology in an era of limited manpower resources and growing work requirements.

Ongoing Responsibilities

Throughout 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:

- managing the fiscal, budgetary, and leasing operations of the Board;
- 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, contractual development, automotive, and telephone; and,
- legislative liaison activities.

AFFIRMATIVE ACTION OFFICE

LeDelle A. Ingram
Affirmative Action Officer

The Board's commitment to a positive affirmative action program in 1983-84 was best demonstrated by exceeding its targeted hiring goal by 300%. In new employee hires, the Board and its managers gave priority to placing females in professional positions and generally the hiring of minorities. The 1984-85 Affirmative Action Plan was prepared and currently provides direction to the managers on hiring practices.

Survey Leads to Training Emphasis

The Affirmative Action Office developed an Affirmative Action Awareness Survey which was given to all agency managers and supervisors. The survey was designed to secure information on the manager's understanding and application of affirmative action rules and procedures. Areas needing clarification and the identification of training needs were derived from the survey results. Based on this information, the Affirmative

Action Office placed a high priority in providing formal training to Board staff on various affirmative action issues. With assistance of the staff from the personnel and staff development divisions, the affirmative action officer led four training sessions on "Selection and Interviewing Techniques" to assist managers when hiring new employees. A brief human relations training sessions was also given in two locations for interested Board employees and an orientation on the Board's affirmative action program was provided for new parole agents as part of their basic orientation. In addition to the formal training, the affirmative action officer met with staff in six field offices to provide information on the affirmative action issues.

As the new Commonwealth Employee Performance System was being introduced to all managers, the affirmative action officer assisted in the development of the affirmative action performance factors and in the training of management staff.

OFFICE OF THE EXECUTIVE ASSISTANT

Joseph M. Long
Executive Assistant

James O. Smith
Acting Director of Staff
Development

Increased emphasis was placed on public information and public relations during the year to better inform the public about the work of the Board. This emphasis was included in the establishment of 1984-85 work objectives for bureau directors, other central office staff, and field supervision staff. During the year, 493 public relations contacts were made by staff on behalf of the Board. These contacts included speaking engagements to various organizations, radio and television appearances, committee meetings with community groups, meetings with judges, etc.

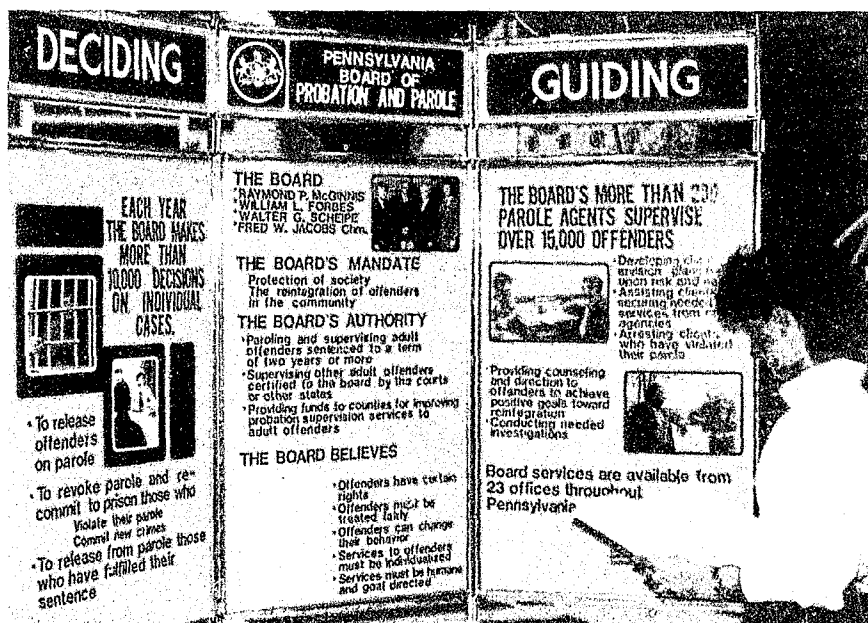
A display board was also prepared depicting the major Board functions of decision making and supervision of clients on probation and parole. In addition, the display gives general information about the Board and its members. The exhibit is being used to highlight the work of the Board at college/university career days, conferences, law days, seminars, etc.

- completed the development of new forms and revisions of other forms related to the program;
- coordinated two training sessions for supervisors of the Bureau of Supervision on managing more effectively the workload component and the use of the new forms;
- coordinated with the Director of Management Information the development of the workload component and the use of a computer intern working on the program; and
- monitored field offices on the proper use of the program components.

The implementation of the four program components has been satisfactory, and only the workload component is yet to be completed. Early in 1985 it is anticipated that all components will be completed and the oversight of the program will be transferred to the Bureau of Supervision staff. Recommendations will be prepared for some modifications to the program and for its ongoing operations. These recommendations and a final project report will be submitted to the Board for their approval which will mark the completion of the project.

Near the end of the year, plans were developed for two new projects which will take major time of the executive assistant in 1985. The Board's initial three-year accreditation with the Commission on Accreditation for Corrections will expire in 1985 and some preparatory work has already been done for a reaccreditation audit to take place in May/June of 1985. The executive assistant will serve as accreditation manager for this project. Because of the ongoing changes to Board operations and procedures caused by court opinions, etc., the Board's operating manual is constantly changing. Preliminary work was done during the year on changing the manual format to accommodate these changes more easily and to use the Board's word processing capabilities for its production in an effort to save staff time in the updating of the manual. Coordination of the complete updating of the manual will be a high priority in 1985.

Ongoing responsibilities of the office include serving as the public relations and public information officer for the Board. The executive assistant responded to more than 100 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 monthly newsletter for all employees was prepared and distributed, the Annual Report



A Shippensburg University student examines materials at the Board's exhibit displayed at a student career day at the university.

The executive assistant continued giving overall supervision to the implementation of the Board's participation in the National Institute of Corrections (NIC) Model Probation and Parole Management Program. As project director, the executive assistant:

- managed the use of the \$15,000 NIC Program grant;
- coordinated the activities of the project planning team;
- completed the training of all agents and supervisors on the Client Management Classification system;

was edited and numerous materials were distributed to the Governor's Office, the legislature, various governmental agencies, and the general public. This office was also responsible for the coordination of the participation of thirty-five (35) 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. The executive assistant also gives day-to-day oversight to the Division of Staff Development, particularly with the acting director of the Division. Approvals for all in-service and out-service trainings are also processed by the executive assistant.

New Courses Offered by Staff Development

Throughout the year, the Division of Staff Development continued its primary function developing and offering a curriculum of in-service training programs. Programs are developed for all levels of the Board's staff and personnel from county probation departments. In addition to such mainstays as "Probation and Parole Law" and "Interviewing Skills", new courses were offered to meet perceived needs and interests. Trainings such as "Women in Criminal Justice", "The Rights of Probationers and Parolees Under Pennsylvania Law", and "The Future of Probation and Parole Supervision" reflect efforts to enhance curriculum variety while

addressing specific concerns. Recognizing the importance of following proper procedures to safely arrest and transport clients who have violated parole, the basic "Arrest and Transportation" course was made mandatory for all agents. Ten (10) offerings of the course were added to the curriculum for 1984-85, six of which were given by the end of the year with 92 participants.

Continuing its support of the NIC Model Probation and Parole Management Program, the division offered two new courses. "Techniques of Supervision by CMC Category" and "Development and Application of Supervision Plans" were specifically designed to address areas significant to agency-wide program integration. In addition, the division continued its support of the NIC Program's completion of training of all parole agents and supervisors on the use of the Client Management Classification interview and client supervision plans.

A total of seventy-one (71) courses were offered through the division's curriculum. Board staff, county probation staff, and staff from related organizations participating in these courses for a total of 2,684 training days. In addition, 315 persons received training related to the NIC Model Program.

Evaluations from course participants for the courses overall were very good. Feedback and recommendations from participants serve, in part, to shape future programming direction and keep the professional needs of staff in focus.

EEP 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.

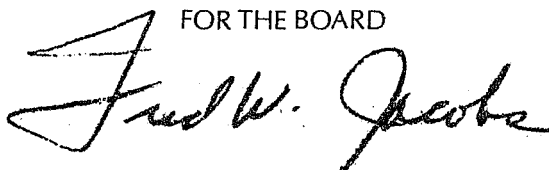
The agency shall not discriminate on the basis of handicap (pursuant to Sections 503 and 504 of the Federal Rehabilitation Act of 1973) in the opportunity to participate in, or benefit from, any aid, benefit, or service provided by the agency, nor does it provide services to the handicapped that are 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. 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 17120.

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 16, 1984

THE PENNSYLVANIA BOARD OF PROBATION AND PAROLE IS AN EQUAL OPPORTUNITY EMPLOYER

FINANCIAL SUMMARIES AND ORGANIZATIONAL CHART

EXPENDITURES BY APPROPRIATION

	Fiscal Year 1983-1984
GENERAL GOVERNMENT OPERATIONS	
General Appropriation	\$17,586,531
Federal Funds	20,719
Total Expenditures	\$17,607,250

GENERAL GOVERNMENT EXPENDITURES

Salaries and Employee Benefits	\$15,061,503
Operational Expenses	2,316,948
Furniture and Equipment	228,799
Total Expenditures	\$17,607,250

FEDERAL FUNDS EXPENDITURES BY CATEGORY

National Institute of Corrections Grants	\$ 20,719
Total Expenditures	\$ 20,719

GRANTS AND SUBSIDIES FUNDS ADMINISTERED BY THE BOARD

(Improvement of County Adult Probation Services)

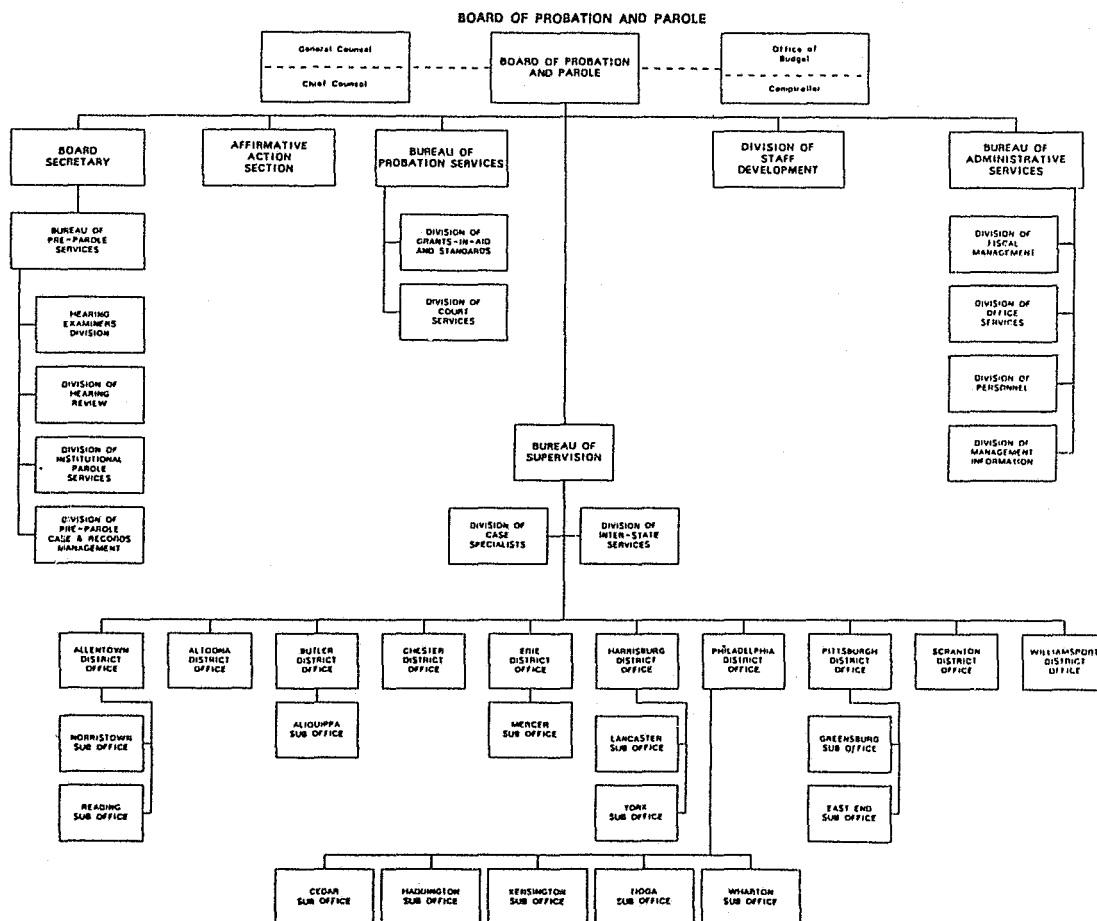
General Appropriation	\$ 3,084,574
Total Expenditures	\$ 3,084,574

STATE FUNDS

Fiscal Year	General Government	Improvement of County Adult Probation Services	Total
1975-1976	\$ 7,345,973	\$1,526,000	\$ 8,871,973
1976-1977	9,023,930	1,679,000	10,702,930
1977-1978	9,736,718	1,763,000	11,499,718
1978-1979	10,787,935	1,763,000	12,550,935
1979-1980	14,551,333	1,773,000	16,324,333
1980-1981	14,982,214	2,000,000	16,982,214
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

FEDERAL GRANTS AWARDED TO THE BOARD

Fiscal Year	Federal Safe Street Act (LEAA) Grants Amount	No.	National Institute of Corrections Grants Amount	No.
1969-70	\$ 112,861	4		
1970-71	478,965	8		
1971-72	1,638,779	11		
1972-73	1,797,699	11		
1973-74	4,168,516	10		
1974-75	3,725,907	7		
1975-76	2,913,067	6		
1976-77	2,816,128	5		
1977-78	737,858	4		
1978-79	217,295	4	\$ 99,432	3
1979-80	—	—	62,408	3
1980-81	161,342	2	—	—
1981-82	—	—	—	—
1982-83	—	—	34,271	2
1984-84	—	—	—	—
Totals	\$18,768,417	72	\$196,111	8



PROGRAM STATISTICS

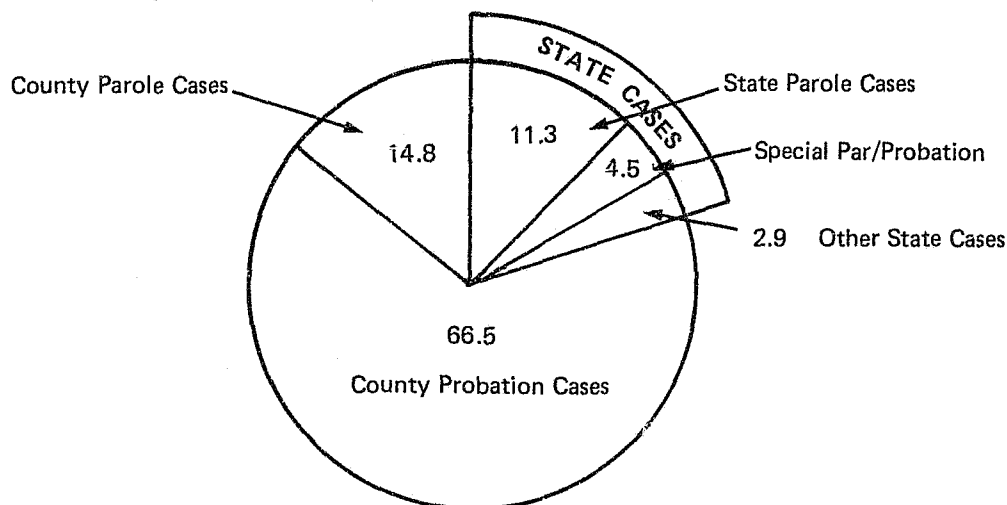
This statistical compendium is designed to provide an overview of operations of the Pennsylvania Board of Probation and Parole from a perspective of work outputs and program effectiveness. A general summary of statistics and trends has been developed below to highlight agency operational performance.

SUMMARY OF STATISTICS AND TRENDS

Pennsylvania's community based correctional system had 81,881 offenders on probation or parole at the end of fiscal year 1983-84. Of this total, 15,314 (approximately 19%) were receiving supervision services directly from the Pennsylvania Board of Probation and Parole.

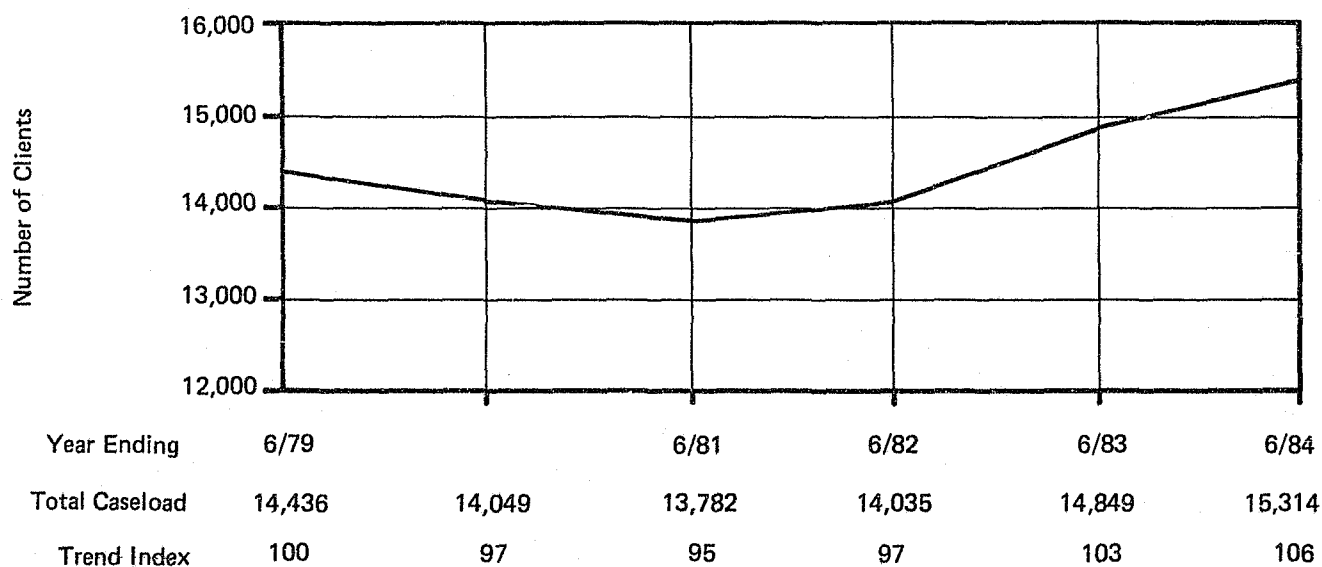
A. SUMMARY OF POPULATION GROWTH AND TRENDS

1. Total Offenders Under Supervision in Pennsylvania



The chart above 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. Included are: clients paroled from Pennsylvania state and county institutions on state sentences; clients received from the county courts as special probation and parole cases; and clients sentenced by other states, but residing in Pennsylvania under the Interstate Compact.

2. Trends in Total Caseload Under Board Supervision



Total caseload size under Board supervision has continued to grow within the last three years, revealing an 11% increase since June, 1981 when caseload size was at its lowest.

3. Geographical Distribution of Caseload by District Office

Districts	White		Non-White		Total Supervised
	Number	Percent	Number	Percent	
Philadelphia	951	20.3	3,727	79.7	4,678
Pittsburgh	1,355	53.4	1,183	46.6	2,538
Harrisburg	1,134	71.4	454	28.6	1,588
Scranton	807	95.8	35	4.2	842
Williamsport	547	95.0	29	5.0	576
Erie	1,035	85.8	171	14.2	1,206
Allentown	1,222	72.9	454	27.1	1,676
Butler	567	87.0	85	13.0	652
Altoona	608	92.8	47	7.2	655
Chester	605	67.0	298	33.0	903
Agency Totals	8,831	57.7	6,483	42.3	15,314

A geographical distribution by the Board's districts and a comparison of white versus non-white clientele are presented simultaneously in the table above. At the end of FY 1983-84, the offender population under Board supervision was 7.5% female.

B. SUMMARY OF PROGRAM OUTPUT

1. Board Actions for Individual Cases – July 1, 1983 to June 30, 1984

Type of Case Decision	Grant Parole Reparole	Refuse Parole Reparole	Declare Absconder	Recommit	Continue on Parole	Misc.*	Total
Number	3,539	1,257	577	1,668	597	3,671	11,309 [†]
Percent of Total	31%	11%	5%	15%	5%	33%	100%

* Included are Board actions on special commutation cases, final discharges on SCIC sentences, closed cases, returns from parole, continued or withdrawn cases, detained pending criminal charges, etc.

Major categories of Board case decisions and their percentage of the total are shown above. The total of 11,309 Board actions represents individual case decisions made directly by a majority vote of the Board. An additional 2,607 cases were accepted during the year as special parole and probation cases, referred by county judges for Board supervision. Thus, there were a total of 13,916 cases for which actions were taken during the year.

2. Interviews and Hearings Conducted by Board Members and Hearing Examiners – July 1, 1983 to June 30, 1984

Conducted By	PAROLE RELEASE INTERVIEWS				VIOLATION HEARINGS			
	Parole	Reparole	Review*	Total	1st Level	2nd Level	Full Board	Total
Board Members	2,672	103	1,536	4,311	0	0	623	623
Hearing Examiners	1,578	11	460	2,049	1,566	1,564	0	3,130
Totals	4,250	114	1,996	6,360	1,566	1,564	623	3,753

* Review interviews are held for those clients previously refused parole or rep parole.

The above table reflects the type of interviews and hearings conducted and identifies those held by Board members and hearing examiners. The figures reveal that 68% of the total parole release interviews were conducted by Board members, and their participation in violation hearings was limited to "Full Board Hearings". These hearings require the attendance of three Board members, and constitute approximately 17% of the total hearings.

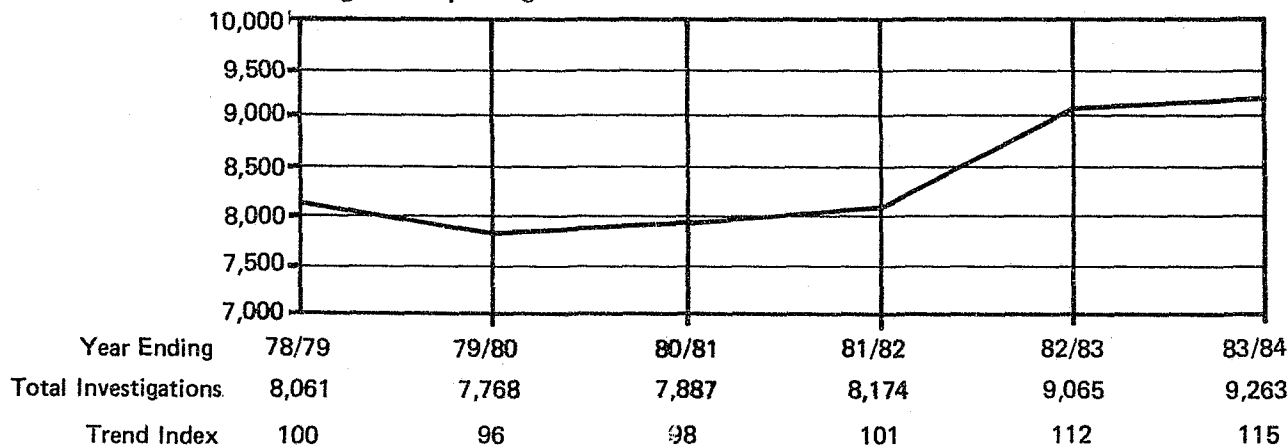
Hearing examiners employed by the Board conduct a variety of first and second level hearings. The first level hearings are held to determine whether there is probable cause to believe that a parole violation was committed or, in the case of criminal charges, should the client be detained pending disposition of the charges. Second level hearings determine whether or not to revoke parole, using a preponderance standard of evidence, and/or new conviction to make that determination.

3. Parole Agent Caseloads

Year Ending	6/79	6/80	6/81	6/82	6/83	6/84
Number of Parole Agents.	228	221	216	207	202	204
Index	100	97	95	91	89	89
Average Caseload.	63.3	63.6	63.8	67.8	73.5	75.1
Index	100	100	101	107	116	119

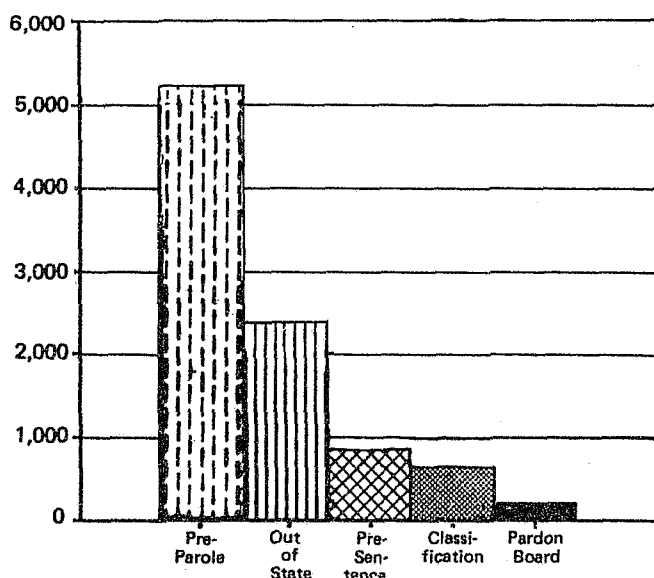
The changes in the number of parole agents and average caseload per agent are shown in the table above. As of June 1984, there were 204 parole agents carrying an average caseload of 75. This compares to 228 agents supervising an average caseload of 63 clients in June, 1979. Average caseload size does not take into account workload factors, such as investigative reports. When equivalent workload units are added to the caseload averages, the average workload per agent was 80.5 in June 1984.

4. Trends in Total Investigative Reporting



The graph above reveals the 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, pre-sentence reports, classification summaries, out-of-state reports, and reports for the Board of Pardons.

5. Breakdown of Types of Investigative Reports – July 1, 1983 to June 30, 1984



The graph above reveals the predominance of pre-parole investigations as compared to the other four types of investigations.

C. SUMMARY OF PROGRAM PERFORMANCE

Parole outcome and the employment status of clients are important measures of program effectiveness.

1. Parole Outcome for Clients Released in 1981 and 1982 After One Year Follow-Up

	1981		1982	
	No.	Percent	No.	Percent
Successful cases	1,225	81.4%	2,430	70.8%
Recommitted to Prison	240	15.9%	833	24.3%
Absconded Supervision	40	2.7%	167	4.9%
TOTALS	1,505	100.0%	3,430	100.0%

The 1981 cohort data reflects a 50% sample population.

The success rate during this period has decreased by 10.6% over last year.

2. Client Employment Status Annual Comparisons

Employment Status	October, 1983		June, 1984	
	Number	Percent	Number	Percent
Total Able to Work	10,764	76.3%	10,246	77.5%
Employed Full or Part Time	7,091	65.9%	6,789	66.3%
Unemployed	3,673	34.1%	3,457	33.7%
Total Unable to Work	3,339	23.7%	2,969	22.5%
Total Reporting	14,103	100.0%	13,215	100.0%

Unemployment among probationers and parolees who were able to work statewide remained approximately the same at 34% in 1982 and 1983. Highest unemployment among available offenders in the labor force was found in the Pittsburgh district, where 46% of those able to work were unemployed.

Detailed statistical data tables have been developed to provide more comprehensive information on agency operations and program performance. These tables provide details on parole decision making, supervision population characteristics, supervision activity and output, and supervision program performance. Copies of these tables, or additional information may be obtained from the Division of Management Information, P.O. Box 1661, Harrisburg, PA. 17120, telephone (717)787-5988.

STATISTICAL DATA DETAILS

Statistical data details have been developed to provide more comprehensive information on agency operations and program performance. Tables were prepared to cover in depth the technical functions and processes of state probation and parole services. Contact the Division of Management Information at P.O. Box 1661, Harrisburg, PA 17120, (717)787-5988, for additional information or questions concerning these tables.

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A. PAROLE DECISION MAKING

Board decision making encompasses three general types of decisions: parole decisions, revocation decisions, and supervision decisions. **Table 1** provides a breakdown of Board case decisions in terms of the actions taken, i.e., the type of decision rendered. Total Board actions for FY 1983-84 were 11,309 in comparison to 10,979 the previous fiscal year. In addition, there were 2,607 special probation/parole cases assigned by the courts and accepted by the Board for supervision. Included in the 2,607 cases were 402 Accelerated Rehabilitation Disposition (ARD) cases and Probation Without Verdict (PWV) cases. These cases are probation options available to the first time offender.

A definition of each Board action listed in Table 1 is shown below.

Parole Granted refers to those clients who were interviewed by the Board at the expiration of their minimum sentence and were released.

Parole Refused refers to those clients who were interviewed by the Board at the expiration of their minimum sentence and were denied release.

Reparole Granted refers to parole violators who were reviewed by the Board after serving additional time in prison for parole violation(s) and were released.

Reparole Refused refers to parole violators who were reviewed by the Board after serving additional time in prison for parole violation(s) and were denied release.

Special Commutation Cases refers to clients supervised by the Board and subsequently recommended commutation to the Governor through the Board of Pardons.

Final Discharges on SCIC Sentences refers to clients on indeterminate sentences to the State Correctional Institution at Camp Hill who were granted final discharge by the Board.

Reinstated or Continued on Parole refers to clients reinstated or continued on parole which had been detained by a Board warrant before the disposition of the technical or criminal charges.

Declared Absconders refers to clients whose whereabouts are unknown and warrants were issued for their arrest. It also pertains to clients who have nearly completed their maximum sentence having criminal charges pending, in order to provide administrative control

to delay release from the sentence until final disposition of charges for further Board action.

Case Closed refers to clients for whom the Board took action to close interest because of a new arrest or conviction near the client's maximum expiration date, or because of a delinquency status in excess of one year past the client's maximum expiration date when there is no evidence of criminal activity.

Board Action to Return from Parole refers to clients who were under unconvicted technical or criminal violation status in another state and were returned from parole by Board action.

Board Action to Recommit to Prison (TPV) refers to clients who were recommitted to prison for violating the Conditions Governing Parole/Reparole.

Board Action to Recommit to Prison (CPV) refers to clients who were recommitted to prison for committing a new crime while on parole.

Continued or Withdrawn Cases refers to clients continued or withdrawn because parole plans were lacking or additional information was necessary before the client could be released on parole.

Detain Pending Criminal Charges refers to clients who were detained in prison awaiting the final disposition of criminal charges.

Miscellaneous Cases refers to Board actions taken on cases for miscellaneous reasons, such as, "reaffirm a previous Board action", "no change in status", and "establish a review date".

TABLE 1
CASE DECISIONS BY TYPE OF BOARD ACTION 1983-84

Types of Case Decision	1983 Third Quarter	1983 Fourth Quarter	1984 First Quarter	1984 Second Quarter	Total For FY 1983-84
Paroles Granted	876	788	921	845	3,430
Paroles Refused	318	264	345	318	1,245
Reparoles Granted	37	26	29	17	109
Reparoles Refused	3	1	2	6	12
Special Commutation Cases	12	12	7	2	33
Final Discharges on SCIC Sentences	3	0	0	0	3
Reinstated or Continued on Parole	161	144	151	141	597
Declared Absconders	128	149	147	153	577
Case Closed:					
New Offense	0	1	5	3	9
Delinquency Cancelled	10	17	13	14	54
Other, No Offense or Delinquency	14	14	15	11	54
Return to Prison from Parole	66	75	67	27	235
Subset Clients Detained in Other States	8	9	7	9	33
Recommit to Prison (TPV)	185	180	214	160	739
Recommit to Prison (CPV)	214	221	221	273	929
Continued or Withdrawn Cases	114	113	117	101	445
Detained Pending Criminal Charges	281	289	293	308	1,171
Miscellaneous Cases	442	375	476	374	1,667
QUARTERLY BOARD ACTION TOTALS	2,864	2,669	3,023	2,753	11,309
Special Probation/Parole Cases Assigned by Courts	526	617	773	691	2,607
Subset ARD	104	74	81	141	400
Subset PWV	1	1	0	0	2
TOTAL CASES ACTED UPON	3,390	3,286	3,796	3,444	13,916

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. Some hearings are a combination of technical and convicted violator proceedings. During FY 1983-84, there were 3,753 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 1983-84, there were 6,360 interviews. A majority (68%) were conducted by Board members and the remainder by hearing examiners.

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.

Initial Interview refers to young adult offenders with a general sentence, which lacks a minimum sentence date prior to the expiration of their maximum sentence. Such commitments carry a maximum sentence up to six years and are eligible for parole at any time.

TABLE 2
TYPES OF HEARINGS AND INTERVIEWS CONDUCTED BY
BOARD MEMBERS AND HEARING EXAMINERS DURING
FISCAL YEAR 1983-84

Hearings	Board Members	Hearing Examiners	Total	Percent
Preliminary	784	784	21%
Violation	802	802	21%
Preliminary/Detention	578	578	15%
Violation/Detention	22	22	1%
Detention	114	114	3%
Revocation	468	468	13%
Revocation/Violation	272	272	7%
Probable Cause Out-of-State	90	90	2%
Full Board	623	...	623	17%
TOTAL HEARINGS	623	3,130	3,753	100%
Interviews				
Parole	2,621	1,578	4,199	66%
Review	1,418	447	1,865	29%
Reparole	103	11	114	2%
Reparole Review	118	13	131	2%
Initial Interviews	51	...	51	1%
TOTAL INTERVIEWS	4,311	2,049	6,360	100%

Table 3 illustrates that the total number of interviews has increased by 23% during the last three years from 5,169 in FY 1981-82 to 6,360 in FY 1983-84. Violation hearings conducted in FY 1983-84 were 3,753. This represents a 10% increase in the number of hearings conducted since FY 1981-82.

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

Conducted By:	Parole Release Interviews				Violation Hearings			
	Parole	Reparole	Review	Total	First Level	Second Level	Full Board	Total
Board Members	2,672	103	1,536	4,311	623	623
Hearing Examiners . .	1,578	11	460	2,049	1,566	1,564	3,130
TOTAL 1983-84	4,250	114	1,996	6,360	1,566	1,564	623	3,753
Board Members	2,465	231	1,167	3,863	642	642
Hearing Examiners . .	1,694	58	438	2,190	1,486	1,405	2,891
TOTAL 1982-83	4,159	289	1,605	6,053	1,486	1,405	642	3,533
Board Members	2,119	543	1,009	3,671	614	614
Hearing Examiners . .	1,143	74	281	1,498	1,453	1,357	2,810
TOTAL 1981-82	3,262	617	1,290	5,169	1,453	1,357	614	3,424

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 72% of all parole interviews are held in state correctional institutions, with about 34% conducted in the Camp Hill and Rockview facilities.

TABLE 4
PAROLE INTERVIEWS BY INTERVIEW SITE — 1983-84

Interview Site	Parole		Review		Reparole		Reparole Review		Total Interviews	
	Board	Hearing Examiner	Board	Hearing Examiner	Board	Hearing Examiner	Board	Hearing Examiner	Number	Percent
SCI Camp Hill	608	192	428	118	5	4	2	1,357	21.3
SCI Dallas	337	175	12	20	544	8.6
SCI Graterford	426	36	156	11	36	71	5	741	11.7
SCI Huntingdon	334	2	173	19	13	541	8.5
SCI Muncy	145	13	79	5	1	2	245	3.9
SCI Pittsburgh	205	1	90	1	23	7	327	5.1
SCI Rockview	531	297	12	1	841	13.2
SRCF Greensburg	28	11	2	1	42	0.7
SRCF Mercer	58	85	18	9	170	2.7
County Prisons	712	221	4	5	942	14.8
Community Service Centers	400	45	445	7.0
District Offices	35	3	38	0.6
State Hospitals	27	28	1	56	0.9
Philadelphia House of Corrections	14	3	1	18	0.3
Treatment Facilities	26	1	27	0.4
Other	24	2	26	0.4
TOTAL	2,672	1,578	1,418	447	103	11	118	13	6,360	100.0

Table 5 details the county in which 3,130 hearings were held by hearing examiners in FY 1983-84, 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 — 1983-84

County	Preliminary	Preliminary/ Detention	Violation	Violation/ Detention	Detention	Revocation	Revocation Violation	Probable Cause Out-of-State	Total
Adams	2	1	4	2	1	1	11
Allegheny	103	20	86	1	4	55	29	6	304
Armstrong	5	3	5	13
Beaver	3	1	3	1	1	9
Bedford
Berks	42	8	28	1	2	18	4	2	105
Blair	7	1	7	1	1	...	17
Bradford	6	...	2	1	2	1	12
Bucks	6	26	9	1	2	6	9	...	59
Butler	4	2	2	2	...	2	1	...	13
Cambria	12	3	13	5	4	...	37
Cameron
Carbon	1	1	1	3
Centre	8	...	10	5	23
Chester	7	15	8	...	2	13	5	...	50
Clarion	1	...	1	2
Clearfield	4	1	11	5	21
Clinton	4	...	9	5	...	1	19
Columbia	2	...	2	1	2	1	8
Crawford	9	2	3	2	2	18
Cumberland	15	2	27	33	10	1	88
Dauphin	45	5	18	1	2	12	4	4	91
Delaware	14	36	21	2	1	8	12	1	95
Elk	2	2
Erie	21	9	31	3	2	9	2	3	80
Fayette	15	2	8	1	1	2	29
Forest
Franklin	12	4	8	1	1	...	4	2	32
Fulton
Greene	...	1	2	...	1	1	1	...	6
Huntingdon	3	...	1	3	7
Indiana	2	2
Jefferson	3	...	1	4
Juniata	3	...	2	1	...	6
Lackawanna	15	1	8	...	1	10	2	1	38
Lancaster	20	6	10	...	1	2	3	4	46
Lawrence	2	1	1	1	2	3	1	1	12
Lebanon	4	...	10	1	1	10	...	1	27
Lehigh	14	15	19	...	7	19	3	4	81
Luzerne	30	...	26	14	...	2	72
Lycoming	23	...	24	...	1	8	6	1	63
McKean	2	1	1	...	1	1	...	1	7
Mercer	11	2	14	1	28
Mifflin	4	...	1	...	1	6
Monroe	1	1	2	2	...	2	8
Montgomery	36	20	173	1	2	76	92	3	403
Montour	1	...	1	1	...	1	4
Northampton	11	8	12	...	2	8	4	1	46
Northumberland	6	...	8	5	2	...	21
Perry	2	2
Philadelphia	199	372	121	...	76	80	55	29	932
Pike
Potter
Schuylkill	5	2	6	2	...	7	2	...	24
Snyder	1	1
Somerset	10	2	9	4	2	1	28
Sullivan
Susquehanna	1	1	2
Tioga	6	...	5	2	...	1	14
Union
Venango	1	...	5	3	9
Warren	1	...	3	1	...	1	6
Washington	8	...	2	1	...	3	1	...	15
Wayne	1	2	3
Westmoreland	8	...	4	2	1	1	16
Wyoming
York	11	5	10	2	1	14	2	5	50
TOTAL	784	578	802	22	114	468	272	90	3,130

Table 6 demonstrates that there were 4,796 inmates considered for parole or reparole in FY 1983-84. Approximately 72% of the inmates who were considered, were from state correctional institutions.

**TABLE 6
INMATES CONSIDERED FOR PAROLE AND REPAROLE
BY STATE CORRECTIONAL INSTITUTION FOR
FISCAL YEAR 1983-84**

Institution	Parole/Reparole Considerations		Institution	Parole/Reparole Considerations	
	Number	Percent		Number	Percent
State Correctional Institutions:					
Pittsburgh	276	5.8	Mercer Correctional Facility	197	4.1
Graterford	520	10.8	Philadelphia County Prison	37	0.8
Rockview	681	14.2	Other County Prisons	826	17.2
Huntingdon	405	8.4	Philadelphia CSC	126	2.6
Dallas	453	9.4	Other CSC's	287	6.0
Camp Hill	704	14.7	State Hospitals	45	0.9
Muncy	187	3.9	Out-of-State	1	0.1
Greensburg Correctional Facility . . .	51	1.1	Total Inmates Considered	<u>4,796</u>	<u>100.0</u>

Table 7 indicates that 3,539 or 74% of the 4,796 inmates in FY 1983-84 were granted parole or reparole.

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

Fiscal Year	Parole		Reparole		Percent of Total Granted
	Considered	Granted	Considered	Granted	
1978/1979	3,633	2,834	703	585	79%
1979/1980	3,481	2,784	613	523	81%
1980/1981	3,797	2,964	695	645	80%
1981/1982	3,863	3,063	712	626	81%
1982/1983	4,412	3,451	282	265	79%
1983/1984	4,675	3,430	121	109	74%

Table 8 shows the distribution of 3,722 cases paroled and reparaed during FY 1983-84 by major offense category and major race category. Inmates paroled to detainer sentences are not included in the totals. White is defined as Caucasian and English speaking, while non-white includes all other persons. Approximately 43% of the inmates paroled were serving sentences for robbery or burglary.

**TABLE 8
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	87	16	137	39	279	7.5%
Assault including VUFA	151	21	139	25	336	9.0%
Robbery	202	54	410	110	776	20.8%
Burglary	441	96	223	61	821	22.1%
Drug Law Violation	149	11	79	14	253	6.8%
Theft, RSP.	265	31	167	19	482	13.0%
Forgery & Fraud	51	13	23	6	93	2.5%
Rape	45	10	74	16	145	3.9%
Other Sex Offenses	58	3	22	8	91	2.4%
Arson	42	8	14	2	66	1.8%
Other Type Offense	239	27	98	16	380	10.2%
TOTAL	<u>1,730</u>	<u>290</u>	<u>1,386</u>	<u>316</u>	<u>3,722</u>	<u>100.0%</u>

B. SUPERVISION POPULATION CHARACTERISTICS

This section will focus on demographics of the Board's caseload population. This population consists of Pennsylvania cases, special probation and parole cases, and other states' cases residing in Pennsylvania. Pennsylvania cases include parolees released to Board supervision. 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. Included in this section are case additions and deletions to the Pennsylvania caseload, and a breakdown of case additions by instant offense; distributions of other states' cases residing in Pennsylvania and Pennsylvania cases residing in other states; sex and racial category of the total caseload; and average caseload size based on the number of parole agents carrying a caseload.

Table 9 depicts Pennsylvania's processing of cases during FY 1983-84 in a balance sheet format. Throughout the year there were 5,502 case additions and 5,004 case deductions.

TABLE 9
PENNSYLVANIA CASELOAD PROCESSING DURING — 1983-84

Clients Under Jurisdiction July 1, 1983	13,824
Case Additions During FY 1983-84:	
Released on Parole	3,116
Released on Reparole	606
Special Probation Cases	1,332
Special Parole Cases	448
Miscellaneous Additions	0
TOTAL CASE ADDITIONS	<u>5,502</u>
Case Deductions During FY 1983-84:	
Recommitted Technical Parole Violators	567
Recommitted Convicted Parole Violators	894
County Revocations	163
Final Discharges	3,289
Death	83
Miscellaneous Deductions	8
TOTAL CASE DEDUCTIONS	<u>5,004</u>
Clients Under Jurisdiction June 30, 1984	<u>14,322</u>

Table 10 displays a three-year trend of Pennsylvania caseload processing. The rate of additions, as well as deductions, increased slightly in the last year.

TABLE 10
THREE-YEAR TREND IN CASELOAD PROCESSING

	1981-82	1982-83	1983-84
Clients Under Jurisdiction at Beginning of FY	13,138	13,164	13,824
Additions:			
Parole/Reparole	3,336	3,659	3,722
Special Probation/Parole	1,661	1,617	1,780
Miscellaneous Additions	1	14	0
TOTAL ADDITIONS	<u>4,998</u>	<u>5,290</u>	<u>5,502</u>
Deductions:			
Recommits/Revocations	1,497	1,483	1,624
Final Discharges/Death	3,475	3,147	3,372
Miscellaneous Deductions	0	0	8
TOTAL DEDUCTIONS	<u>4,972</u>	<u>4,630</u>	<u>5,004</u>
Clients Under Jurisdiction at End of FY	13,164	13,824	14,322

Table 11 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 three years to 15,314, showing a growth rate of 11% since June 1981, when caseload size was at its lowermost. All but two districts, Pittsburgh and Allentown, showed an increase in the total caseload. This increase in caseload size is caused by the combined increase in Pennsylvania Parole Cases and Other States' Cases during the last three fiscal years.

TABLE 11
TRENDS IN CASELOAD BY LEGAL TYPE OVER SIX FISCAL YEARS

District Office		Pennsylvania Parole Cases		Special Probation/ Parole Cases		Other States' Cases		Total Caseload	
		No.	Index	No.	Index	No.	Index	No.	Index
Philadelphia	1978-79	3,222	100	596	100	462	100	4,280	100
	1979-80	3,247	101	512	86	466	101	4,225	99
	1980-81	3,185	99	463	78	486	105	4,134	97
	1981-82	3,276	102	448	75	564	122	4,268	100
	1982-83	3,511	109	429	72	637	138	4,577	107
	1983-84	3,662	114	353	59	663	144	4,678	109
Pittsburgh	1978-79	1,288	100	1,616	100	245	100	3,149	100
	1979-80	1,256	98	1,485	92	231	94	2,972	94
	1980-81	1,256	98	1,319	82	251	102	2,826	90
	1981-82	1,229	95	1,169	72	246	100	2,644	84
	1982-83	1,190	92	1,174	73	268	109	2,632	84
	1983-84	1,173	91	1,105	68	260	106	2,538	81
Harrisburg	1978-79	898	100	186	100	217	100	1,301	100
	1979-80	893	99	173	93	224	103	1,290	99
	1980-81	912	102	154	83	246	113	1,312	101
	1981-82	968	108	131	70	293	135	1,392	107
	1982-83	981	109	140	75	311	143	1,432	110
	1983-84	1,087	121	151	81	350	161	1,588	122
Scranton	1978-79	338	100	264	100	94	100	696	100
	1979-80	324	96	260	98	57	61	641	92
	1980-81	336	99	204	77	59	63	599	86
	1981-82	348	103	252	95	85	90	685	98
	1982-83	379	112	271	103	111	118	761	109
	1983-84	450	133	283	107	109	116	842	121
Williamsport	1978-79	235	100	70	100	57	100	362	100
	1979-80	295	126	61	87	78	137	434	120
	1980-81	308	131	59	84	88	154	455	126
	1981-82	336	143	52	74	88	154	476	131
	1982-83	364	155	80	114	96	168	540	149
	1983-84	394	168	72	103	110	193	576	159
Erie	1978-79	379	100	322	100	62	100	763	100
	1979-80	393	104	384	119	74	119	851	112
	1980-81	449	118	387	120	79	127	915	120
	1981-82	490	129	370	115	91	147	951	125
	1982-83	396	104	551	171	115	186	1,062	139
	1983-84	381	101	747	232	78	126	1,206	158
Allentown	1978-79	1,078	100	325	100	252	100	1,655	100
	1979-80	1,048	97	292	90	242	96	1,582	96
	1980-81	1,037	96	247	76	245	97	1,529	92
	1981-82	1,047	97	206	63	300	119	1,553	94
	1982-83	1,220	113	164	51	319	127	1,703	103
	1983-84	1,159	107	194	60	323	128	1,676	101
Butler	1978-79	236	100	373	100	60	100	669	100
	1979-80	260	110	271	73	59	98	590	88
	1980-81	261	111	263	70	64	107	588	88
	1981-82	263	111	283	76	53	88	599	89
	1982-83	236	100	325	87	72	120	633	95
	1983-84	221	94	352	94	79	132	652	97
Altoona	1978-79	389	100	189	100	51	100	629	100
	1979-80	366	94	179	95	48	94	593	94
	1980-81	343	88	165	87	53	104	561	89
	1981-82	322	83	163	86	60	118	545	87
	1982-83	327	84	237	125	68	133	632	101
	1983-84	330	85	263	139	62	122	655	104
Chester	1978-79	440	100	227	100	265	100	932	100
	1979-80	411	93	245	108	215	81	871	93
	1980-81	409	93	243	107	211	80	863	93
	1981-82	410	93	222	98	270	102	902	97
	1982-83	420	96	182	80	275	104	877	94
	1983-84	421	96	150	66	332	125	903	97
Agency Total	1978-79	8,503	100	4,168	100	1,765	100	14,436	100
	1979-80	8,493	100	3,862	93	1,694	96	14,049	97
	1980-81	8,496	100	3,504	84	1,782	101	13,782	95
	1981-82	8,689	102	3,296	79	2,050	116	14,035	97
	1982-83	9,024	106	3,553	85	2,272	129	14,849	103
	1983-84	9,278	109	3,670	88	2,366	134	15,314	106

Table 12 gives a distribution of the total caseload within each district by the demographic characteristics of sex and race. As of June, 1984, 42% of the total caseload population was classified as non-white. Approximately 92% or 14,165 of the total 15,314 cases were male, and the remainder 8% or 1,149 cases were female.

TABLE 12
TOTAL CASELOAD DISTRIBUTION BY OFFICE OF SUPERVISION,
SEX OF OFFENDER, AND MAJOR RACIAL CATEGORY EFFECTIVE JUNE, 1984

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	
	White	Non-White	White	Non-White	White	Non-White	White	Non-White	Male	Female	Male	Female	Male	Female	
Philadelphia.....	628	3,237	30	120	263	306	30	64	891	60	3,543	184	4,434	244	4,678
Pittsburgh.....	1,077	1,020	77	104	166	51	35	8	1,243	112	1,071	112	2,314	224	2,538
Harrisburg.....	765	378	58	37	277	34	34	5	1,042	92	412	42	1,454	134	1,588
Scranton.....	656	29	47	1	97	4	7	1	753	54	33	2	786	56	842
Williamsport.....	412	21	30	3	88	5	17	0	500	47	26	3	526	50	576
Erie.....	857	145	108	18	67	7	3	1	924	111	152	19	1,076	130	1,206
Allentown.....	869	376	78	30	242	41	33	7	1,111	111	417	37	1,528	148	1,676
Butler.....	448	75	46	4	63	4	10	2	511	56	79	6	590	62	652
Altoona.....	510	40	38	5	56	2	4	0	566	42	42	5	608	47	655
Chester.....	313	237	13	8	253	46	26	7	566	39	283	15	849	54	903
AGENCY TOTAL.....	6,535	5,558	525	330	1,572	500	199	95	8,107	724	6,058	425	14,165	1,149	15,314

Table 13 provides a distribution of the active Pennsylvania parole population by length of supervision until maximum parole expiration. Within five years, over three-fourths of the parole population will reach their maximum expiration from street supervision assuming no difficulties occur. Approximately 2.5% or 250 clients were on parole serving life sentences.

TABLE 13
DISTRIBUTION OF OCTOBER, 1984 PENNSYLVANIA PAROLE
POPULATION BY LENGTH OF SUPERVISION
UNTIL MAXIMUM PAROLE EXPIRATION

	Number	Relative Percent	Cumulative Percent
0 to 1 year	2,195	22.2	22.2
1.1 to 2 years	2,129	21.6	43.8
2.1 to 3 years	1,512	15.3	59.1
3.1 to 4 years	990	10.0	69.1
4.1 to 5 years	648	6.6	75.7
5.1 to 10 years	1,602	16.2	91.9
10.1 to 15 years	437	4.4	96.3
Greater than 15 years	122	1.2	97.5
Life	250	2.5	100.0
TOTAL	9,885	100.0	

Table 14 illustrates the number of parole agents and average caseload by district. As of June, 1984, there were 204 parole agents carrying an average caseload of 74 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 14
NUMBER OF AGENTS AND AVERAGE CASELOAD
BY DISTRICT OFFICE, EFFECTIVE JUNE 30, 1984**

Districts	Total Caseload End of Month	Number of Agents For Month	Average Caseload Per Agent
Philadelphia	4,678	61 *	76.7
Pittsburgh.	2,538	37	68.6
Harrisburg	1,588	19	83.6
Scranton	842	10	84.2
Williamsport	576	8	72.0
Erie	1,206	15	80.4
Allentown.	1,676	24	69.8
Butler	652	9	72.4
Altoona	655	9	72.8
Chester	903	12	75.3
AGENCY TOTAL	15,314	204	75.1

* Includes one supervisor carrying a caseload of over 30 clients.

Table 15 demonstrates average monthly agent supervision contacts by type and district as of June, 1984. Overall, there was an average of 16.7 office client contacts per month, 41.4 field client contacts per month, and 81.3 collateral contacts per month. Collateral contacts are made with people with whom the client has special contact, such as family, relatives, friends, and employers.

**TABLE 15
AVERAGE MONTHLY AGENT SUPERVISION CONTACTS BY TYPE AND DISTRICT**

District	Average Office Client Contacts Per Agent	Average Field Client Contacts Per Agent	Average Field Client Contacts Per Client	Average Collateral Contacts Per Agent
Philadelphia	30.4	27.0	.35	69.4
Pittsburgh.	8.5	45.5	.66	76.9
Harrisburg	16.3	44.4	.53	66.3
Scranton	9.0	52.2	.62	116.2
Williamsport	28.0	43.5	.60	96.8
Erie	14.1	58.5	.73	110.2
Allentown.	8.1	50.8	.73	87.0
Butler	11.6	44.8	.62	87.1
Altoona	5.9	58.4	.80	129.9
Chester	3.8	31.6	.42	50.8
AGENCY	16.7	41.4	.55	81.3

Table 16 shows the cooperative exchange of supervision between Pennsylvania state cases and other states' cases through the Interstate Compact. As of June, 1984, the Board accepted 2,366 cases from other states and exported 1,374 cases. The majority of out-of-state cases residing in Pennsylvania are from the states of New Jersey, Maryland, Florida, and New York. In addition, there were 1,521 county probation cases being supervised in other states as of October, 1984. These cases do not come under the Board's jurisdiction, but are administratively controlled by the Board's Interstate Compact Office.

TABLE 16
EXCHANGE OF SUPERVISION BETWEEN STATES — JUNE 1984

State	Out-of-State Cases Residing in Pennsylvania	Pennsylvania Cases Residing in Other States	Net Flow Between Import and Export of Supervision Service	State	Out-of-State Cases Residing in Pennsylvania	Pennsylvania Cases Residing in Other States	Net Flow Between Import and Export of Supervision Service
Alabama	7	12	- 5	Nevada	13	8	+ 5
Alaska	5	1	+ 4	New Hampshire...	5	1	+ 4
Arizona	11	23	- 12	New Jersey	610	192	+418
Arkansas	7	1	+ 6	New Mexico	6	4	+ 2
California	54	59	- 5	New York	200	126	+ 74
Colorado	16	16	. . .	North Carolina...	52	40	+ 12
Connecticut	9	20	- 11	North Dakota	1	- 1
Delaware	154	29	+125	Ohio	71	115	- 44
Florida	239	106	+133	Oklahoma	7	15	- 8
Georgia	53	14	+ 39	Oregon	4	6	- 2
Hawaii	5	. . .	+ 5	Rhode Island	4	3	+ 1
Idaho	3	. . .	+ 3	South Carolina...	26	30	- 4
Illinois	10	22	- 12	South Dakota
Indiana	4	8	- 4	Tennessee	21	9	+ 12
Iowa	5	. . .	+ 5	Texas	129	40	+ 89
Kansas	7	5	+ 2	Utah	3	2	+ 1
Kentucky	13	4	+ 9	Vermont	2	. . .	+ 2
Louisiana	10	13	- 3	Virginia	91	52	+ 39
Maine	3	3	. . .	Washington	12	10	+ 2
Maryland	379	92	+287	Washington, D.C. .	11	10	+ 1
Massachusetts ...	22	23	- 1	West Virginia	16	22	- 6
Michigan	21	28	- 7	Wisconsin	5	6	- 1
Minnesota	5	2	+ 3	Wyoming	3	. . .	+ 3
Mississippi	5	6	- 1	Federal	71	- 71
Missouri	15	11	+ 4	Other*	11	111	-100
Montana	1	1	. . .	Total	<u>2,366</u>	<u>1,374</u>	<u>+992</u>
Nebraska	1	1	. . .				

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

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 measured by average workload. This section on supervision activity and output introduces the other work functions performed by parole agents.

Table 17 shows that the total number of supervision reports completed for FY 1983-84 was 53,442. These supervision reports include: initial supervision reports, regular supervision reports, arrest reports, parole violation summaries, and miscellaneous reports.

TABLE 17
TOTAL SUPERVISION REPORTS COMPLETED BY TYPE AND DISTRICT
FOR FISCAL YEAR 1983-84

District	Initial Supervision	Regular Supervision	Arrest Report	Parole Violation Summaries	All Other Reports	Total
Philadelphia. .	947	7,290	2,219	1,223	3,370	15,049
Pittsburgh. . .	682	4,066	1,285	578	2,253	8,864
Harrisburg. . .	552	2,564	591	300	2,060	6,067
Scranton. . . .	355	1,421	396	166	924	3,262
Williamsport .	209	928	197	140	370	1,844
Erie.	764	1,874	311	139	555	3,643
Allentown. . .	576	3,325	676	513	2,163	7,253
Butler.	256	1,085	232	88	458	2,119
Altoona. . . .	252	1,150	269	45	378	2,094
Chester. . . .	355	1,468	331	146	947	3,247
TOTAL.	4,948	25,171	6,507	3,338	13,478	53,442

Table 18 displays total investigations completed within each district. There are five types of investigations: pre-parole reports, pre-sentence reports, out-of-state reports, classification summaries and reports for the Board of Pardons. Out of the total 9,263 investigative reports completed, approximately 56% were pre-parole reports.

TABLE 18
TOTAL INVESTIGATIONS COMPLETED BY TYPE AND DISTRICT
FOR FISCAL YEAR 1983-84

District	Pre-Parole	Pre-Sentence	Out-of-State	Classification Summaries	Pardon Board	Total
Philadelphia. .	1,592	0	412	2	40	2,046
Pittsburgh. . .	505	18	253	192	24	992
Harrisburg. . .	630	53	313	108	22	1,126
Scranton. . . .	415	64	169	109	6	763
Williamsport .	243	63	108	53	5	472
Erie.	300	290	73	65	2	730
Allentown. . .	1,002	25	525	56	18	1,626
Butler.	88	269	74	43	3	477
Altoona. . . .	172	157	47	114	4	494
Chester. . . .	257	12	247	18	3	537
TOTAL.	5,204	951	2,221	760	127	9,263

Table 19 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 1983-84. Terminations include final discharge due to completion of sentence, as well as revocations and deaths. A total of 5,004 state and county cases were terminated from Board supervision during FY 1983-84. Of this total, 4,932 clients served an average of 2.5 years under supervision. The remaining 72 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 adult male correctional institution was 3.1 years, as compared to 2.4 years for female offenders. Parolees released from county prisons were on parole supervision an average of 2.0 years before they were terminated.

TABLE 19
LENGTH OF SUPERVISION FOR PAROLEES RELEASED FROM
STATE INSTITUTIONS OR COUNTY PRISONS AND
SPECIAL PROBATIONERS DURING FY 1983-84

Length of Parole Supervision	Adult Male State Correctional Institution		Camp Hill		Muncy		County Prisons		County Jurisdictions		Total	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
1 year or Less	387	20.5	98	23.3	24	23.1	240	27.3	650	39.6	1,399	28.4
Over 1 to 2 years	485	25.7	140	33.3	41	39.4	312	35.5	421	25.6	1,399	28.4
Over 2 to 3 years	327	17.3	78	18.5	14	13.5	159	18.1	208	12.7	786	15.9
Over 3 to 4 years	229	12.1	42	10.0	12	11.5	69	7.9	101	6.2	453	9.2
Over 4 to 5 years	121	6.4	21	5.0	1	1.0	57	6.5	158	9.6	358	7.3
Over 5 to 6 years	77	4.1	11	2.6	4	3.8	16	1.8	37	2.3	145	2.9
Over 6 to 7 years	80	4.2	6	1.4	2	1.9	9	1.0	25	1.5	122	2.5
Over 7 years	181	9.6	25	5.9	6	5.8	16	1.8	42	2.6	270	5.5
TOTAL	1,887	100.0	421	100.0	104	100.0	878	100.0	1,642	100.0	4,932	100.0
Mean	3.1		2.5		2.4		2.0		2.0		2.5	
Median	2.2		1.8		1.7		1.6		1.4		1.7	

Table 20 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 71% of the parole case closures and 79% of the probation case closures had terminated supervision within three years.

TABLE 20
LENGTH OF SUPERVISION FOR PAROLE AND SPECIAL
PROBATION BY TYPE OF TERMINATION

	Length of Supervision									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.	Total		
Parole Case Closures											
1) Discharged at Max Date	362	498	337	201	129	68	61	176	1,832	3.1	2.2
2) Discharged at Death.	20	12	9	7	5	3	2	9	67	3.2	2.2
Total Successful Supervision . . .	382	510	346	208	134	71	63	185	1,899	3.1	2.2
Percent of Total Successful	20%	27%	18%	11%	7%	4%	3%	10%	100%		
1) Recommitted to Prison	367	468	232	144	66	37	34	43	1,391	2.2	1.7
Percent of Unsuccessful	26%	34%	17%	10%	5%	3%	2%	3%	100%		
Total Closed Cases	749	978	578	352	200	108	97	228	3,290	2.7	1.9
Percent of Total.	23%	30%	18%	11%	6%	3%	3%	7%	100%		
Probation Case Closures											
1) Discharged at Max Date	560	356	171	89	146	33	19	40	1,414	2.1	1.4
2) Discharged at Death.	5	2	4	0	3	0	2	0	16	2.6	2.3
Total Successful Supervision . . .	565	358	175	89	149	33	21	40	1,430	2.1	1.4
Percent of Total Successful	39%	25%	12%	6%	10%	2%	1%	3%	100%		
1) Recommitted to Prison	85	63	33	12	9	4	4	2	212	1.7	1.4
Percent of Unsuccessful	40%	30%	16%	6%	4%	2%	2%	1%	100%		
Total Closed Cases	650	421	208	101	158	37	25	42	1,642	2.0	1.4
Percent of Total.	40%	26%	13%	6%	10%	2%	1%	2%	100%		

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 21 provides aggregate parole outcome for sample populations of release cohorts during five calendar years. The percentage of successful cases represent clients who adjusted to living in the community without criminal difficulty during the follow-up period. The aggregate data revealed that 77% of the release cohorts were successful on parole after one year of supervision. After two years of supervision, the success rate decreased to 72% and after three years of supervision, it declined to 68%.

Unsuccessful cases include absconders and prison recommitments for both technical and criminal violations as well as those clients detained pending charges. An absconder is a person who fails to maintain contact with an agent and his whereabouts is unknown, and is classified as unsuccessful because the Conditions Governing Parole/Reparole have been violated. The absconder rate declined from 5% the first year of follow-up to 3% the third year of follow-up. This decline in the absconder rate over time is due to the apprehension and return of clients within the first two years of supervision.

Offenders returned to prison for committing new crimes are called convicted violators, in contrast with offenders returned to prison for violating their Conditions Governing Parole/Reparole, who are technical violators. Essentially, the technical violator is taken out of the community as a prevention measure when behavior indicates a need to protect the community from crime. Offenders with pending charges are not recommitment, but based on the high probability of criminal conviction, they are classified with the unsuccessful cases. The rate of prison recommitment after one year of supervision was 18%, which increased to 25% after two years of supervision. After three years of supervision, it increased only slightly to 29%.

TABLE 21
AGGREGATE PAROLE OUTCOME FOR RELEASE
COHORTS DURING LAST FIVE CALENDAR YEARS

Parole Performance Outcome Group	Percentage in Outcome Group		
	1978-1982 One Year Follow-Up	1977-1981 Two Year Follow-Up	1976-1980 Three Year Follow-Up
A. Successful Cases (Includes Active and Discharged Cases)	77%	72%	68%
B. Unsuccessful Cases:			
1) Absconder	5%	3%	3%
2) Prison Recommitment (Both Technical and Criminal Violators and those Pending Charges)	18%	25%	29%
C. Base Client Cohort Population	11,372	10,882	11,100

Table 22 displays parole outcome results after one year of supervision over a five year period. The first year supervision success rate dropped from 81% in 1981 to 71% in 1982; correspondingly, the recommitment rate increased from 16% to 24% during the same time interval.

TABLE 22
TREND IN PAROLE OUTCOME AFTER
ONE YEAR OF SUPERVISION

Year	Successful Outcome	Absconder	Recommits
1978	78%	6%	16%
1979	80%	5%	15%
1980	86%	3%	11%
1981	81%	3%	16%
1982	71%	5%	24%

Table 23 provides a geographic distribution of parole outcome for the 1982 releases by district. The total cohort population accounts for nearly 100% of the total 3,459 paroles and reparaoles released to supervision in 1982. The range in successful supervision outcome by district was high (80%) in the Butler district and low (67%) in the Scranton district. The absconder rate ranged from 7% to 1%. Reccommitment rates for convicted violators ranged from 8% in the Harrisburg Office to approximately 4% in the Allentown, Butler, and Williamsport offices. Reccommitment rates for technical violators extended from 3% in the Chester district to 16% in the Williamsport district.

TABLE 23
ONE YEAR FOLLOW-UP PAROLE OUTCOME BY
DISTRICT OFFICE FOR THE 1982 RELEASE COHORT

District	Successful Outcome		Absconder		Detained		Recommits				Cohort Population	Percent of Total
					Pending Charges		CPV		TPV			
Philadelphia	671	67.6%	61	6.2%	143	14.4%	48	4.8%	69	7.0%	992	28.9%
Pittsburgh	240	67.8%	22	6.2%	42	11.9%	19	5.4%	31	8.8%	354	10.3%
Harrisburg	295	71.1%	15	3.6%	36	8.7%	34	8.2%	35	8.4%	415	12.1%
Scranton	131	67.2%	8	4.1%	16	8.2%	10	5.1%	30	15.4%	195	5.7%
Williamsport	137	72.1%	4	2.1%	11	5.8%	8	4.2%	30	15.8%	190	5.5%
Erie	141	73.1%	4	2.1%	12	6.2%	13	6.7%	23	11.9%	193	5.6%
Allentown	396	71.1%	31	5.6%	72	12.9%	20	3.6%	38	6.8%	557	16.2%
Butler	81	79.4%	5	4.9%	6	5.9%	4	3.9%	6	5.9%	102	3.0%
Altoona	84	76.4%	1	0.9%	14	12.7%	6	5.4%	5	4.6%	110	3.2%
Chester	107	76.4%	3	2.1%	15	10.7%	11	7.9%	4	2.9%	140	4.1%
Central Office	147	80.8%	13	7.1%	13	7.1%	3	1.7%	6	3.3%	182	5.3%
TOTAL	2,430	70.8%	167	4.9%	380	11.1%	176	5.1%	277	8.1%	3,430	100.0%

Table 24 provides an instant offense distribution of the 1982 release cohort's parole performance. The majority (44%) of cases within the 1982 one year follow-up group were on parole for robbery or burglary. Kidnapping cases had the highest proportion of success on parole after one year, with a 100% success rate. This was followed by arson, 87%, and homicide cases, 85%. Theft and receiving stolen property had the highest proportion of supervision failures with 60% successfully completing one year of supervision.

TABLE 24
ONE YEAR FOLLOW-UP PAROLE OUTCOME BY
MAJOR OFFENSE CATEGORY FOR THE 1982 RELEASE COHORT

Instant Offense Category	Successful Outcome		Absconder		Detained Pending Charges		Recommits				Cohort Population	Percent of Total
							CPV		TPV			
Homicides	257	84.5%	11	3.6%	22	7.2%	2	0.7%	12	4.0%	304	8.9%
Assault incl. VUFA . .	268	75.5%	15	4.2%	34	9.6%	12	3.4%	26	7.3%	355	10.4%
Robbery	489	66.6%	39	5.3%	108	14.7%	27	3.7%	71	9.7%	734	21.4%
Burglary	512	65.3%	44	5.6%	99	12.6%	55	7.0%	74	9.4%	784	22.9%
Drug Law Violation . .	176	83.8%	7	3.3%	12	5.7%	6	2.9%	9	4.3%	210	6.1%
Theft, RSP	237	60.1%	30	7.6%	51	12.9%	37	9.4%	39	9.9%	394	11.5%
Forgery, Fraud	54	70.1%	4	5.2%	7	9.1%	5	6.5%	7	9.1%	77	2.2%
Rape	111	75.0%	7	4.7%	16	10.8%	4	2.7%	10	6.8%	148	4.3%
Other Sex Offenses. .	40	72.7%	3	5.5%	7	12.7%	4	7.3%	1	1.8%	55	1.6%
Arson	61	87.1%	1	1.4%	0	0.0%	0	0.0%	8	11.4%	70	2.0%
Kidnapping.	7	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	7	0.2%
Other Type Offenses. .	218	74.7%	6	2.1%	24	8.2%	24	8.2%	20	6.8%	292	8.5%
TOTAL	2,430	70.8%	167	4.9%	380	11.1%	176	5.1%	277	8.1%	3,430	100.0%

Table 25 provides an age distribution of the 1982 release cohort's parole performance. Approximately 51% of the 3,430 cases within the 1982 one year follow-up group were between the ages of twenty to twenty-nine, representing a 68.5% success rate.

TABLE 25
ONE YEAR FOLLOW-UP PAROLE OUTCOME BY
AGE AT RELEASE FOR THE 1982 RELEASE COHORT

Instant Age at Release	Successful Outcome		Absconder		Detained		Recommits				Cohort Population	Percent of Total
					Pending Charges		CPV		TPV			
19 or Under	7	70.7%	0	0.0%	1	10.0%	1	10.0%	1	10.0%	10	0.3%
20-29 years	1,207	68.5%	63	3.6%	218	12.4%	110	6.2%	164	9.3%	1,762	51.4%
30-39 years	843	71.3%	74	6.3%	131	11.1%	49	4.1%	86	7.3%	1,183	34.5%
40-49 years	264	76.1%	19	5.5%	28	8.1%	12	3.5%	24	6.9%	347	10.1%
50-59 years	83	83.0%	9	9.0%	3	3.0%	3	3.0%	2	2.0%	100	2.9%
60-69 years	20	90.9%	2	9.1%	0	0.0%	0	0.0%	0	0.0%	22	0.6%
70-79 years	5	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	5	0.2%
Unknown	1	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	0.0%
TOTAL	2,430	70.8%	167	4.9%	381	11.1%	175	5.2%	277	8.0%	3,430	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 26 illustrates client employment status by district. As of June, 1984 the client unemployment rate was 34% statewide.

TABLE 26
CLIENT EMPLOYMENT STATUS BY DISTRICT DURING JUNE 1984

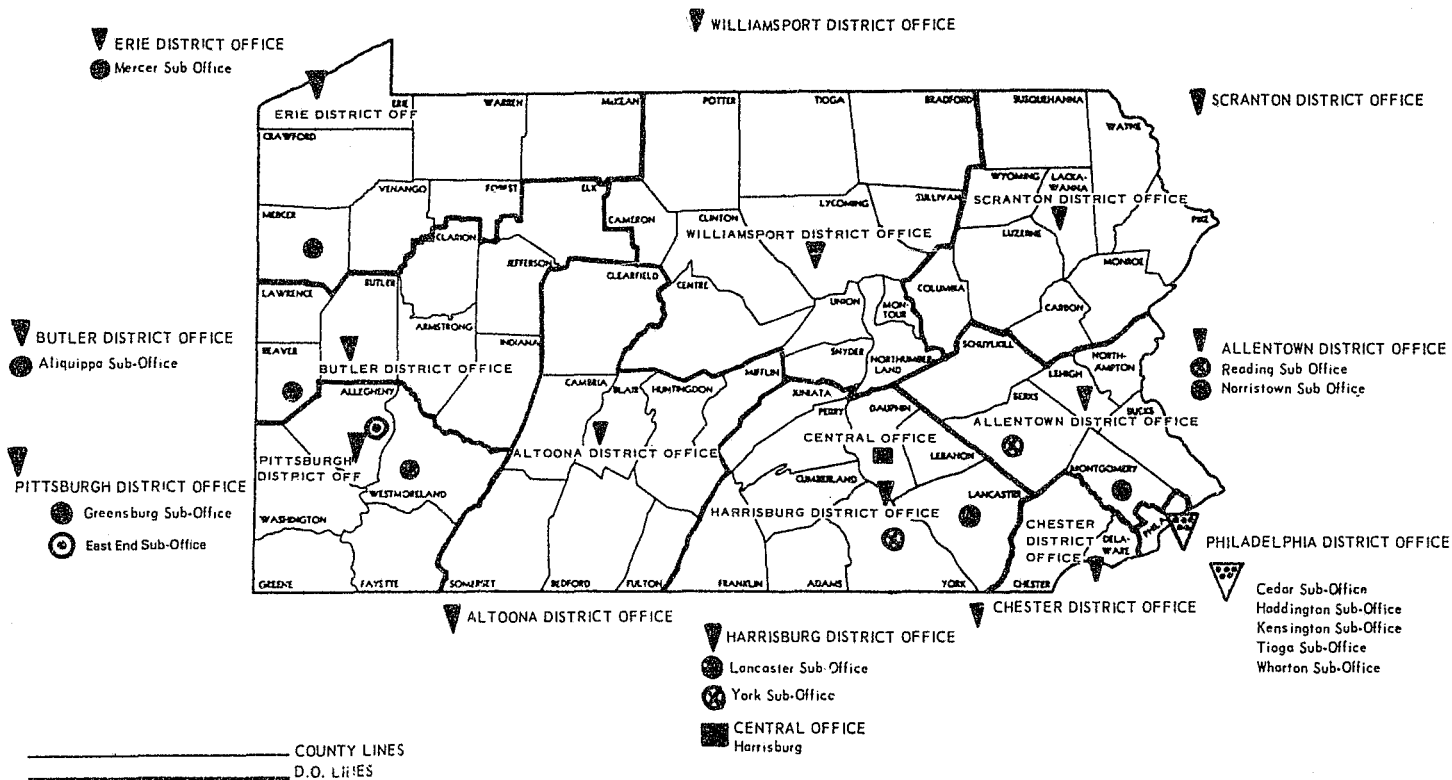
	Philadelphia	Pittsburgh	Harrisburg	Scranton	Williams- port	Erie	Allentown	Butler	Altoona	Chester	Agency Totals
EMPLOYMENT STATUS											
Employed Full or Part Time	1,802	876	836	504	272	435	1,048	284	294	438	6,789
% Employed	62.3%	54.0%	71.6%	84.1%	57.3%	62.1%	83.9%	57.1%	61.6%	77.8%	66.3%
Unemployed	1,092	747	332	95	203	266	201	213	183	125	3,457
% Unemployed	37.7%	46.0%	28.4%	15.9%	42.7%	38.0%	16.1%	42.9%	38.4%	22.2%	33.7%
Total Able to Work	2,894	1,623	1,168	599	475	701	1,249	497	477	563	10,246
Total Unable to Work	989	468	272	193	88	136	379	136	138	170	2,969
% of Total Reporting	25.5%	22.4%	18.9%	24.4%	15.6%	16.2%	23.3%	21.5%	22.4%	23.2%	22.5%
Total Reporting in District	3,883	2,091	1,440	792	563	837	1,628	633	615	733	13,215

Table 27 illustrates income and other financial support by district for 1984. According to an annual client based survey consisting of 12,354 clients, average weekly income for all clients gainfully employed was \$217. This yields an estimated \$9,926,418 in total federal, state, and local tax revenues by working offenders under state supervision. Most districts have a 1% wage tax, however, the Philadelphia and Pittsburgh districts represent a higher percentage wage tax. These percentage differences were taken into account when computing state and local tax revenue for individual districts. Clients receiving other financial support shows 14.6% of the total client based population were on public assistance.

TABLE 27
INCOME, TAXES, AND PUBLIC ASSISTANCE BY DISTRICT FOR 1984

	Philadelphia	Pittsburgh	Harrisburg	Scranton	Williams- port	Erie	Allentown	Butler	Altoona	Chester	Agency Totals
INCOME AND TAXES											
Average Weekly Income	\$ 192	\$ 257	\$ 225	\$ 201	\$ 182	\$ 220	\$ 228	\$ 245	\$ 184	\$ 232	\$ 217
Estimated Annual Earnings Per Capita	\$ 9,602	\$ 12,867	\$ 11,248	\$ 10,038	\$ 9,117	\$ 11,002	\$ 11,395	\$ 12,253	\$ 9,196	\$ 11,595	\$ 10,843
Estimated Federal Tax Revenue	\$1,245,924	\$1,056,069	\$ 853,010	\$329,327	\$211,837	\$574,274	\$1,026,701	\$345,719	\$209,418	\$538,248	\$6,390,527
Estimated State and Local Tax Revenue	\$1,144,416	\$ 720,636	\$ 342,886	\$148,301	\$103,538	\$238,096	\$ 401,968	\$126,841	\$105,666	\$203,543	\$3,535,891
Estimated Total Tax Revenue	\$2,390,340	\$1,776,705	\$1,195,896	\$477,628	\$315,375	\$812,370	\$1,428,669	\$472,560	\$315,084	\$741,791	\$9,926,418
PUBLIC ASSISTANCE											
Able to Work	489	297	60	40	59	153	53	60	90	50	1,351
Unable to Work	133	80	31	42	8	35	53	19	27	24	452
Total	622	377	91	82	67	188	106	79	117	74	1,803
% of Total Reporting	23.5%	20.5%	6.2%	8.5%	12.0%	16.1%	6.7%	12.5%	18.1%	8.8%	14.6%

PENNSYLVANIA'S PROBATION AND PAROLE SYSTEM MAP



DIRECTORY OF EXECUTIVE/ADMINISTRATIVE STAFF AND OFFICES

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Raymond P. McGinnis, Board Member787-5059

William L. Forbes, Board Member783-8185
Walter G. Scheipe, Board Member787-5445

John J. Burke, Director, Bureau of Supervision ...787-6209
Gene E. Kramer, Director, Bureau of Probation
Services787-7461
Joseph M. Long, Executive Assistant787-6208
Robert A. Greevy, Chief Counsel787-8126

Hermann Tartler, Board Secretary and
Director, Bureau of Pre-Parole Services787-6698
John R. McCool, Director, Bureau of Administrative
Services787-6697
LeDelle A. Ingram, Affirmative Action Officer ...787-6897

Note – Area Code 717 is applicable to all telephone numbers above.

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