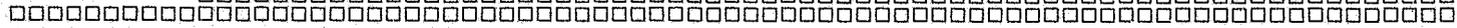


CONTENTS



The Chairman's Letter 1
Message from Governor Dick Thornburgh 2
The Board and Its Members 3
The Board and Its Work 4
Office of Board Secretary and Bureau of Pre-Parole Services12
Bureau of Supervision13
Bureau of Probation Services15
Bureau of Administrative Services17
Office of Chief Counsel18
Office of the Executive Assistant19
Affirmative Action Office21
EEO Policy Statement22
Employee Recognition23
Financial Summaries and Organizational Chart25
Program Statistics26
Statistical Data Details30
Board System Map47
Directory of Executive/Administrative Staff and Offices47
District Offices and Sub-Offices48
Institutional Parole OfficesInside Back Cover
Hearing Examiners' OfficesInside Back Cover

For additional copies of this report or further information about the Board and its work,
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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, 1986

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 1985 Annual Report of the Pennsylvania Board of Probation and Parole, including the 1983-84 fiscal year information.

The year 1985 was especially significant to the Board for several reasons.

1. The Board underwent the Sunset Review and was pleased with the Senate Law and Justice Committee's recognition that "there is a demonstrated need for the continued existence of the agency."
2. Two (2) additional Board Members began their service in December, bringing the Board to its full strength of five (5) members for the first time since 1982.
3. The Board was awarded its second three-year accreditation by the national Commission on Accreditation for Corrections as an adult probation and parole field services agency.

These achievements give Board Members and staff the satisfaction of knowing that their efforts are recognized as the Board fulfills its mission in the criminal justice process of the Commonwealth of Pennsylvania.

The Board continues to struggle with ever increasing workloads as the client caseload increased beyond 16,000 in 1985. Recognizing that the Board's primary responsibility is the protection of society, the Board allocates the majority of its resources for the supervision of clients in an effort to successfully reintegrate them into the community. This effort is based on the Board's belief that most ex-offenders can change if they have a sincere desire to do so and are given the proper opportunities. The emphasis on the protection of society is also evident in the Board's recommitment to prison those clients who violate the conditions governing parole or who are convicted of a crime under supervision.

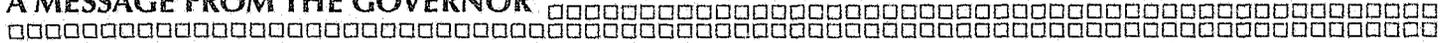
The Board continues to affirm its belief that the supervision of ex-offenders in the community setting is the best avenue for the reintegration of the ex-offender into society without detrimental effects to the public at large; is cost effective; and in the majority of cases is a desirable alternative to incarceration at a time when there is serious prison overcrowding.

Respectfully,

Fred W. Jacobs
Chairman



A MESSAGE FROM THE GOVERNOR



COMMONWEALTH OF PENNSYLVANIA
GOVERNOR'S OFFICE
HARRISBURG

THE GOVERNOR

Seven years ago, we faced an increasing crime rate in Pennsylvania which threatened the safety and security of our citizens. In response, this administration launched an anti-crime campaign that eventually included the enactment of minimum, mandatory sentencing for offenders using firearms in the commission of crimes, the establishment of tough new standards for commutations and pardons, and the commitment of \$230 million for prison expansion -- all of which contributed to the 18 percent drop in serious crime we have witnessed in the past four years.

The Commonwealth can be justifiably proud of its position as a national leader in efforts to protect its citizens and uphold the first civil right of all Pennsylvanians -- the right to a safe place to live and work.

But as we have focused on the need to protect our citizens from the most violent and incorrigible offenders, we did not lose sight of the necessity to provide for the supervision of those who pose less of a threat to society.

We are proposing for fiscal year 1986-87 a 5.4 percent increase, to \$20.5 million, over last year's funding level to reinforce our parole supervision effort, which will serve to increase the accountability of ex-offenders who need extra structure and supervision to successfully make the transition to independent community living. To assist with local probation services, I also am recommending more than a 17 percent increase in the state subsidies we provide counties.

We will have increased total funding for probation and parole services by more than 78 percent during the course of my administration. It is this kind of commitment and the belief in a responsible system of probation and parole that has enhanced and strengthened Pennsylvania's criminal justice system.

With effective supervision, counseling and employment assistance, I believe a reduction in criminal recidivism has an important role to play in our crime reduction efforts. As a governor and former law enforcement official, I urge your continued cooperation for these efforts during this 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 50 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 serving 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.

Walter L. Crocker, Member, Pittsburgh, received his bachelor's degree from Lincoln University (1949) and a master's degree in education from the University of Pittsburgh (1956). He began his criminal justice career with the Allegheny County Court of Common Pleas as probation officer, intake officer, supervisor, and senior supervisor, 1958-1970. He then served as the civilian coordinator for the community relations section of the Bureau of Police, Pittsburgh, for a number of years. In 1975 he began service with the Pennsylvania Commission on Crime and Delinquency and subsequently became regional coordinator of the Southwest Office. Mr. Crocker then served as an intake officer for the juvenile division of the Allegheny County Court of Common Pleas before becoming a parole agent with the Board in 1984. His appointment as a Board member was confirmed by the Senate on November 13, 1985 and he took the oath of office on December 6, 1985.

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.

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



Board Members, left to right, (standing), Fred W. Jacobs, Chairman; Mary Ann Stewart, Walter G. Scheipe; (sitting) Walter L. Crocker and Raymond P. McGinnis.

THE BOARD AND ITS WORK

The use of parole in Pennsylvania began in the 1800's, taking on many different forms 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.



Chairman Fred W. Jacobs presides at one of the regular Board meetings. Participants at the meeting, left to right, are LeDelle Ingram, Affirmative Action Officer; Walter L. Crocker, Board Member; Hermann Tartler, Board Secretary; Raymond P. McGinnis, Board Member; Chairman Jacobs; Walter G. Scheipe, Board Member; Mary Ann Stewart, Board Member; and Robert A. Greevy, Chief Counsel.

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 and persons from other states under the Interstate Compact. At any one time, the Board has under supervision more than 16,000 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.

SUNSET EVALUATION RECOMMENDS NEEDED CHANGES

The Senate Law and Justice Committee was "charged by the Leadership Committee under the Sunset Act to evaluate the Board and to assess the continuing value of its existence."

The Committee, in its evaluation report dated September 18, 1985, recommended the continuation of the Board with certain modifications. The report grew out of the Committee's review of the performance audit conducted by the Legislative Budget and Finance Committee in 1984.

The Committee also held a public hearing on June 13, 1985 at which time Chairman Jacobs testified on behalf of the Board, as well as Board Members William L. Forbes, Raymond P. McGinnis, and Walter G. Scheipe. Others testifying at the hearing included: Representative Jeffrey E. Piccola; Christopher Dietz, Chairman of the New Jersey State Parole Board and President of the Association of Paroling Authorities International; Robert H. Fosen, Executive Director of the Commission on Accreditation for Corrections; Daniel B. Michie, Jr., Esquire, Chairman of the Governor's Advisory Committee on Probation; Terry L. Davis, Chief Adult Probation Officer, Dauphin County; Robert Bair, Supervisor, Bucks County Probation Department; Gary Lucht, Director of Corrections, Erie County Prison; District Citizens Advisory Committee members Martin S. Devers (Harrisburg), Joseph Gosse (Allentown) and Samuel Amendola (Altoona); former Board Chairman Paul J. Gernert; former Board Member Paul J. Descano; Judge Robert B. Filson, Clarion County; and Kay Tucker Franklin, Pennsylvania Prison Society.

In making its recommendations for the continuation of the Board, the Committee found that "(1) the termination of PBPP would significantly harm or endanger the public's health, safety and welfare, (2) there is little or no overlap or duplication of effort by other agencies, and (3) based on service to the public, there is a demonstrated need for the continued existence of the agency." The other Committee recommendations touched on many areas of the Board, its responsibilities and operations, and are summarized below.

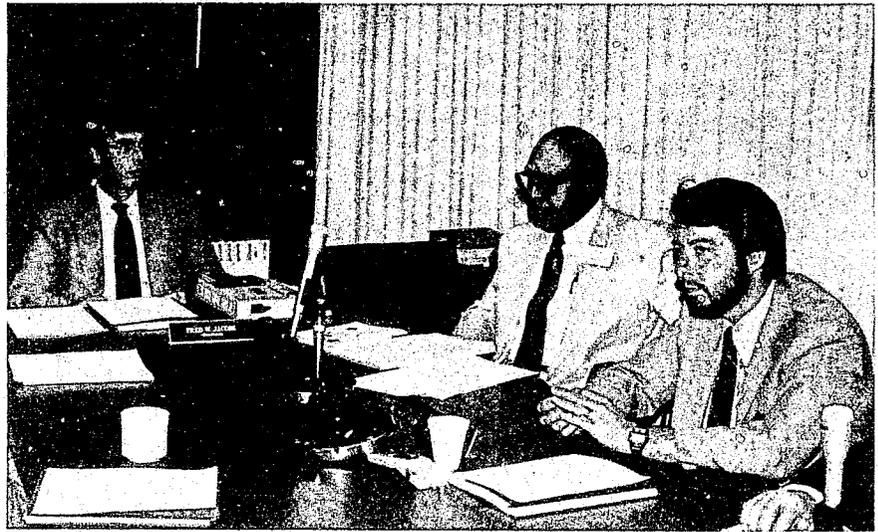
The Board and Its Members

- "Requires all members of the Board, including the Chairman, to have six years professional experience in parole, probation, social work or related areas including one year in supervisory or administrative capacity and a bachelor's degree; or any equivalent combination of experience and training.
- "Provides for the Executive Board to determine the salaries of the Chairman and members of the Board, with minimum salaries of \$45,000 for the Chairman and \$42,500 for the members.

Following the audit, the Chairman and Board members, bureau directors, the accreditation manager, and the Harrisburg District Office Supervisor, met with the auditors in an exit interview. The auditors announced they were recommending reaccreditation based on the Board's compliance with the one (1) mandatory standard and 97% of the remaining 207 applicable standards. The auditors were very complimentary to the Board and were generally impressed with Board operations. They had positive comments about their impressions of parole agents as "hardworking, dedicated persons" and were particularly impressed by the Board's emphasis on making client field contacts rather than office contacts. The auditors also had favorable comments about the Board's staff development program, particularly the breadth of curriculum offerings for clerical employees; the inclusion of an affirmative action factor in employee performance appraisals; and the positive attitude among employees in the agency. However, they expressed concern about the high workload and the increased complexity of the parole agent's job.

On August 10, Chairman Jacobs and Executive Assistant Joseph Long, who serves as the Board's accreditation manager, traveled to New York City to meet with the Commission's panel of corrections professionals as they reviewed the auditors' report of the Board. Chairman Jacobs also presented the Board's appeal of the auditors' findings of non-compliance regarding the standard requiring physical examinations of all new employees.

After the review was completed, the Commission panel voted unanimously to



Chairman Fred W. Jacobs, left, and Board Member Raymond P. McGinnis, right, listen to accreditation auditor chairman Frank Bright make his report at the Board's accreditation audit exit meeting.

award the Board accreditation for another three years. Executive Assistant Long attended the awards luncheon the following day, accepting the award for the Board. According to new accreditation procedures, the Commission's auditors will make an accreditation monitoring visit to the Board sometime in 1986-87 and a reaccreditation audit in 1988.

NIC PROGRAM COMPONENTS IN PLACE

The National Institute of Corrections (NIC) Model Probation and Parole Management Program, which the Board has been engaged in since 1982, became one step closer to being fully implemented during 1985. The Division of Management Information gave major attention to the completion of the workload management component and also the refinement of the management information system. At the end of the year, workload reports were being generated, showing projected agent workload based on the client's grade of supervision and supervision status. District supervisors began receiving these reports in order to make adjustments in agent caseloads as a means of equalizing agent workloads. In addition, the workload formula was expanded to include an end-of-the-month report reflecting agent work units related to investigations and resulting reports (presentence, pre-parole, etc.). In 1986 supervisors will receive both the "work projected" and "work accomplished" reports on a monthly basis to enable them to allocate manpower resources in the most effective and equitable way.



Chairman Jacobs, left, smiles after hearing Commission on Accreditation for Corrections panel chairman J. J. Enomoto from California announce the decision to accredit the Board for another three years.

Considerable work was also done by the division in the refinement of the Board's client-based management information system. These refinements make it easier to enter client and agency data into the system and to retrieve needed client information for supervision purposes and other information for use by managers.

During the year, assistance was given to parole agents and supervisors in the use of another component of the program, the client management classification (CMC) system. In this system, a structured client interview is used to determine a client's treatment modality and to assist the agent in developing a client supervision plan. Mandatory training for all supervision staff was provided on the development and application of these client supervision plans. In addition, the Board's in-service training curriculum included a course on "Supervision Styles and CMC Categories".

In another article, Associate Editor Clarke Thomas of the Pittsburgh Post Gazette wrote:

". . . like it or not, most offenders eventually finish their sentences and return to civilian life. And people in the criminal justice system who must deal with fitting ex-offenders back into regular life and away from a career of crime feel hamstrung by current attitudes and fund allocations.

"A society seemingly quite willing to pay for locks and bars is reluctant to provide enough money for prison alternatives, for rehabilitation and for parole agencies. . .

"Society must become more supportive of these rehabilitative efforts. 'Lock 'em up' isn't enough. . ."

The Harrisburg Patriot and Evening News editorial on October 7th, in commenting on the Senate Law and Justice Committee's Report on the Board, stated:

"It recommends that the board, in business since 1941, not only be kept, but also be strengthened. It should be."

On October 2, Chairman Jacobs joined Governor Thornburgh at a press conference in Harrisburg when the Governor announced additional "anti-crime" legislation. In the accompanying press release, the Governor noted a number of positive accomplishments of the Board including the implementation of the Board's Parole Decision-Making Guidelines, the client management classification system, the use of risk/needs criteria in determining grades of supervision, the accreditation of the Board as a field service agency, and the Governor's appointment of Board members who have had "experience in probation and law enforcement. . ."

ADVISORY COMMITTEE REVIEWS COUNTY PROBATION SERVICES

The Governor's Advisory Committee on Probation met in May and August of 1985 with the staff of the Bureau of Probation Services. Chairman Jacobs also joined the committee at the May meeting to share information about the progress of the Sunset Review of the Board and the naming of persons to the Committee by the Governor. Chaired by Daniel B. Michie, Jr., the following were accomplished:

- reviewed the 1984-85 and 1985-86 grant-in-aid appropriations for the improvement of county probation services, including the allocation formulas;
- noted that two additional counties, Bedford and Fayette, participated in the grant-in-aid program in 1985;
- discussed the need to increase minimum entrance salary standards for county probation officers to better "attract and retain qualified personnel";



Governor Dick Thornburgh, at the podium, announces to media representatives his "anti-crime" legislation, flanked by (left to right) Frank Wright, Governor's Office on Policy and Planning; Senator D. Michael Fisher, Pittsburgh; Representative David W. Sweet, Washington County; Glen Jeffes, Department of Corrections Commissioner; Chairman Jacobs and Representative Jeffrey E. Piccola, Harrisburg.

SUPPORT FOR PAROLE INCREASES

A positive outgrowth of the Sunset Review of the Board has been an increased awareness of parole by the media. Several newspapers had positive comments on parole, and the Board in particular, during 1985. An editorial in the November 13th edition of the Meadville Tribune stated:

"There's no question that a state-operated parole system is needed . . .

"Approximately 15,000 convicted offenders who have served minimum prison terms are residing in communities across the commonwealth under the watchful eye of state parole agents.

"It's frightening to imagine the impact on the state's crime rate if these individuals were to be released with little or no supervision whatsoever."

operation to insure the most effective utilization of personnel.

These goals are used by the Chairman, bureau and division directors, district office supervisors, and other members in establishing their work objectives for the year and are integrated into the Commonwealth's performance evaluation system for managers, supervisors, professional, and technical employees.

PAROLEE NAMED RECIPIENT OF AWARD

One of the Board's parolees, Salvadore S---- was named as the 1985 recipient of the J. William White Award by the Department of Corrections. The award was established some years ago to annually recognize a first offender, under 25 or over 65 years of age, released during the year, who is "most deserving and most likely to be helped to permanently honest ways." The award, in the form of a \$400 check from the trust fund, was presented to Salvadore in the Reading Sub-Office on December 9. Participating in the awards ceremony were members of Salvadore's family, Allentown District Supervisor Daniel J. Goodwin, and supervising Parole Agent Richard D. Levin.

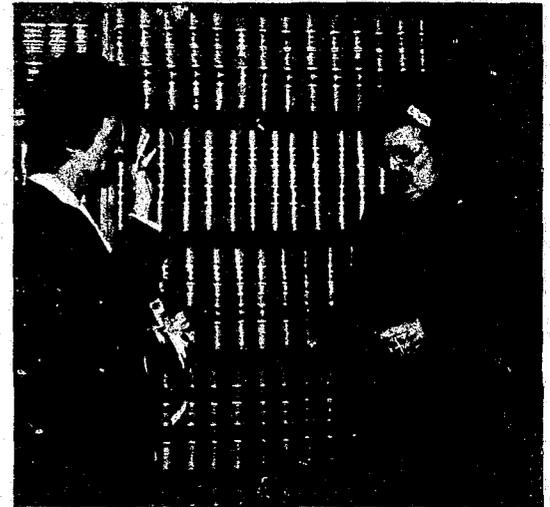


Allentown District Office Supervisor Daniel Goodwin, left, presents the J. William White Award check to parolee Salvadore, with his mother, and Parole Agent Richard Levin looking on.

NEW MEMBERS NAMED TO THE BOARD

For the first time since 1982, the Board has a full complement of five (5) Board members. The new members, Mary Ann Stewart and Walter L. Crocker, both of Pittsburgh, bring extensive criminal justice backgrounds to their new assignments. Both of them were Board employees at the time of their appointment.

Mary Ann Stewart, who took the oath of office on December 13, served as one of the Board's staff development specialists for seven (7) years and had prior service as a parole agent for seven (7) years. Her criminal justice background also includes service as a juvenile probation officer in Indianapolis and Pittsburgh.



New Board Member Mary Ann Stewart, left, takes the oath of office from Board Executive Secretary Alva J. Meader in the Central Office Board Room.

Walter L. Crocker, a parole agent with the Board since 1984, received his oath of office on December 6. He began his criminal justice career as a juvenile probation officer in Allegheny County, followed by service with the Bureau of Police, Pittsburgh, and the Pennsylvania Commission on Crime and Delinquency.

The new Board members began their new responsibilities in an orientation program during the month of December. They attended Board hearings and interviews in four (4) state correctional institutions and received briefings on the work of the Central Office management staff. Beginning in January, Ms. Stewart and Mr. Crocker were included in the Board's schedule of visits to state correctional institutions for parole interviews and hearings.

Mr. William L. Forbes, Board member since 1976, retired in November to pursue other interests.

Hermann Tartler
Board Secretary and
Director

John J. Rice
Director of Institutional Parole
Services

John P. Skowronski
Director of Hearing Review
and Case Management

Training Given High Priority

In separate meetings during the year, the Board members provided training to the hearing examiners, district office supervisors, and Parole Agent III's on due process hearings. Central in the training was the use of a videotape demonstrating the proper manner of "presenting a case". Included in the videotape, prepared by the Philadelphia District Attorney's Office, are scenes showing correct and incorrect presentations at a hearing. Also included in the meetings was a discussion of Board policies and procedures relating to the hearings.

With the assistance of the Division of Staff Development, a training module on hearings was developed. This mandatory training for all parole agents, parole supervisors and managers in the pre-parole and supervision bureaus also makes use of the videotape on hearings. Several of these training sessions were held late in 1985, with the remaining sessions scheduled in January, 1986.

A concerted effort was also undertaken during the year to provide more training directly related to pre-parole services for Bureau staff members. As a result, approximately 25% of the required employe training for the Bureau staff will focus on all aspects of the bureau's work responsibilities.

Manual Revisions Undertaken

Due to constantly changing requirements related to hearings and pre-parole services, these sections of the Board's Manual of Operations and Procedures have become seriously out of date. Therefore, extensive work was done to completely update the chapters on parole release and violations procedures. This update was the first complete revision of these chapters in several years and focuses primarily on the technical aspects of the procedures. It is anticipated that the revisions will be completed and distributed to the Board's staff early in 1986.

Board's Institutional Operations Upgraded

In order for the Board to fulfill its parole release responsibilities, institutional parole staff are located in the major correctional institutions in the state. During the year, numerous improvements were made to the Board's institutional operations. Seven (7) computer terminals linked to the Board's main computer in Harrisburg were installed in the major state correctional institutions and the Philadelphia County Prisons. These installations provide an instantaneous flow of information between the Board's institutional staff, Central Office staff, and the district field staff.

Due to the continual overcrowding in state correctional institutions, some of the Board's institutional parole staff, and Central Office staff

met with representatives of the Department of Corrections to discuss the issue of moving inmates who have been recommended to prison by the Board, from the Department's diagnostic centers to other state correctional institutions more expeditiously. Also, a standardized parole summary format including the warden's recommendation, was developed for use by the Board in making parole release decisions for inmates in county prisons.

Bureau Reorganizes

In an effort to more adequately perform its responsibilities, the Division of Hearing Review and the Division of Case and Records Management were merged into one division. The new Division of Hearing Review and Case Management is composed of the Hearing Review Unit and the Pre-Parole Analysis Unit. The latter unit is responsible for processing of all Board actions and the maintenance of the Central Office records room.

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 over 10,000 interviews and hearings annually, responding to most inquiries relative to decisions and policies of the Board, reviewing sentence structures for accuracy in compliance with current laws, providing technical assistance in finalizing Board decisions, and recording of over 13,000 official case decisions of the Board. The Board Secretary is also the Board's liaison with the Department of Corrections and the Board of Pardons.

To ensure that the client is afforded proper due process, the Board's hearing examiners conduct various hearings and submit 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. Institutional parole staff also provide a parole education program for offenders prior to parole consideration by the Board. This program began in the State Correctional Institution at Rockview under the direction of Institutional Parole Supervisor Robert Ricketts and has now expanded to all state correctional institutions.

Counties Implementing National Standards

The Board's involvement in the national accreditation program through the Commission on Accreditation for Corrections, led to the adoption of the accreditation standards established by the American Correctional Association to replace the Board's former "county adult probation standards". Beginning in 1982, counties receiving grant-in-aid funds were required to comply with these standards according to the following schedule:

Calendar Year	Number of Standards	Percentage Compliance Required	Number of Required Standards
1982	47	80	38
1983	74	82	62
1984	104	84	87
1985	131	86	113
1986	160	88	141
1987	183	90	165

On-site evaluations conducted in 1985 of participating counties showed a standards compliance level of 90% or higher, well above the required compliance level of 86%. Both the Governor's Advisory Committee on Probation and the County Chief Adult Probation Officers Association of Pennsylvania had input in selecting the specific standards to be added each year.

Model Probation and Parole Program Completed

From June, 1983 to May, 1985, the Bureau administered a National Institute of Corrections (NIC) grant to provide training to county adult probation personnel on the use of two components of the NIC Model Probation and Parole Management Program. These components are:

- a uniform client management classification (CMC) 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 24 months of the program, twenty-eight (28) training sessions were conducted involving 432 county adult probation personnel. As a direct result of these training programs, twenty-seven (27) counties have implemented both the CMC and risk/needs assessment systems, with four (4) additional counties implementing only the risk/needs assessment program.

As a result of the introduction of the NIC Program, there has been an increased interest by county probation departments in the implementation of the other components of the NIC Program, namely, a workload deployment/budgeting system and a management information system. During the year, a workload time study was completed for two (2) counties, Delaware and Montgomery, by staff member W. Conway Bushey. In addition, technical assistance was provided to three (3) counties, Lehigh and Chester and Allegheny.

County Probation Agency Accredited

In early 1985, the Lehigh County Adult Probation Department made a decision to seek accreditation by the Commission on Accreditation for Corrections. The Department was audited in September, 1985 by the Commission and achieved a compliance level of 98.9% of all applicable standards. Based on the audit, Lehigh County will be the first county probation and parole field services agency in Pennsylvania, and only the second county agency in the nation, to be accredited by the national accrediting commission.

Court Services Stabilized

From 1980 through 1984, there was a steady increase of nearly 19% in the number of special probation/parole cases referred to the Board for supervision by county courts. In 1985, the number of case referrals averaged 232 monthly, totaling 2,784, which was a 2% increase over 1984. Simultaneously, the counties' total active caseload increased by 14% to 75,700 cases in 1985. The number of pre-sentence investigations conducted by the Board in 1985 at the request of the courts also stabilized at approximately 1,000. Although the number of special probation and parole cases has increased during the past four (4) years, the percentage of these cases of the Board's total caseload has stabilized at 22-23% as seen in the following table:

Calendar Year	Total Board Caseload	Spec. Prob./ Parole Cases	% of Total Caseload
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
1985	16,558	3,732	22.5

equipment in all the Board's offices in order to reduce the prohibitive costs of maintaining the older equipment. Twenty (20) new desk top models and seventy-seven (77) portable dictation units were purchased in an ongoing effort to increase agency operational effectiveness through the use of advanced technology.

Expansion of New Performance Evaluation System

Further implementation of the Commonwealth's new performance evaluation system for managers, supervisors and professional/technical employees has been a major emphasis of the Division of Personnel this year. The management by objectives approach, already being used with managers, was expanded to include other employees. This effort for improving productivity included training seventy-five (75) of the Board's managers on the use of the system. Guidance was also provided on the development of performance standards and objectives, good communication of management expectations, and the use of the new evaluation reporting system.

Ongoing Responsibilities

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

- managing the fiscal, budgetary, and related Integrated Central System 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, leasing, contractual development, automotive, storeroom, and telephone; and,
- legislative liaison activities.

OFFICE OF CHIEF COUNSEL

Robert A. Greevy
Chief Counsel

Arthur R. Thomas
Assistant Chief Counsel

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

Appeals from Board orders revoking paroles must, in most cases, be reviewed upon the record made before the Board. When the Commonwealth Court has determined that it must review a transcript of a parole revocation hearing to resolve the questions raised by an appeal, the Board now provides the Court with a transcript made from voice recordings of the hearing.

During 1985, over 450 judicial and administrative proceedings were handled, the vast majority involving appeals from recommitted parolees to the Commonwealth Court of Pennsylvania.

In order to comply with several 1984 Commonwealth Court decisions, the Board now subpoenas persons who can provide information supporting the Board's revocation of a client's parole so these witnesses may be confronted and cross-examined by the parolee or counsel. This office oversees the enforcement of the subpoenas by the Office of the Attorney-General.

Other activities included assisting the staff of the General Assembly in drafting parole reform legislation, reviewing 129 contracts, training of the Board's hearing examiners on rules of evidence and legal updates, conducting the course "Probation and Parole Law" for state/county probation and parole staff, and the rendering of numerous opinions to the Board on various legal issues.

awareness which was taught by Robert Clouse, Assistant to the Director of Education, Pennsylvania Human Relations Commission.

The Affirmative Action Officer monitored related courses for their effectiveness in communicating positive cultural values.

Other Developments

The Affirmative Action Officer made special recruitment efforts beamed toward minorities, women, and the handicapped during the time when the Civil Service examination was given for parole investigators and parole agents. Contacts were made with colleges and universities, as well as organizations which service primarily Hispanics, other minorities, and women.

With the modification to the Commonwealth's employe performance process, attention was given to the

development of criteria to rate the effectiveness of managers and supervisors in meeting the affirmative action standards. The Affirmative Action Officer also gave individual assistance to managers and supervisors in the proper use of those criteria when completing performance evaluations.

After becoming aware of the Harrisburg School District's adult education courses on preparing for the general equivalency diploma (G.E.D.) and English as a second language, the Affirmative Action Officer informed the Director of Supervision and the Harrisburg District Office Supervisor of these educational opportunities for clients. After conducting a limited needs survey in the Harrisburg district, it was determined that a number of clients could benefit from these courses. Arrangements were made to have a representative of the school district meet with district staff to provide more information about the courses and the process for enrolling our clients in these courses.

EEO POLICY STATEMENT

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

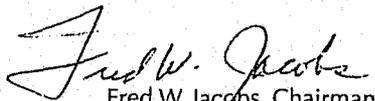
The agency shall not discriminate on the basis of handicap (pursuant to Sections 503 and 504 of the Federal Rehabilitation Act of 1973) in the opportunity to participate in, or benefit from, any aid, benefit, or service provided by the agency, nor does it provide services to the handicapped that are not equal to that afforded others, as regards opportunity to obtain the same result, to gain the same benefit, and to gain the same level of achievement. No service provided to the handicapped shall be separate or different from those afforded others, except where such differences are necessary to bring about a benefit for the handicapped participant equal to that of others, in terms of providing reasonable accommodation for the mental and physical limitations of an applicant or employee.

All facilities and physical structures of the Board shall be free from physical barriers which cause inaccessibility to, or unusability by, handicapped persons, as defined in Section 504, and any subsequent regulations.

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

This is the adopted policy on Equal Employment Opportunity/Affirmative Action/Affirmative Action for the Handicapped, of the Pennsylvania Board of Probation and Parole, and all responsible staff are expected to adhere to these mandates. Programs and non-compliance reports shall be frequently monitored to insure that all persons are adherent to this policy.

Non-compliance with this policy shall be directed to Fred W. Jacobs, Chairman, who is responsible for insuring effective and proper implementation of equal employment opportunities within this agency.


Fred W. Jacobs, Chairman
August 19, 1985

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

EMPLOYEE RECOGNITIONS

We are pleased to recognize a number of the Board employees who have retired or received service awards during 1985. The retirement years noted are total years of service with the Commonwealth of Pennsylvania. The service awards are based on years of service with the Board.

Thomas B. Griffith, Parole Agent II
Pittsburgh District Office
January 9: 13 years, 3 months

Darlene L. Dowler, Clerk-Steno II
Pittsburgh District Office
January 9: 14 years, 4 months

Ernest R. Ballard, Parole Agent II
Philadelphia District Office
January 23: 10 years, 9½ months

Wendell A. Bristol, Parole Supervisor I
Philadelphia District Office
January 23: 24 years, 11 months

Esther M. Mackinack, Clerk-Typist III
Pittsburgh District Office
January 23: 42 years, 5 months

Adeline R. Shultz, Administrative Officer II
Director of Office Services, Central Office
January 23: 18 years, 2½ months

Clement C. Braszo, Parole Supervisor II
Butler District Office
February 6: 24 years, 9½ months

Irving Glazer, Parole Agent II
Philadelphia District Office
February 6: 13 years, 4 months

***Martin J. Matthews**, Parole Agent II
Chester District Office
February 20: 15 years, 8 months

* Mr. Matthews died on March 7th, two weeks after his retirement.

Gertrude E. Connelly, Clerk-Typist II
State Correctional Institution at Dallas
March 20: 10 years, 5 months

Naomi L. Heller, Parole Supervisor I
Haddington Sub-Office (Philadelphia)
March 20: 22 years, 8½ months

Linda L. Geise, Clerk-Steno III
Williamsport Hearing Examiner's Office
July 3: 16 years, 3 months

William H. Cressman, Parole Investigator
Philadelphia District Office
July 10: 13 years, 2 months

Edward A. Rufus, Parole Supervisor II
Harrisburg District Office
July 10: 33 years, 3 months

Edward P. Moffit, Parole Supervisor I
Philadelphia District Office
July 24: 17 years

Ann S. Taylor, Parole Agent II
Lancaster Sub-Office (Harrisburg)
August 16: 16 years

Robert B. James, Parole Agent II
Norristown Sub-Office (Allentown)
September 18: 10 years, 6 months

Doris Nadler, Clerk-Typist II
Philadelphia District Office
September 24: 20 years, 10 months

Richard V. Martin, Parole Agent II
Pittsburgh District Office
September 25: 13 years, 3 months

Stephen G. Griswold, Parole Agent II
Philadelphia District Office
September 27: 10 years, 8 months

Clayton L. Gonder, Parole Supervisor I
Williamsport District Office
October 2: 30 years, 3 months

Paul R. Weisel, Staff
Development Specialist
Allentown District Office
October 17: 16 years, 3½ months

Frederick A. Becker, Parole Agent II
Butler District Office
November 13: 24 years

Richard C. Schaeffer, Parole Agent III
Reading Sub-Office (Allentown)
November 27: 19 years

William L. Forbes, Board Member
Central Office
November 27: 17 years, 2 months

Denis R. Baier, Parole Supervisor II
Pittsburgh District Office
December 25: 30 years, 11 months

Frank A. Graham, Budget Analyst III
Director of Fiscal Analysis, Central Office
December 25: 14 years, 6 months

David R. Leathery, Director
Division of Staff Development, Central Office
December 25: 14 years, 2 months

Phyllis Carrington, Clerk-Typist II
Philadelphia District Office
December 26: 9 years, 11 months

SERVICE AWARDS

30 YEARS

John J. Burke
Director, Bureau of Supervision
Central Office

Andrew Shepta
Institutional Parole Supervisor
Philadelphia County Prisons

Frank L. Walsh
Parole Supervisor I
Scranton District Office

25 YEARS

Murielle Y. Allison
Hearing Examiner
Philadelphia District Office

John F. Burke
Parole Supervisor I
Cedar Sub-Office (Philadelphia)

Robert M. Eminhizer
Institutional Parole Supervisor
Allentown District Office

James N. Heil
Parole Supervisor I
Reading Sub-Office (Allentown)

Robert A. Largent
Director of Interstate Services
Bureau of Supervision, Central Office

20 YEARS

Leon Lawrence
Parole Supervisor I
Wharton Sub-Office (Philadelphia)

Edward A. Rufus
Parole Supervisor II
Harrisburg District Office

Jean M. Davis
Clerk-Steno II
State Correctional Institution at Camp Hill

Louis I. Gorski
Parole Supervisor III
Pittsburgh District Office

Jewett E. Hayes, Jr.
Parole Supervisor I
Pittsburgh District Office

Robert C. Morrison
Parole Supervisor II
Erie District Office

Doris Nadler
Clerk-Typist II
Philadelphia District Office

Nancy J. Rounsaville
Clerk-Typist III
Allentown District Office

Stephen Shuber
Parole Agent III
Butler District Office

Marian Sprengle
Clerk-Typist II
Bureau of Supervision, Central Office

Hermann Tartler
Board Secretary and Director
Bureau of Pre-Parole Services, Central Office

15 YEARS

Michael P. Alterman
Parole Supervisor I
Norristown Sub-Office (Allentown)

Encil B. DeBolt
Parole Supervisor I
Chester District Office

Robert J. Dickey
Institutional Parole Supervisor
State Correctional Institution at Pittsburgh

Leon D. Dingle
Parole Agent II
Kensington Sub-Office (Philadelphia)

Francis E. Donnelly
Institutional Parole Representative
State Correctional Institution at Rockview

Lawrence E. Dougherty
Parole Agent III
Philadelphia District Office

David R. Flick
Parole Supervisor I
East End Sub-Office (Pittsburgh)

Marlin F. Foulds
Probation and Parole Staff Specialist I
Bureau of Supervision, Central Office

Vincent A. Gilhool
Parole Agent III
Kensington Sub-Office (Philadelphia)

Samuel E. Gordon
Institutional Parole Supervisor
State Correctional Institution at Huntingdon

Stephen J. Griffin
Parole Agent II
Philadelphia District Office

Barbara A. Hagerty
Clerk-Typist III
Philadelphia District Office

William M. Haslego
Institutional Parole Representative
Chester District Office

Maureen W. Henry
Parole Agent II
Pittsburgh District Office

Henry J. Hopper
Parole Agent II
Williamsport District Office

Cynthia L. Johnson
Parole Agent III
East End Sub-Office (Pittsburgh)

Allie M. Knight
Clerk-Typist II
Cedar Sub-Office (Philadelphia)

Karl A. Malessa
Parole Agent III
Philadelphia District Office

Charles J. McKeown
Institutional Parole Representative
State Correctional Institution at Dallas

Barbara J. Moore
Clerk-Typist II
Tioga Sub-Office (Philadelphia)

William J. Neumann
Parole Agent III
Chester District Office

Emma J. Noble
Clerk-Typist III
Philadelphia District Office

Olga Oleksyn
Clerical Supervisor II
Philadelphia Hearing Examiner's Office

Harry E. Strickler
Parole Agent III
Philadelphia District Office

Irene Tatalias
Clerk-Typist II
Allentown District Office

Ronald G. Uram
Parole Agent II
Butler District Office

Gilbert J. Wargo
Parole Agent III
Pittsburgh District Office

James R. Young
Parole Agent III
Altoona District Office

Iris E. Zawilski
Clerk-Steno II
Scranton District Office

10 YEARS

Syed H. Ali
Pre-Parole Staff Technician
Bureau of Pre-Parole Services, Central Office

James J. Alibrio
Director, Division of Management Information
Bureau of Administrative Services, Central Office

Gerald W. Bush
Clerk-Typist II
Philadelphia District Office

Doris A. Douglas
Clerk-Typist III
Haddington Sub-Office (Philadelphia)

Dennis A. Durka
Parole Agent II
Greensburg Sub-Office (Pittsburgh)

Stephen G. Griswold
Parole Agent II
Philadelphia District Office

Bernice Gumby
Computer Operator I
Bureau of Administrative Services,
Central Office

Dora L. Heverly
Clerk-Typist II
State Correctional Institution at Rockview

Ellen M. Hesse
Clerk-Typist II
Philadelphia District Office

George W. Johnson
Parole Agent II
Altoona District Office

Willie E. Jones, Jr.
Parole Agent II
Norristown Sub-Office (Allentown)

Harold R. Krause
Parole Agent II
Pittsburgh District Office

John C. Leonard
Parole Agent II
Pittsburgh District Office

Kathy L. Little
Clerk-Steno III
Greensburg Sub-Office (Pittsburgh)

John M. Lonergan
Parole Agent II
Philadelphia District Office

Michael J. Mauger
Parole Agent II
Norristown Sub-Office (Allentown)

Alexander B. McLuckie
Human Services Aide III
Pittsburgh District Office

Ivy A. Moore
Human Services Aide III
Pittsburgh District Office

Brian D. Phillips
Parole Agent II
Allentown District Office

Laurence M. Mundro
Parole Agent II
Scranton District Office

Roberta M. Phoenix
Administrative Assistant I
Bureau of Administrative Services,
Central Office

Rose Marie P. Rozum
Clerk-Typist III
Pittsburgh District Office

Frank C. Watson
Parole Agent II
Philadelphia District Office

David G. Withers
Institutional Parole Representative
State Correctional Institution at Graterford

FINANCIAL SUMMARIES AND ORGANIZATIONAL CHART

EXPENDITURES BY APPROPRIATION

	Fiscal Year 1984-1985
GENERAL GOVERNMENT OPERATIONS	
General Appropriation	\$18,631,484
Federal Funds	15,835
Total Expenditures	\$18,647,319

GENERAL GOVERNMENT EXPENDITURES

Salaries and Employee Benefits	\$16,160,420
Operational Expenses	2,328,062
Furniture and Equipment	158,837
Total Expenditures	\$18,647,319

FEDERAL FUNDS EXPENDITURES BY CATEGORY

National Institute of Corrections Grants	\$ 15,835
Total Expenditures	\$ 15,835

GRANTS AND SUBSIDIES FUNDS ADMINISTERED BY THE BOARD

(Improvement of County Adult Probation Services)

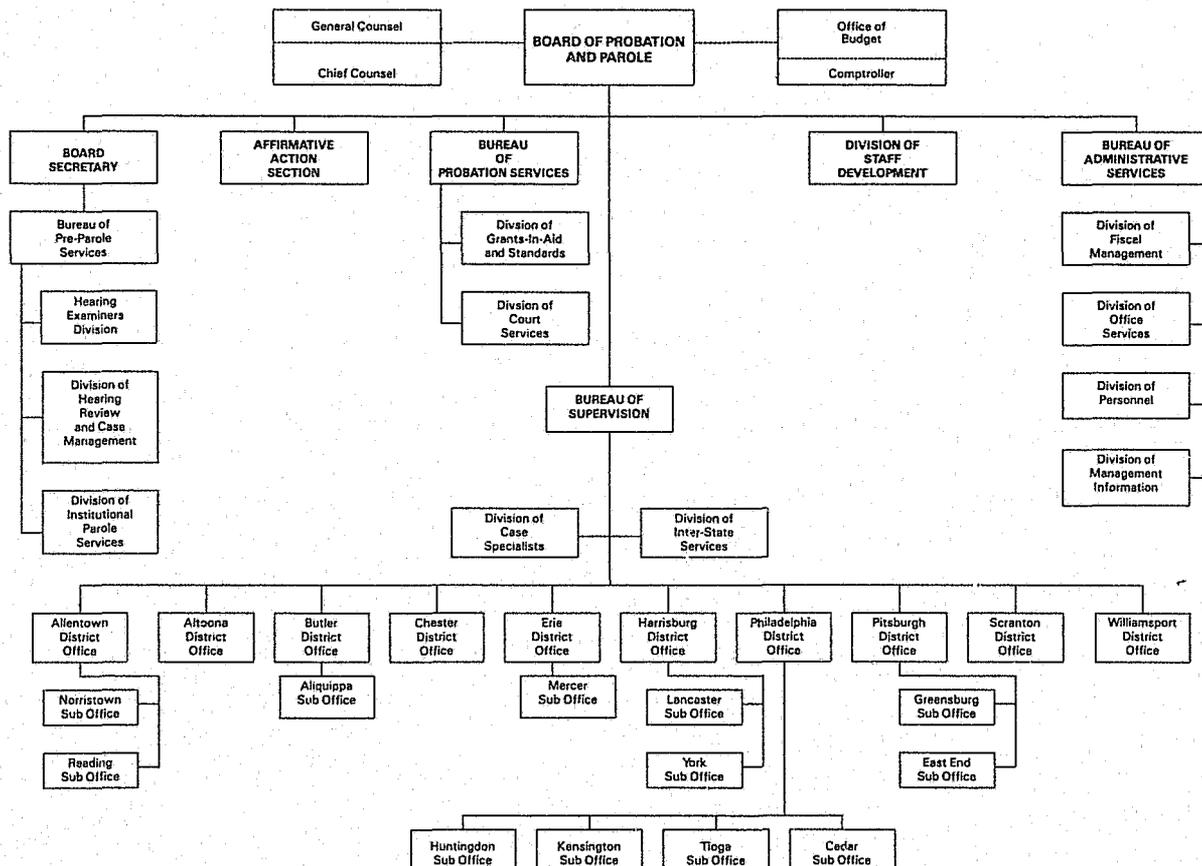
General Appropriation	\$ 3,235,531
Total Expenditures	\$ 3,235,531

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
1984-1985	18,631,484	3,235,531	21,867,015

FEDERAL GRANTS AWARDED TO THE BOARD

Fiscal Year	Federal Safe Street Act (LEAA) Grants		National Institute of Corrections Grants	
	Amount	No.	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
1983-84 ..	—	—	—	—
1984-85 ..	—	—	—	—
Totals	\$18,768,417	72	\$196,111	8



PROGRAM STATISTICS

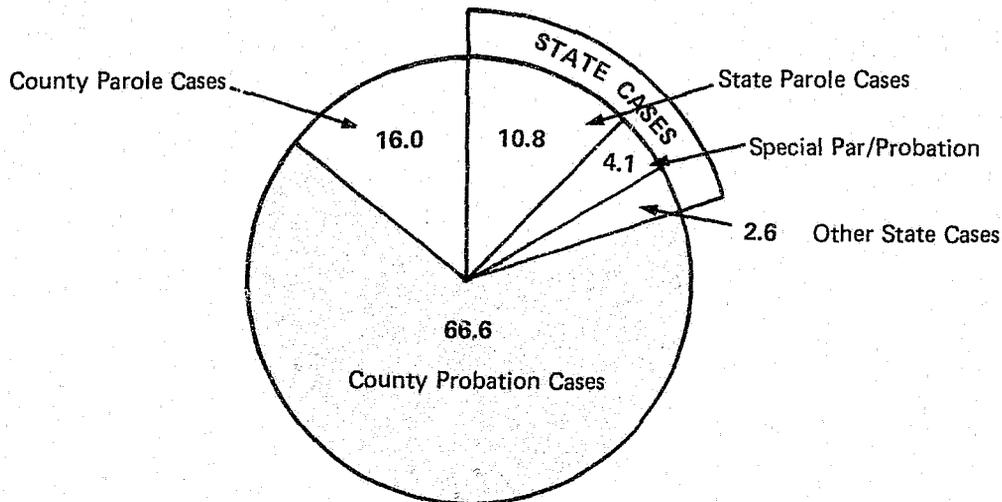
This statistical compendium is designed to provide an overview of operations of the Pennsylvania Board of Probation and Parole from a perspective of work outputs and program effectiveness. A general summary of statistics and trends has been developed below to highlight agency operational performance.

SUMMARY OF STATISTICS AND TRENDS

Pennsylvania's community based correctional system had 91,704 offenders on probation or parole at the end of fiscal year 1984-85. Of this total, 15,983 (approximately 17%) 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

Year Ending	Trend Index	Total Caseload	Total Caseload				
			0	4,000	8,000	12,000	16,000
6/80	100	14,049	[Bar chart showing caseload at 14,049]				
6/81	98	13,782	[Bar chart showing caseload at 13,782]				
6/82	100	14,035	[Bar chart showing caseload at 14,035]				
6/83	106	14,849	[Bar chart showing caseload at 14,849]				
6/84	109	15,314	[Bar chart showing caseload at 15,314]				
6/85	114	15,983	[Bar chart showing caseload at 15,983]				

Total caseload size under Board supervision has continued to grow within the last four years, revealing a 16% 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	979	20.0	3,922	80.0	4,901
Pittsburgh	1,311	53.5	1,139	46.5	2,450
Harrisburg	1,132	70.4	477	29.6	1,609
Scranton	872	95.7	39	4.3	911
Williamsport	532	94.7	30	5.3	562
Erie	1,379	87.1	205	12.9	1,584
Allentown	1,315	72.1	510	27.9	1,825
Butler	482	85.9	79	14.1	561
Altoona	618	94.1	39	5.9	657
Chester	600	65.0	323	35.0	923
Agency Totals	9,220	57.7	6,763	42.3	15,983

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 1984-85, the offender population under Board supervision was 7.7% female.

B. SUMMARY OF PROGRAM OUTPUT

1. Board Actions for Individual Cases – January 1, 1985 to June 30, 1985

Type of Case Decision	Grant Parole	Refuse Parole	Declare Delinquent	Recommit	Continue on Parole	Misc.*	Total
Number	1,872	713	277	961	296	4,616	8,735
Percent of Total	21%	8%	3%	11%	3%	53%	100%

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

Major categories of Board case decisions and their percentage of the total are shown above. The total of 8,735 Board actions represents individual case decisions made directly by a majority vote of the Board. An additional 1,372 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 8,735 cases for which actions were taken during the first six months of 1985.

2. Interviews and Hearings Conducted by Board Members and Hearing Examiners – July 1, 1984 to June 30, 1985

Conducted By	PAROLE RELEASE INTERVIEWS				VIOLATION HEARINGS			
	Parole	Reparole	Review*	Total	1st Level	2nd Level	Full Board	Total
Board Members	2,839	44	1,765	4,648	0	0	562	562
Hearing Examiners	1,486	19	481	1,986	1,738	1,695	0	3,433
Totals	4,325	63	2,246	6,634	1,738	1,695	562	3,995

* 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 70% 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 14% 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	6/80	6/81	6/82	6/83	6/84	6/85
Number of Parole Agents	221	216	207	202	204	221
Index	100	98	94	91	92	100
Average Caseload	63.6	63.8	67.8	73.5	75.1	72.3
Index	100	100	107	116	118	114

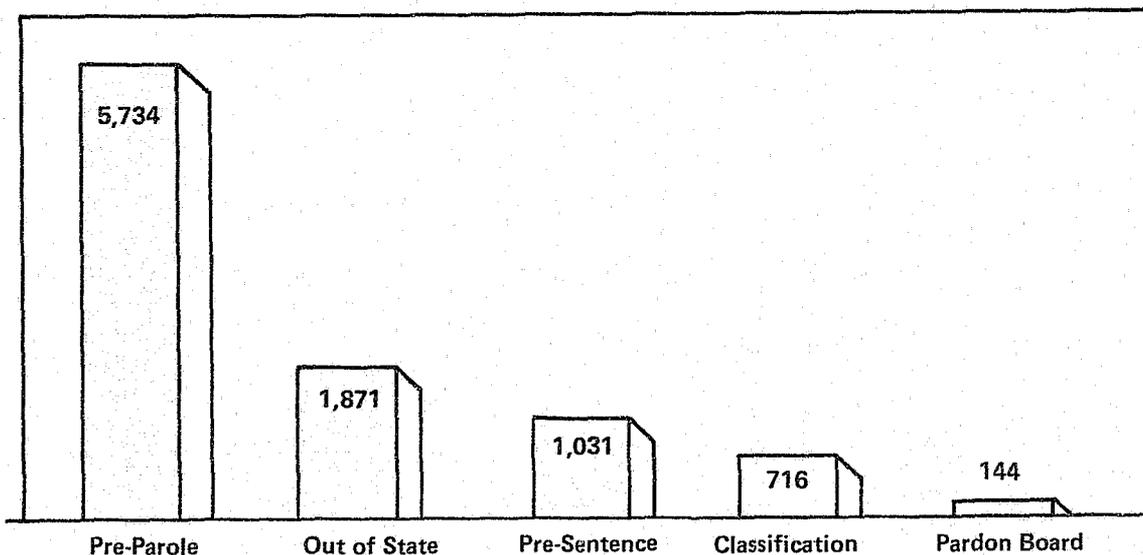
The changes in the number of parole agents and average caseload per agent are shown in the table above. As of June 1985, there were 221 parole agents carrying an average caseload of 72. This compares to 221 agents supervising an average caseload of 64 clients in June, 1980. Average caseload size does 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 77.3 in June 1985.

4. Trends in Total Investigative Reporting

Year Ending	Trend Index	Total Investigations	Total Investigations					
			0	2,000	4,000	6,000	8,000	10,000
79/80	100	7,768	[Bar chart showing 7,768 investigations]					
80/81	102	7,887	[Bar chart showing 7,887 investigations]					
81/82	105	8,174	[Bar chart showing 8,174 investigations]					
82/83	117	9,065	[Bar chart showing 9,065 investigations]					
83/84	119	9,263	[Bar chart showing 9,263 investigations]					
84/85	122	9,496	[Bar chart showing 9,496 investigations]					

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, 1984 to June 30, 1985



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 1982 and 1983 After One Year Follow-Up

	1982		1983	
	No.	Percent	No.	Percent
Continued/Completed Active Supervision	2,977	86.8%	3,089	85.1%
Recommitted to Prison	453	13.2%	541	14.9%
TOTALS	3,430	100.0%	3,630	100.0%

The failure rate during this period has increased by 1.7% over last year.

2. Client Employment Status Annual Comparisons

Employment Status	June, 1984		June, 1985	
	Number	Percent	Number	Percent
Total Able to Work	10,246	77.5%	11,270	78.7%
Employed Full or Part Time	6,789	66.3%	7,840	69.6%
Unemployed	3,457	33.7%	3,430	30.4%
Total Unable to Work	2,969	22.5%	3,054	21.3%
Total Reporting	13,215	100.0%	14,324	100.0%

Unemployment among probationers and parolees who were able to work statewide declined from 34% in June, 1984 to 30% in June, 1985. Highest unemployment among available offenders in the labor force was found in the Pittsburgh district, where 41% 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. 17105-1661, telephone (717)787-5988.

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

Board Action to Recommit to Prison (CPV and TPV) refers to clients who were re-committed to prison for violating the Conditions Governing Parole/Reparole, and also re-committed to prison for committing a new crime while on parole or reparole.

Reaffirm Recommendation requires previous Board Action(s) be supplemented or finalized by the current Board action.

Recommit when Available refers to clients who receive a recommitment action by the Board, but have charges or sentencing pending, or time is being served for a new sentence first.

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

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

Declared Delinquent refers to clients whose whereabouts are unknown and warrants were issued for their arrest.

Delinquent for Control Purposes refers to clients who have criminal

charges pending and whose maximums are about to expire or have already expired, in order to provide administrative control pending final disposition or charges and further Board action.

Continue on Parole refers to clients continued in parole status after having been arrested for technical or criminal charges.

Case Closed refers to clients for whom the Board took action to close interest where a new arrest or conviction occurs near the clients maximum expiration date, and circumstances do not warrant recommitment; or because of a delinquency status at or beyond the client's maximum expiration date where there is no evidence of criminal activity; or closed for other appropriate reasons.

Final Discharge refers to clients on indeterminate sentences who were granted final discharge by the Board or discharged for other reasons.

Recommendation for Special Commutation refers to clients supervised by the Board and subsequently recommended for commutation of the maximum sentence to the Governor through the Board of Pardons.

Miscellaneous Cases refers to Board actions taken on cases for miscellaneous reasons, such as, "modify Board action", "no change in status", "withdraw", "establish a review date", "reparole grant" and "reparole refusal" prior to the Pierce Decision, etc.

Table 2 views the Board's quasi-judicial responsibilities in terms of type of activity, rather than type of decision rendered. Both the decision-making process of release from prison and return to prison require a face-to-face review of individual case facts. Some hearings are a combination of technical and convicted violator proceedings. During FY 1984-85, there were 3,995 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 1984-85, there were 6,634 interviews. A majority (70%) were conducted by Board members and the remainder by hearing examiners.

**TABLE 2
TYPES OF HEARINGS AND INTERVIEWS CONDUCTED BY
BOARD MEMBERS AND HEARING EXAMINERS DURING
FISCAL YEAR 1984-85**

Hearings	Board Members	Hearing Examiners	Total	Percent
Preliminary	777	777	19%
Violation	905	905	23%
Preliminary/Detention	731	731	18%
Violation/Detention	27	27	1%
Detention	122	122	3%
Revocation	400	400	10%
Revocation/Violation	363	363	9%
Probable Cause Out-of-State	108	108	3%
Full Board	562	562	14%
TOTAL HEARINGS	562	3,433	3,995	100%
Interviews				
Parole	2,793	1,486	4,279	64%
Review	1,597	464	2,061	31%
Reparole	44	19	63	1%
Reparole Review	168	17	185	3%
Initial Interviews	46	46	1%
TOTAL INTERVIEWS	4,648	1,986	6,634	100%

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 re-committed 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 3 illustrates that the total number of interviews has increased by 10% during the last three years from 6,053 in FY 1982-83 to 6,634 in FY 1984-85. Violation hearings conducted in FY 1984-85 were 3,995. This represents a 13% increase in the number of hearings conducted since FY 1982-83.

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

Conducted By:	Parole Release Interviews				Violation Hearings			Total
	Parole	Reparole	Review	Total	First Level	Second Level	Full Board	
Board Members	2,839	44	1,765	4,648	562	562
Hearing Examiners . .	1,486	19	481	1,986	1,738	1,695	3,433
TOTAL 1984-85	4,325	63	2,246	6,634	1,738	1,695	562	3,995
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

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 69% of all parole interviews are held in state correctional institutions, with about 33% conducted in the Camp Hill and Rockview facilities.

**TABLE 4
PAROLE INTERVIEWS BY INTERVIEW SITE — 1984-85**

Interview Site	Parole		Review		Reparole		Reparole Review		Total Interviews	
	Hearing		Hearing		Hearing		Hearing		Number	Percent
	Board	Examiner	Board	Examiner	Board	Examiner	Board	Examiner		
SCI Camp Hill	641	130	370	105	11	9	1,266	19.1
SCI Dallas	357	203	3	17	580	8.7
SCI Graterford	342	29	188	16	18	3	100	696	10.5
SCI Huntingdon	293	208	9	31	541	8.2
SCI Muncy	142	8	94	2	3	1	4	254	3.8
SCI Pittsburgh	199	6	113	4	10	7	339	5.1
SCI Rockview	557	339	1	9	906	13.7
SCI Waynesburg	4	14	2	20	0.3
SRCF Greensburg	68	17	85	1.3
SRCF Mercer	236	63	1	300	4.5
County Prisons	798	223	4	6	1,031	15.5
Community Service Centers	409	49	458	6.9
District Offices	14	2	16	0.2
State Hospitals	30	50	2	82	1.2
Philadelphia House of Corrections	2	4	6	0.1
Treatment Facilities	21	6	27	0.4
Other	25	2	27	0.4
TOTAL	2,839	1,486	1,597	464	44	19	168	17	6,634	100.0

Table 5 details the county in which 3,433 hearings were held by hearing examiners in FY 1984-85, 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 — 1984-85**

County	Preliminary	Preliminary/ Detention	Violation	Violation/ Detention	Detention	Revocation	Revocation Violation	Probable Cause Out-of-State	Total
Adams	10	2	6			3			21
Allegheny	99	38	77	5	1	47	29	4	300
Armstrong	3		2	1		1	2		9
Beaver	4	10	7		1	1	4		27
Bedford							1		1
Berks	33	13	31		3	10	8		98
Blair	8	3	14			6		4	35
Bradford	2		1				1		4
Bucks	7	14	15		3	8	8		55
Butler	4	3	4		1	1	2		15
Cambria	1	10	3	1	1	8	5		29
Cameron	1			1					2
Carbon			1						1
Centre	10	3	4			1	1	3	22
Chester	8	19	11			9	15		62
Clarion		1					1		2
Clearfield	1		2			2		1	6
Clinton	3	2	3			2	2		12
Columbia	2		1					1	4
Crawford	7	3	10	1	2	3	2	1	29
Cumberland	15	4	20			35	8		82
Dauphin	49	9	32		2	9	7		108
Delaware	10	31	16	3	3	6	15	2	86
Elk									
Erie	33	18	42	2	2	8	6	2	113
Fayette	13	2	11		1	1		1	29
Forest									
Franklin	11	2	10			4	3		30
Fulton									
Greene		1	1			1			3
Huntingdon	1	1	4			3	2		11
Indiana	2		1					3	6
Jefferson		1							1
Juniata	2	1	3			1			7
Lackawanna	43	2	28		1	9	2	4	89
Lancaster	18	10	25	2	3	3	1	6	68
Lawrence	7	3	5	1	1	2	2		21
Lebanon	4	1	15	1		12	2		35
Lehigh	14	17	27		13	6	6	4	87
Luzerne	51	1	42		1	13	4	3	115
Lycoming	25	3	27	3	2	11	5	2	78
McKean							1	1	2
Mercer	5	11	6	1		2	3		28
Mifflin			2						2
Monroe	3	1	3					1	8
Montgomery	30	43	189	1	4	59	122		448
Montour	2		2			1			5
Northampton	8	13	17		2	10	2		52
Northumberland	7		8			3		1	19
Perry		2	4						6
Philadelphia	180	416	118		66	79	78	53	990
Pike	1		1					1	3
Potter	1								1
Schuylkill		4	2		3	2	1		12
Snyder	1		1						2
Somerset	2	2	7		1	3	2		17
Sullivan									
Susquehanna	2		2				1		5
Tioga	2		4			1		2	9
Union	4		3			1			8
Venango	3		1		1			1	6
Warren	3	1						2	6
Washington	2	4	3			1		1	11
Wayne			1						1
Westmoreland	3		4			3	6		16
Wyoming									
York	17	6	26	4	4	9	3	4	73
TOTAL	777	731	905	27	122	400	363	108	3,433

Table 6 demonstrates that there were 5,172 inmates considered for parole in FY 1984-85. Approximately 69% of the inmates who were considered, were from state correctional institutions.

**TABLE 6
INMATES CONSIDERED FOR PAROLE
BY STATE CORRECTIONAL INSTITUTION FOR
FISCAL YEAR 1984-85**

Institution	Parole Considerations		Institution	Parole Considerations	
	Number	Percent		Number	Percent
State Correctional Institutions:					
Pittsburgh	260	5.0	Mercer Correctional Facility	256	5.0
Graterford	416	8.0	Philadelphia County Prison	40	0.8
Rockview	727	14.1	Other County Prisons	1,066	20.6
Huntingdon	408	7.9	Philadelphia CSC	188	3.6
Dallas	398	7.7	Other CSC's	281	5.4
Camp Hill	804	15.6	State Hospitals	48	0.9
Muncy	158	3.1	Out-of-State	0	0.0
Waynesburg	12	0.2	Total Inmates Considered	<u>5,172</u>	<u>100.0</u>
Greensburg Correctional Facility	110	2.1			

Table 7 indicates that within FY 1984-85, 3,749 or 72% of the 5,172 inmates were granted parole by Board action. These exclude reparole actions before the Pierce Decision. The number of inmates granted parole by Board action and the number of inmates actually released to street supervision differ. An inmate granted parole by Board action within a particular month is not necessarily released within the same month. In addition, paroling actions can be rescinded for various reasons, or an inmate can be paroled to serve a detainer sentence.

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

Fiscal Year	Considered	Parole Granted	Percent of Total Granted
1979/1980	3,481	2,784	80%
1980/1981	3,797	2,964	78%
1981/1982	3,863	3,063	79%
1982/1983	4,412	3,451	78%
1983/1984	4,675	3,430	73%
1984/1985	5,172	3,749	72%

Table 8 shows the distribution of 3,976 cases actually released to parole supervision during FY 1984-85 by major offense category and major race category. White is defined as Caucasian and English speaking, while non-white includes all other persons. Approximately 42% 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	104	23	132	55	314	7.9%
Assault including VUFA	192	20	181	31	424	10.7%
Robbery	197	58	440	106	801	20.1%
Burglary	448	106	257	47	858	21.6%
Drug Law Violation	138	11	81	16	246	6.2%
Theft, RSP	263	25	172	23	483	12.1%
Forgery & Fraud	59	8	37	4	108	2.7%
Rape	56	7	64	23	150	3.8%
Other Sex Offenses	56	2	24	4	86	2.2%
Arson	33	6	7	1	47	1.2%
Other Type Offense	275	26	139	19	459	11.5%
TOTAL	<u>1,821</u>	<u>292</u>	<u>1,534</u>	<u>329</u>	<u>3,976</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; 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 1984-85 in a balance sheet format. Throughout the year there were 5,720 case additions and 4,944 case deductions.

**TABLE 9
PENNSYLVANIA CASELOAD PROCESSING DURING — 1984-85**

Clients Under Jurisdiction July 1, 1984	14,322
Case Additions During FY 1984-85:	
Released on Parole	3,355
Released on Reparole	621
Special Probation Cases	1,202
Special Parole Cases	536
Miscellaneous Additions	6
TOTAL CASE ADDITIONS	<u>5,720</u>
Case Deductions During FY 1984-85:	
Recommitted Technical Parole Violators	557
Recommitted Convicted Parole Violators	1,006
County Revocations	123
Final Discharges	3,165
Death	93
Miscellaneous Deductions	0
TOTAL CASE DEDUCTIONS	<u>4,944</u>
Clients Under Jurisdiction June 30, 1985	<u>15,098</u>

Table 10 displays a three-year trend of Pennsylvania caseload processing. The rate of additions increased slightly during the last two years.

**TABLE 10
THREE-YEAR TREND IN CASELOAD PROCESSING**

	1982-83	1983-84	1984-85
Clients Under Jurisdiction at Beginning of FY	13,164	13,824	14,322
Additions:			
Parole/Reparole	3,659	3,722	3,976
Special Probation/Parole	1,617	1,780	1,738
Miscellaneous Additions	14	0	6
TOTAL ADDITIONS	<u>5,290</u>	<u>5,502</u>	<u>5,720</u>
Deductions:			
Recommits/Revocations	1,483	1,624	1,686
Final Discharges/Death	3,147	3,372	3,258
Miscellaneous Deductions	0	8	0
TOTAL DEDUCTIONS	<u>4,630</u>	<u>5,004</u>	<u>4,944</u>
Clients Under Jurisdiction at End of FY	13,824	14,322	15,098

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 four years to 15,983, showing a growth rate of 16% since June 1981, when caseload size was at its lowest. This increase in caseload size is caused by the combined increase in Pennsylvania Parole Cases and Special Probation and Parole Cases which showed an increase of 6.5% and 2.1% respectively from the previous fiscal year.

**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	1979-80	3,247	100	512	100	466	100	4,225	100
	1980-81	3,185	98	463	90	486	104	4,134	98
	1981-82	3,276	101	448	88	564	121	4,288	101
	1982-83	3,511	108	429	84	637	137	4,577	108
	1983-84	3,662	113	353	69	663	142	4,678	111
1984-85	3,875	119	335	65	691	148	4,901	116	
Pittsburgh	1979-80	1,256	100	1,485	100	231	100	2,972	100
	1980-81	1,256	100	1,319	89	251	109	2,826	95
	1981-82	1,229	98	1,169	79	246	106	2,644	89
	1982-83	1,190	95	1,174	79	268	116	2,632	89
	1983-84	1,173	93	1,105	74	260	113	2,538	85
1984-85	1,164	93	1,051	71	235	102	2,450	82	
Harrisburg	1979-80	893	100	173	100	224	100	1,290	100
	1980-81	912	102	154	89	246	110	1,312	102
	1981-82	968	108	131	76	293	131	1,392	108
	1982-83	981	110	140	81	311	139	1,432	111
	1983-84	1,087	122	151	87	350	156	1,588	123
1984-85	1,118	125	140	81	351	157	1,609	125	
Scranton	1979-80	324	100	260	100	57	100	641	100
	1980-81	336	104	204	78	59	104	599	93
	1981-82	348	107	252	97	85	149	685	107
	1982-83	379	117	271	104	111	195	761	119
	1983-84	450	139	283	109	109	191	842	131
1984-85	487	150	308	118	116	204	911	142	
Williamsport	1979-80	295	100	61	100	78	100	434	100
	1980-81	308	104	59	97	88	113	455	105
	1981-82	336	114	52	85	88	113	476	110
	1982-83	364	123	80	131	96	123	540	124
	1983-84	394	134	72	118	110	141	576	133
1984-85	388	132	77	126	97	124	562	129	
Erie	1979-80	393	100	384	100	74	100	851	100
	1980-81	449	114	387	101	79	107	915	108
	1981-82	490	125	370	96	91	123	951	112
	1982-83	396	101	551	143	115	155	1,062	125
	1983-84	381	97	747	195	78	105	1,206	142
1984-85	455	116	1,052	274	77	104	1,584	186	
Allentown	1979-80	1,048	100	292	100	242	100	1,582	100
	1980-81	1,037	99	247	85	245	101	1,529	97
	1981-82	1,047	100	206	71	300	124	1,553	98
	1982-83	1,220	116	164	56	319	132	1,703	108
	1983-84	1,159	111	194	66	323	133	1,676	106
1984-85	1,309	125	180	62	336	139	1,825	115	
Butler	1979-80	260	100	271	100	59	100	590	100
	1980-81	261	100	263	97	64	108	588	100
	1981-82	263	101	283	104	53	90	599	102
	1982-83	236	91	325	120	72	122	633	107
	1983-84	221	85	352	130	79	134	652	111
1984-85	247	95	230	85	84	142	561	95	
Altoona	1979-80	366	100	179	100	48	100	593	100
	1980-81	343	94	165	92	53	110	561	95
	1981-82	322	88	163	91	60	125	545	92
	1982-83	327	89	237	132	68	142	632	107
	1983-84	330	90	263	147	62	129	655	110
1984-85	347	95	251	140	59	123	657	111	
Chester	1979-80	411	100	245	100	215	100	871	100
	1980-81	409	100	243	99	211	98	863	99
	1981-82	410	100	222	91	270	126	902	104
	1982-83	420	102	182	74	275	128	877	101
	1983-84	421	102	150	61	332	154	903	104
1984-85	494	120	125	51	304	141	923	106	
Agency Total	1979-80	8,493	100	3,862	100	1,694	100	14,049	100
	1980-81	8,496	100	3,504	91	1,782	105	13,782	98
	1981-82	8,689	102	3,296	85	2,050	121	14,035	100
	1982-83	9,024	106	3,553	92	2,272	134	14,849	106
	1983-84	9,278	109	3,670	95	2,366	140	15,314	109
1984-85	9,884	116	3,749	97	2,350	139	15,983	114	

Table 12 gives a distribution of the total caseload within each district by the demographic characteristics of sex and race. As of June, 1985, 42% of the total caseload population was classified as non-white. Approximately 92% or 14,760 of the total 15,983 cases were male, and the remainder 8% or 1,223 cases were female.

**TABLE 12
TOTAL CASELOAD DISTRIBUTION BY OFFICE OF SUPERVISION,
SEX OF OFFENDER, AND MAJOR RACIAL CATEGORY EFFECTIVE JUNE, 1985**

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	
Philadelphia.....	649	3,399	35	127	261	328	34	68	910	69	3,727	195	4,637	264	4,901
Pittsburgh.....	1,041	981	89	104	152	50	29	4	1,193	118	1,031	108	2,224	226	2,450
Harrisburg.....	772	404	50	32	275	35	35	6	1,047	85	439	38	1,486	123	1,609
Scranton.....	703	31	61	0	90	7	18	1	793	79	38	1	831	80	911
Williamsport.....	400	19	39	7	85	3	8	1	485	47	22	8	507	55	562
Erie.....	1,167	172	145	23	62	9	5	1	1,229	150	181	24	1,410	174	1,584
Allentown.....	956	423	78	32	255	48	26	7	1,211	104	471	39	1,682	143	1,825
Butler.....	375	64	30	8	72	6	5	1	447	35	70	9	517	44	561
Altoona.....	508	36	52	2	54	1	4	0	562	56	37	2	599	58	657
Chester.....	344	251	14	10	214	58	28	4	558	42	309	14	867	56	923
AGENCY TOTAL.....	6,915	5,780	593	345	1,520	545	192	93	8,435	785	6,325	438	14,760	1,223	15,983

Table 13 provides a distribution of the active Pennsylvania parole population by length of supervision until maximum parole expiration. Within five years, over one half of the parole population will reach their maximum expiration from street supervision assuming no difficulties occur. Approximately 2.6% or 281 clients were on parole serving life sentences.

**TABLE 13
DISTRIBUTION OF JUNE, 1985 PENNSYLVANIA PAROLE
POPULATION BY LENGTH OF SUPERVISION
UNTIL MAXIMUM PAROLE EXPIRATION**

	Number	Relative Percent	Cumulative Percent
0 to 1 year.....	400	3.6	3.6
1.1 to 2 years.....	1,234	11.2	14.8
2.1 to 3 years.....	1,631	14.9	29.7
3.1 to 4 years.....	1,622	14.8	44.5
4.1 to 5 years.....	1,298	11.8	56.3
5.1 to 6 years.....	736	6.7	63.0
6.1 to 7 years.....	669	6.1	69.1
7.1 to 10 years.....	1,704	15.5	84.6
10.1 to 15 years.....	1,001	9.1	93.7
Greater than 15 years.....	404	3.7	97.4
Life.....	281	2.6	100.0
TOTAL.....	10,980	100.0	

Table 14 illustrates the number of parole agents and average caseload by district. As of June, 1985, there were 221 parole agents carrying an average caseload of 72 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, 1985**

Districts	Total Caseload End of Month	Number of Agents For Month	Average Caseload Per Agent
Philadelphia	4,901	64	76.6
Pittsburgh.	2,450	39	62.8
Harrisburg	1,609	24	67.0
Scranton	911	12	75.9
Williamsport	562	9	62.4
Erie	1,584	16	99.0
Allentown.	1,825	25	73.0
Butler	561	10	56.1
Altoona	657	10	65.7
Chester	923	12	76.9
AGENCY TOTAL	<u>15,983</u>	<u>221</u>	72.3

Table 15 demonstrates average monthly agent supervision contacts by type and district as of June, 1985. Overall, there was an average of 13.6 office client contacts per month, 36.4 field client contacts per month, and 69.2 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	23.8	29.3	.38	60.0
Pittsburgh.	7.8	37.9	.60	64.6
Harrisburg	10.6	34.3	.51	47.4
Scranton	9.8	55.0	.72	111.4
Williamsport	25.7	35.4	.57	87.0
Erie	12.9	58.8	.59	108.3
Allentown.	7.6	35.0	.48	66.3
Butler	5.2	30.0	.54	67.6
Altoona	5.8	54.4	.83	123.5
Chester	5.4	19.5	.25	31.1
AGENCY	13.6	36.4	.50	69.2

Table 16 shows the cooperative exchange of supervision between Pennsylvania state cases and other states' cases through the Interstate Compact. As of June, 1985, the Board accepted 2,350 cases from other states and exported 1,465 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 1,436 county probation cases being supervised in other states as of October, 1985. 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 1985

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	14	11	+ 3	Nevada	11	8	+ 3
Alaska	3	. . .	+ 3	New Hampshire . . .	2	1	+ 1
Arizona	13	23	- 10	New Jersey	650	229	+421
Arkansas	5	2	+ 3	New Mexico	2	3	- 1
California	41	67	- 26	New York	214	147	+ 67
Colorado	13	15	- 2	North Carolina	41	44	- 3
Connecticut	14	21	- 7	North Dakota	2	1	+ 1
Delaware	160	28	+132	Ohio	69	101	- 32
Florida	222	119	+103	Oklahoma	8	10	- 2
Georgia	56	21	+ 35	Oregon	5	4	+ 1
Hawaii	3	. . .	+ 3	Rhode Island	4	3	+ 1
Idaho	3	. . .	+ 3	South Carolina	33	27	+ 6
Illinois	15	25	- 10	South Dakota
Indiana	2	9	- 7	Tennessee	14	12	+ 2
Iowa	2	. . .	+ 2	Texas	129	43	+ 86
Kansas	7	5	+ 2	Utah	2	4	- 2
Kentucky	8	3	+ 5	Vermont	2	2	. . .
Louisiana	13	11	+ 2	Virginia	82	62	+ 20
Maine	2	6	- 4	Washington	16	10	+ 6
Maryland	364	103	+261	Washington, D.C. . .	13	17	- 4
Massachusetts	17	20	- 3	West Virginia	17	25	- 8
Michigan	17	21	- 4	Wisconsin	4	2	+ 2
Minnesota	4	3	+ 1	Wyoming	3	. . .	+ 3
Mississippi	4	3	+ 1	Federal	80	- 80
Missouri	16	8	+ 8	Other*	7	105	- 98
Montana	2	. . .	+ 2	Total	<u>2,350</u>	<u>1,465</u>	<u>+885</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 1984-85 was 54,691. 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 1984-85**

District	Initial Supervision	Regular Supervision	Arrest Report	Parole Violation Summaries	All Other Reports	Total
Philadelphia . .	1,138	7,429	2,126	1,155	3,484	15,332
Pittsburgh . . .	727	3,619	1,224	534	2,573	8,677
Harrisburg . . .	525	2,414	702	233	2,647	6,521
Scranton	507	1,393	424	179	1,051	3,554
Williamsport . .	222	1,033	208	105	576	2,144
Erie	946	1,921	354	174	1,245	4,640
Allentown	608	2,590	713	401	1,930	6,242
Butler	207	1,098	204	57	667	2,233
Altoona	222	1,077	256	41	439	2,035
Chester	334	1,440	351	137	1,051	3,313
TOTAL	<u>5,436</u>	<u>24,014</u>	<u>6,562</u>	<u>3,016</u>	<u>15,663</u>	<u>54,691</u>

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 9,496 investigative reports completed, approximately 60% were pre-parole reports.

**TABLE 18
TOTAL INVESTIGATIONS COMPLETED BY TYPE AND DISTRICT
FOR FISCAL YEAR 1984-85**

District	Pre-Parole	Pre-Sentence	Out-of-State	Classification Summaries	Pardon Board	Total
Philadelphia . .	1,898	0	409	9	48	2,364
Pittsburgh . . .	560	10	175	202	22	969
Harrisburg . . .	530	26	203	72	17	848
Scranton	457	77	144	149	8	835
Williamsport . .	227	75	93	86	6	487
Erie	380	398	76	39	7	900
Allentown	1,079	20	492	21	11	1,623
Butler	120	278	59	25	7	489
Altoona	162	141	37	101	3	444
Chester	321	6	183	12	15	537
TOTAL	<u>5,734</u>	<u>1,031</u>	<u>1,871</u>	<u>716</u>	<u>144</u>	<u>9,496</u>

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 1984-85. Terminations include final discharge due to completion of sentence, as well as revocations and deaths. A total of 4,944 state and county cases were terminated from Board supervision during FY 1984-85. Of this total, 4,911 clients served an average of 2.4 years under supervision. The remaining 33 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 3.0 years, as compared to 2.5 years for female offenders. Parolees released from county prisons were on parole supervision an average of 2.1 years before they were terminated.

**TABLE 19
LENGTH OF SUPERVISION FOR PAROLEES RELEASED FROM
STATE INSTITUTIONS OR COUNTY PRISONS AND
SPECIAL PROBATIONERS DURING FY 1984-85**

Length of Parole Supervision	Adult Male State Correctional Institution				County Prisons				County Jurisdictions		Total	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
1 year or Less	381	20.1	82	19.0	21	19.1	170	22.3	693	40.6	1,347	27.4
Over 1 to 2 years	537	28.3	165	38.2	39	35.5	257	33.6	431	25.2	1,429	29.1
Over 2 to 3 years	337	17.8	93	21.5	24	21.8	190	24.9	234	13.7	878	17.9
Over 3 to 4 years	196	10.3	38	8.8	12	10.9	72	9.4	87	5.1	405	8.2
Over 4 to 5 years	136	7.2	20	4.6	4	3.6	45	5.9	158	9.3	363	7.4
Over 5 to 6 years	60	3.2	9	2.1	1	0.9	14	1.8	35	2.0	119	2.4
Over 6 to 7 years	72	3.8	7	1.6	2	1.8	6	0.8	32	1.9	119	2.4
Over 7 years	178	9.4	18	4.2	7	6.4	10	1.3	38	2.2	251	5.1
TOTAL	1,897	100.0	432	100.0	110	100.0	764	100.0	1,708	100.0	4,911	100.0
Mean	3.0		2.4		2.5		2.1		2.0		2.4	
Median	2.1		1.8		1.8		1.8		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 80% 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									Total	Average Length of Supervision	Median
	1 Yr. or Less	Over 1 to 2 Yrs.	Over 2 to 3 Yrs.	Over 3 to 4 Yrs.	Over 4 to 5 Yrs.	Over 5 to 6 Yrs.	Over 6 to 7 Yrs.	Over 7 Yrs.	7 Yrs.			
Parole Case Closures												
1) Discharged at Max Date	300	424	336	203	134	48	53	154	1,652	3.1	2.3	
2) Discharged at Death	20	16	8	7	4	4	4	13	76	3.6	2.3	
Total Successful Supervision	320	440	344	210	138	52	57	167	1,728	3.1	2.3	
Percent of Total Successful	19%	25%	20%	12%	8%	3%	3%	10%	100%			
1) Recommitted to Prison	334	558	300	108	67	32	30	46	1,475	2.2	1.7	
Percent of Unsuccessful	23%	38%	20%	7%	5%	2%	2%	3%	100%			
Total Closed Cases	654	998	644	318	205	84	87	213	3,203	2.7	1.9	
Percent of Total	20%	31%	20%	10%	6%	3%	3%	7%	100%			
Probation Case Closures												
1) Discharged at Max Date	612	364	197	73	148	29	29	34	1,486	2.0	1.4	
2) Discharged at Death	4	3	4	2	1	0	0	3	17	3.4	2.4	
Total Successful Supervision	616	367	201	75	149	29	29	37	1,503	2.0	1.4	
Percent of Total Successful	41%	24%	13%	5%	10%	2%	2%	2%	100%			
1) Recommitted to Prison	77	64	33	12	9	6	3	1	205	1.8	1.4	
Percent of Unsuccessful	38%	31%	16%	6%	4%	3%	1%	0%	100%			
Total Closed Cases	693	431	234	87	158	35	32	38	1,708	2.0	1.4	
Percent of Total	41%	25%	14%	5%	9%	2%	2%	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 parole failures represent clients who were unsuccessful in reintegrating back into society. It includes offenders who were convicted of new crimes called convicted violators and technical violators who were found guilty for violating the Conditions Governing Parole/Reparole. The aggregate data revealed that the rate of recommitment after one year of supervision was 12%. After two years of supervision, the failure rate increased to 21%, and after three years of supervision, 28% of the aggregate cohort groups returned to prison.

The percentage of clients who continued in active supervision status or completed parole within one year of supervision was 88%. After two years of supervision, 79% of the clients continued or completed active supervision, and after three years of supervision the rate declined to 72%. Clients under continued/completed supervision status includes categories such as reporting regularly, absconders, unconvicted violators, maximum expirations, and deaths.

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

Release Year	1979-1983		1978-1982		1977-1981	
	First Year		Second Year		Third Year	
	Number	Percent	Number	Percent	Number	Percent
Parole Failures:						
Recommitted TPV Only	786	6.5	965	9.0	1,252	11.2
Recommitted CPV	630	5.2	1,339	12.5	1,834	16.4
Total Parole Failures.	1,416	11.7	2,304	21.5	3,086	27.6
Continued/Completed Active Supervision	10,691	88.3	8,428	78.5	8,076	72.3
TOTAL COHORT POPULATION	12,107	100.0	10,732	100.0	11,162	100.0

Table 22 displays the annual parole outcome results after three years of supervision of the 1977-81 aggregate cohort groups over a five year period. The three-year continued/completed supervision rate dropped from 72% in 1980 to 67% in 1981; correspondingly, the recommitment rate increased from 28% to 33% during the same time interval.

**TABLE 22
TREND IN PAROLE OUTCOME AFTER
THREE YEARS OF SUPERVISION**

Year	Continued/Completed Active Supervision	Recommits
1977	73%	27%
1978	74%	26%
1979	74%	26%
1980	72%	28%
1981	67%	33%

Table 23 provides a geographic distribution of parole outcome for the 1983 releases by district. The total cohort population accounts for nearly 100% of the total 3,665 paroles and reparaoles released to supervision in 1983. The range in continued/completed active supervision by district was high (93%) in the Chester district and low (76%) in the Erie district. Recommitment rates for convicted violators ranged from 3% in the Chester Office to 13% in the Altoona office. Recommitment rates for technical violators extended from 2% in the Butler district to 17% in the Erie district.

**TABLE 23
ONE YEAR FOLLOW-UP PAROLE OUTCOME BY
DISTRICT OFFICE FOR THE 1983 RELEASE COHORT**

District	Continued/ Completed		TPV		Recommits CPV		CPV/TPV		Cohort Population	Percent of Total
	Active Supervision									
Philadelphia	907	87.0%	67	6.4%	32	3.1%	36	3.5%	1,042	28.7%
Pittsburgh	321	84.5%	19	5.0%	19	5.0%	21	5.5%	380	10.5%
Harrisburg	347	84.0%	37	9.0%	13	3.1%	16	3.9%	413	11.4%
Scranton	180	83.7%	25	11.6%	2	0.9%	8	3.7%	215	5.9%
Williamsport	145	81.5%	21	11.8%	5	2.8%	7	3.9%	178	4.9%
Erie	160	75.8%	36	17.1%	4	1.9%	11	5.2%	211	5.8%
Allentown	459	83.2%	49	8.9%	21	3.8%	23	4.2%	552	15.2%
Butler	83	89.2%	2	2.2%	5	5.4%	3	3.2%	93	2.6%
Altoona	138	78.9%	14	8.0%	11	6.3%	12	6.9%	175	4.8%
Chester	139	92.7%	6	4.0%	2	1.3%	3	2.0%	150	4.1%
Central Office	210	95.0%	5	2.3%	4	1.8%	2	0.9%	221	6.1%
TOTAL	3,089	85.1%	281	7.7%	118	3.3%	142	3.9%	3,630	100.0%

Table 24 provides an instant offense distribution of the 1983 release cohort's parole performance. The majority (44%) of cases within the 1983 one year follow-up group were on parole for robbery or burglary. The highest proportion of cases by instant offense who continued or completed supervision after one year was homicides at 95%. This was followed by drug law violations 91% and forcible rape, 89%. Arson had the highest proportion of supervision failures with a 77% continued/completed supervision rate.

**TABLE 24
ONE YEAR FOLLOW-UP PAROLE OUTCOME BY
MAJOR OFFENSE CATEGORY FOR THE 1983 RELEASE COHORT**

Instant Offense Category	Continued/ Completed		TPV		Recommits CPV		CPV/TPV		Cohort Population	Percent of Total
	Active Supervision									
Homicides	257	95.2%	5	1.9%	1	0.4%	7	2.6%	270	7.4%
Assault incl. VUFA . .	300	86.5%	27	7.8%	12	3.5%	8	2.3%	347	9.6%
Robbery	674	85.3%	62	7.8%	22	2.8%	32	4.1%	790	21.8%
Burglary	661	80.8%	74	9.0%	38	4.6%	45	5.5%	818	22.5%
Drug Law Violation . .	217	90.8%	12	5.0%	5	2.1%	5	2.1%	239	6.6%
Theft, RSP	382	82.2%	41	8.8%	16	3.4%	26	5.6%	465	12.8%
Forgery, Fraud	81	81.0%	11	11.0%	3	3.0%	5	5.0%	100	2.8%
Rape	116	88.6%	11	8.4%	1	0.8%	3	2.3%	131	3.6%
Other Sex Offenses . .	84	86.6%	7	7.2%	3	3.1%	3	3.1%	97	2.7%
Arson	46	76.7%	8	13.3%	4	6.7%	2	3.3%	60	1.7%
Kidnapping	6	85.7%	0	0.0%	1	14.3%	0	0.0%	7	0.2%
Other Type Offenses	265	86.6%	23	7.5%	12	3.9%	6	2.0%	306	8.4%
TOTAL	3,089	85.1%	281	7.7%	118	3.3%	142	3.9%	3,630	100.0%

Table 25 provides an age distribution of the 1983 release cohort's parole performance. Approximately 54% of the 3,630 cases within the 1983 one year follow-up group were between the ages of twenty to twenty-nine. Clients age 19 or under had the highest recommitment rate of 24.3%.

**TABLE 25
ONE YEAR FOLLOW-UP PAROLE OUTCOME BY
AGE AT RELEASE FOR THE 1983 RELEASE COHORT**

Age at Release	Continued/ Completed		TPV		Recommits CPV		CPV/TPV		Cohort Population	Percent of Total
	Active Supervision									
19 or Under	78	75.7%	11	10.7%	6	5.8%	8	7.8%	103	2.8%
20-29 years	1,634	83.0%	169	8.6%	72	3.7%	93	4.7%	1,968	54.2%
30-39 years	949	87.0%	78	7.1%	31	2.8%	33	3.0%	1,091	30.1%
40-49 years	286	91.4%	17	5.4%	5	1.6%	5	1.6%	313	8.6%
50-59 years	113	90.4%	5	4.0%	4	3.2%	3	2.4%	125	3.4%
60-69 years	25	96.2%	1	3.8%	0	0.0%	0	0.0%	26	0.7%
70-79 years	4	100.0%	0	0.0%	0	0.0%	0	0.0%	4	0.1%
TOTAL	3,089	85.1%	281	7.7%	118	3.3%	142	3.9%	3,630	100.0%

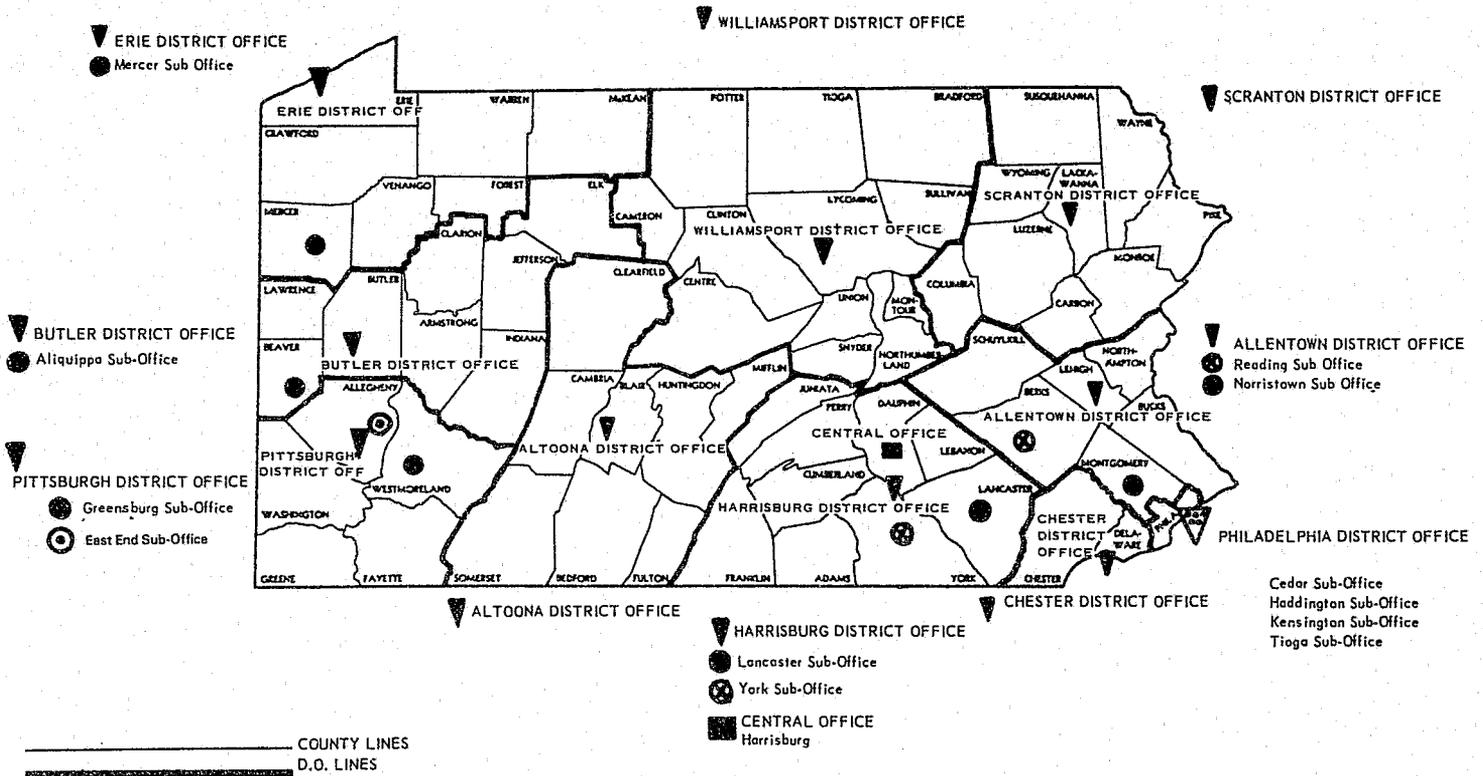
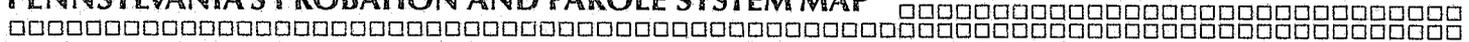
Clients are required to notify their parole agents of changes in employment status. Employment status is helpful to the supervising agent because gainful employment helps facilitate the offender's reintegration into the social and economic life of society. Employment makes an offender under supervision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

Table 26 illustrates client employment status by district. As of June, 1985 the client unemployment rate was 30% statewide.

**TABLE 26
CLIENT EMPLOYMENT STATUS BY DISTRICT DURING JUNE 1985**

	Philadelphia	Pittsburgh	Harrisburg	Scranton	Williams- port	Erie	Allentown	Butler	Altoona	Chester	Agency Totals
EMPLOYMENT STATUS											
Employed Full or Part Time	2,133	986	949	583	312	510	1,238	269	287	573	7,840
% Employed	62.5%	58.6%	75.6%	83.9%	68.9%	69.4%	86.4%	61.1%	62.1%	81.6%	69.6%
Unemployed	1,280	696	306	112	141	225	195	171	175	129	3,430
% Unemployed	37.5%	41.4%	24.4%	16.1%	31.1%	30.6%	13.6%	38.9%	37.9%	18.4%	30.4%
Total Able to Work	3,413	1,682	1,255	695	453	735	1,433	440	462	702	11,270
Total Unable to Work	982	534	331	189	85	152	353	112	138	178	3,054
% of Total Reporting	22.3%	24.1%	20.9%	21.4%	15.8%	17.1%	19.8%	20.3%	23.0%	20.2%	21.3%
Total Reporting in District	4,395	2,216	1,586	884	538	887	1,786	552	600	880	14,324

PENNSYLVANIA'S PROBATION AND PAROLE SYSTEM MAP



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- | | |
|---|---|
| Fred W. Jacobs, Chairman787-5100 | Raymond P. McGinnis, Board Member787-5059 |
| Walter L. Crocker, Board Member783-8185 | Walter G. Scheipe, Board Member787-5445 |
| Mary Ann Stewart, Board Member783-8185 | |
| John J. Burke, Director, Bureau of Supervision787-6209 | Hermann Tartler, Board Secretary and
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| Gene E. Kramer, Director, Bureau of Probation
Services787-7461 | John R. McCool, Director, Bureau of Administrative
Services787-6697 |
| Joseph M. Long, Executive Assistant787-6208 | LeDelle A. Ingram, Affirmative Action Officer . . .787-6897 |
| Robert A. Greevy, Chief Counsel787-8126 | |

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

