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PENNSYLVANIA
BOARD OF
PROBATION
AND PAROLE



Pennsylvania Board of Probation and Parole

ON THE COVER Artist Johnny Craig of Krone Art Service, Harrisburg, has shown the many aspects of probation and parole in the Commonwealth that must work together for a total system all working toward the primary goal of protection of the public through the successful reintegration of the ex-offender into the community.

Peggy A. Urso
Director of Public Information



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

OFFICE OF THE CHAIRMAN

To His Excellency, Governor Milton J. Shapp
and to the Honorable Members of the Senate
and to the House of Representatives of the
Commonwealth of Pennsylvania

NCJ

APR 21 1975

ACQUISITION

Gentlemen:

In the following pages you will find the Pennsylvania Board of Probation and Parole Bi-Annual Report, covering operations during the fiscal and calendar years of 1973 and 1974. More than a mere collection of facts, descriptions, and figures, we consider this a statement of our continuing responsibility to the community we serve.

We feel that we have progressed in making the supervised return of non-dangerous offenders to the streets of Pennsylvania a workable process for both the offender and the community. The overwhelming majority of our clients are finding their places as productive citizens. However, it is not all due to our efforts. The Board has, and appreciates, the support of the community without which the life of the offender could be left to waste behind prison doors.

So, it is with the view that waste—of lives, of tax money—has been reduced, and will be reduced even more in the future, that we have the honor of presenting this article to you. With it comes our acknowledgement of debt to the Governor, Lieutenant Governor, and Attorney General for their leadership; and to the Legislature and the Governor's Justice Commission for their support.

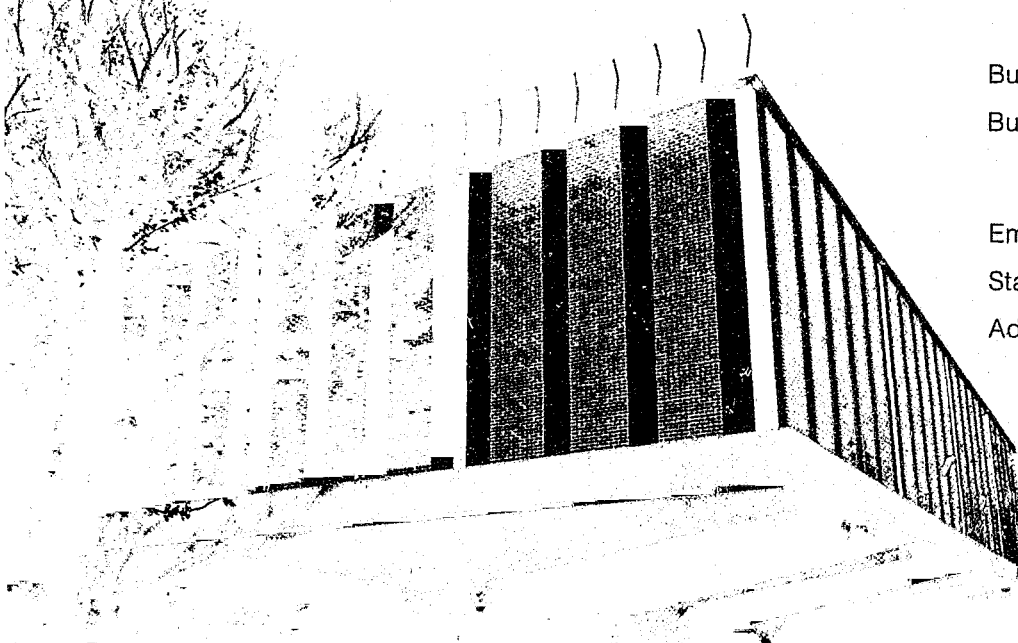
Respectfully submitted,
Pennsylvania Board of Probation and Parole

William F. Butler, Acting Chairman
Paul J. Descano, Member
John H. Jefferson, Member

MICROFICHE

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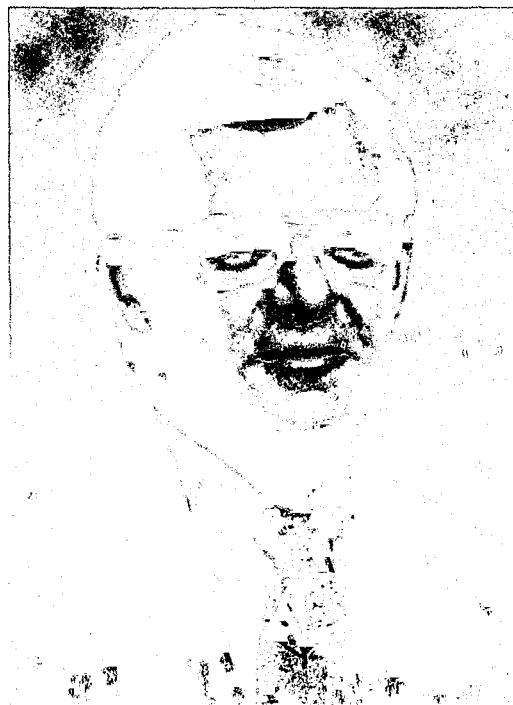
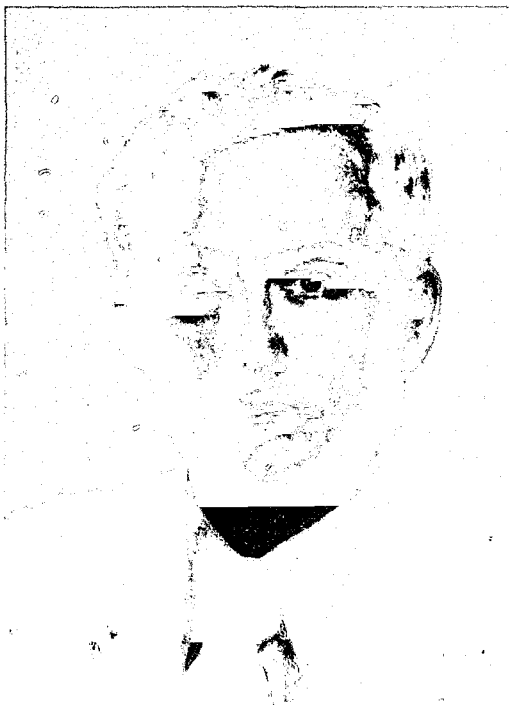




GOVERNOR MILTON J. SHAPP

LIEUTENANT GOVERNOR ERNEST P. KLINE

ATTORNEY GENERAL ROBERT P. KANE



A Message from Milton J. Shapp

Governor of Pennsylvania

"Pennsylvania is proud of its program of Probation and Parole, and for just reasons.

We stand by the doctrine that when deemed worthy, a non-dangerous offender deserves another chance, to rejoin his family, to make his own way.

And parolees are doing just that.

They have contributed approximately \$68.6 million in wages and taxes in the past two years. They have been provided with the needed supervision, and the community has provided them with the opportunity to become respectful citizens.

But more has to be done. As more offenders are placed on probation or parole, the aid in resources and manpower must be increased. Probation and Parole is effective—and it is the most rational response of a humane society."

A handwritten signature of Milton J. Shapp in dark ink.

Pennsylvania Board of Probation and Parole

Ex-Offenders

A triangular relationship exists between an offender, the Board, and the community at large: A crime, despite its nature, is an offense against the entire public body; the community elects twelve of its members to decide the innocence or guilt of an accused; the objective of the Board is to restore the ex-offender to the community and not merely to place him or her on the streets, but to draw upon the human resources of the community to rebuild with the ex-offender what has been suspended by incarceration.

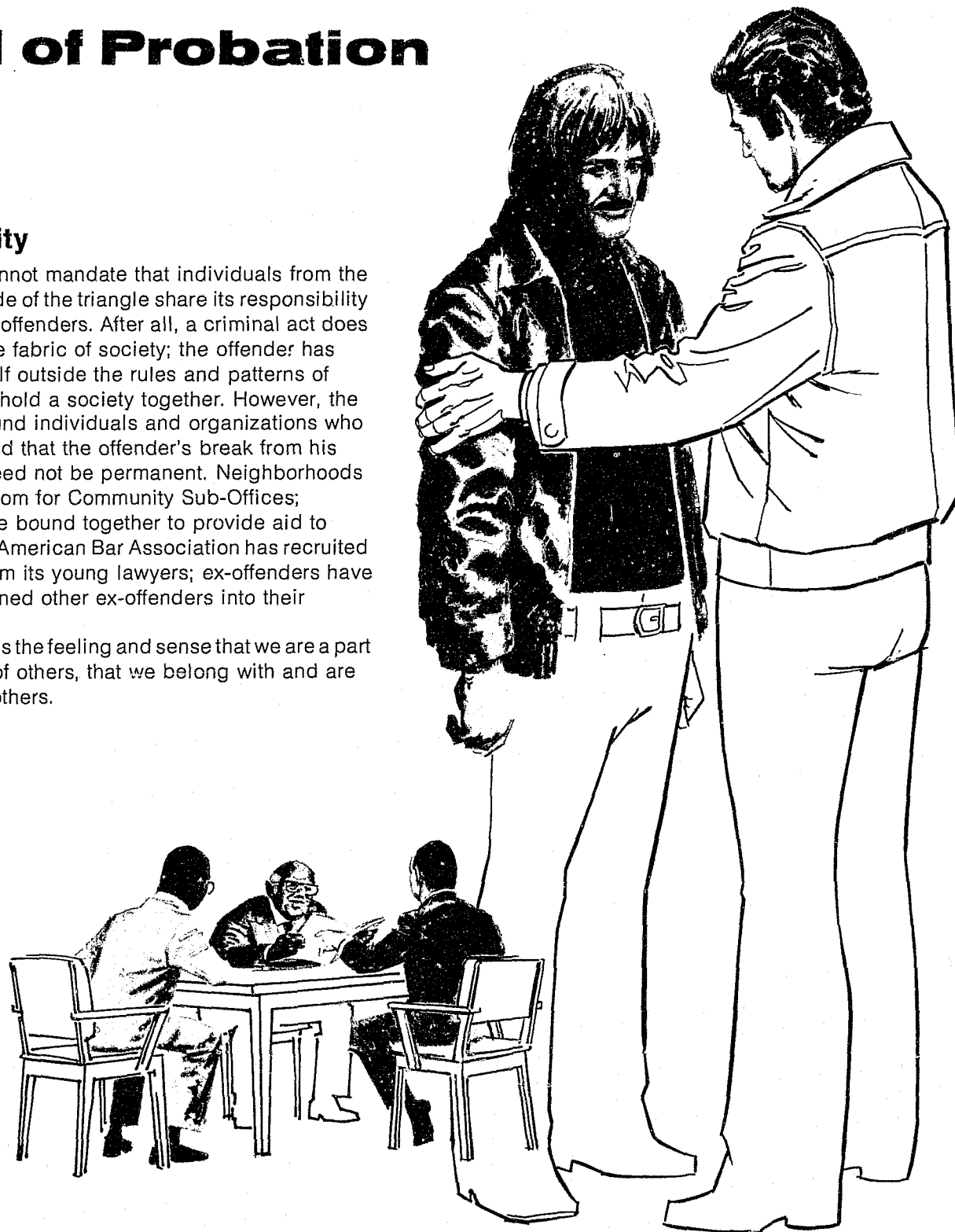
The points of the triangle shift as each of the 12,000 offenders granted probation or parole is assigned a well-trained Agent from the Board, when he is hired by an employer willing to forget and trust, and when the parolee or probationer has met a volunteer who has committed his time, energy, and human understanding.

The Board knows that the best road to a safe society is people helping people. If a man cannot find honorable employment, he has no stake in society. He becomes an economic liability rather than an integral part of his community. If no one is concerned with his well-being, simply because the best adapted individual needs a variety of supports when confronted with comprehending and solving the complex problems of modern existence, the ex-offender may be overcome without having started.

Community

The Board cannot mandate that individuals from the community side of the triangle share its responsibility to redirect ex-offenders. After all, a criminal act does jeopardize the fabric of society; the offender has placed himself outside the rules and patterns of behavior that hold a society together. However, the Board has found individuals and organizations who are determined that the offender's break from his community need not be permanent. Neighborhoods have made room for Community Sub-Offices; churches have bound together to provide aid to parolees; the American Bar Association has recruited volunteers from its young lawyers; ex-offenders have hired and trained other ex-offenders into their businesses.

This all helps the feeling and sense that we are a part of a network of others, that we belong with and are obligated to others.



The Board's Functions

The Pennsylvania Board of Probation and Parole is an independent State Correction Agency directly responsible to the Governor of the Commonwealth. Its two primary areas of responsibility are parole decisions and supervision of all adult offenders sentenced by the courts to a minimum of two years or more.

Parole decisions: The Board decides if an offender should be granted parole after serving his minimum sentence; or while on parole if parole should be revoked because of violations of the conditions of parole, or be discharged from parole granting the Board's belief that the ex-offender has fulfilled the conditions of his parole. Except in the case of youthful offenders, the Board cannot parole until the minimum sentence is served.

Parole Supervision: While serving part of his sentence in the community — parole — the ex-offender is monitored and helped diligently to insure that his reintegration into the community will not lessen public safety.

A further responsibility given the Board by law is the supervision of both Special Probationers — those serving sentences under community supervision in lieu of incarceration; and Special Parolees — these supervised clients include requests mandated by the Court Courts and can include persons whose maximum sentences are less than two years. The Board, also, must perform Pre-Sentence Investigations in order that sentencing take into consideration any extenuating circumstances from the offender's background.

The Board

The Members of the five-position Board are appointed by the Governor and serve full time. Each Member currently is a professional drawn from a field within, or related to, the work of Probation and Parole. However, the law does not demand this background of each Member. At present, there are two vacancies on the Board.

WILLIAM F. BUTLER, ACTING CHAIRMAN, (January, 1974); appointed December, 1964. Reared in western Pennsylvania, Mr. Butler was graduated from Geneva College, Beaver Falls, and received his Juris Doctor from the Howard University School of Law, Washington D.C. He was the Recording Secretary for the Beaver County Civil Defense Office; then Clerk for Beaver County Voter Registration. Mr. Butler's direct experience with Probation and Parole has been as an Associate Juvenile and Adult Probation Officer in Beaver County for 18 years before being appointed to the Pennsylvania Board of Probation and Parole. A charter member of the Southwest Regional Planning Committee of the Governor's Justice Commission, he also served as president of the Pennsylvania Association on Probation, Parole, and Corrections in 1967-68, an organization in which he has been active for many years. Mr. Butler is also a member of the National Council on Crime and Delinquency, American Corrections Association, Crime Clinic of Greater Harrisburg, Chiefs of Police Association, Joint Council on the Criminal Justice System, and the Middle-Atlantic Conference on Corrections.

PAUL J. DESCANO, MEMBER, (December, 1973). Mr. Descano is a native of South Philadelphia and attended Temple and Villanova Universities and the Bucks County Community College. Starting with the Board in August, 1959, as a Clerk in the Philadelphia Office; he worked through the ranks to become the office's Acting District Supervisor. He worked as a Parole Agent in the first Drug Unit which was a model for some other states. Mr. Descano also served as a Coordinator of Drug Treatment for the three prisons in Philadelphia County, a Consultant to the West



WILLIAM F. BUTLER



WILLIAM C. BOOR



PAUL J. DESCANO



JOHN H. JEFFERSON



FRED W. JACOBS

Philadelphia Mental Health Consortium Drug Clinic, and as a Consultant before the Governor's Council on Drug Abuse, Task Force on Drugs. A member of the Governor's Human Services Task Force on Drug Abuse, he also served as Project Director under a Federal Grant through the Governor's Justice Commission for the Attorney General's Strike Force to survey the extent of drug abuse among new arrivals entering the Philadelphia County Prison system. Because of his extensive knowledge of community drug abuse programs, Mr. Descano is a frequently sought lecturer. He is a member of the Pennsylvania Chiefs of Police Association, National Council on Crime and Delinquency, American Correctional Association, Pennsylvania Association on Probation, Parole, and Corrections, Wardens Association of Pennsylvania, American Association of Paroling Authorities, the Fraternal Order of Police Narcotic Enforcement Officers Lodge, and the International Narcotic Enforcement Officers Association.

JOHN H. JEFFERSON, *MEMBER*, (December, 1971). A long-time resident of Philadelphia, Mr. Jefferson is a graduate of Virginia State College with a Bachelor of Science Degree. He has worked in Probation and Parole for most of his adult life, starting

as a Probation Officer for the Philadelphia County Quarter Sessions Court. Prior to his appointment to the Board, Mr. Jefferson served as a Parole Agent and Supervisor for the Board of Probation and Parole.

WILLIAM C. BOOR, *EXECUTIVE DIRECTOR* to the Board, (January, 1974). Mr. Boor's Bachelor's and Master's Degrees are from West Virginia University. He has worked extensively in the State's Justice System: served as Assistant Director of Loysville Youth Development Center; as a consultant for the Juvenile Court Judge's Commission. Before becoming the Board's Executive Director, Mr. Boor served as a Board Member (December 1970 — May, 1973) and as Chairman (May, 1973 — January, 1974).

FRED W. JACOBS, JR., *EXECUTIVE ASSISTANT* to the Chairman, (June, 1973). Mr. Jacobs received his Bachelor of Arts Degree in Psychology from Susquehanna University and his Master's Degree in Social Work from West Virginia University. Following his comprehensive experience at Loysville Youth Development Center as a Caseworker, Cottage Supervisor, Unit Supervisor, and Director of Staff Development, he was named Director of Staff Development for the Board (February, 1971).

The Decision Process

After a man has served his minimum sentence, the Board decides by majority vote if the offender and the public, to which the Board owes primary accountability, are best served by the offender's release onto parole. Each of the 6,500 offenders per year, undergoing a Board Hearing, has been reviewed by the Board's own staff. Recommendations are considered from the sentencing court, the prosecutor, and from as many persons as available who have had contact with the offender during his trial and incarceration. In approximately 77% (percent) of the interviews conducted, justification for parole is established.

Approximately 12,000 decisions include hearings in the eight State and major County Correctional Institutions, in addition to community service facilities. As staggering as this figure is, the Board sincerely feels that most offenders are prepared to rejoin the community before their sentences expire. A man who serves his maximum sentence and is released subsequently may have no one to help him through the perplexing stages of renewed contact with family, employment responsibilities, and the mores of citizenship. The parolee is not merely "let out" on the community, but is released under supervision that is strict initially, then reduced in proportion to the ex-offenders adjustment.

Of the factors analyzed by the Board in reaching a decision, the most important are:

1. Extent of risk to community
2. Job potential and employment history
3. Nature of offense and prior criminal history
4. Emotional and family stability
5. Adjustment to prison



SHEVOLKIA L. FRYE

Affirmative Action

The Board's position on Affirmative Action is a commitment of equality of opportunity, a basic goal of a free society. Responsible growth and success of the Pennsylvania Board of Probation and Parole, as well as the personal growth of individuals, result from enhancing and utilizing the abilities of all individuals to the fullest extent practical within the framework of the governmental environment. By hiring, compensating, training, promoting, and in all ways providing fair treatment to employees on the basis of merit, the effectiveness of the Board's operations can be maintained while enhancing both the State's economic progress and that of individuals.

It is the policy of the Pennsylvania Board of Probation and Parole to provide employment, training, compensation, promotion, and other conditions of employment without regard to race, color, religion, national origin, sex or age, except where age or sex are essential bona fide occupational requirements.

The Pennsylvania Board of Probation and Parole has assigned Affirmative Action and Equal Employment Opportunity responsibilities to the Affirmative Action Officer, and placed the Office of Affirmative Action directly under the Board's supervision for effective action.



PEGGY A. URSO

Public Information

The Public Information Unit provides a crucial link between the Board operations and the public the Board serves. It is imperative that the public be kept abreast with the needs of the Agency, its policies, and the problems that occur within Probation and Parole and their solutions. A specific concern of the unit is the correction of the many misconceptions held by the public concerning probation and parole. The Unit prepares all informational material, including booklets and pamphlets, news releases, and represents the Board in the media.

1 2 3

Value of Probation and Parole

The use of Probation and Parole is increasing annually, largely due to the justice system's realization that the public's welfare is better assured if a man or woman is reintegrated with the aid of the community in which he lives than if committed for lengthy periods to the often damaging effects of correctional institutions. Incarceration may not, in fact, cause a person to value more the freedom he faces at the end of his maximum sentence. The absolute regulation is suddenly over. He must regain his adulthood in the only possible way: making correct choices. It is here that Probation or Parole becomes a saver of lives.

The offender, when supervised, gains a spectrum of established citizens — professional Parole Agents, volunteers, social service workers — brought together by the Board of Probation and Parole to work on his behalf, to mitigate his effect on society's effect on him, either or both of which could cause him to choose more crime as a feasible alternative to living within a community. The Board assures the ex-offender that despite how tough it is to get back into the swing of family living, reporting to the job, and in general, social interaction, society is not a looming wall of refusal, but that however slowly this society will accept him.

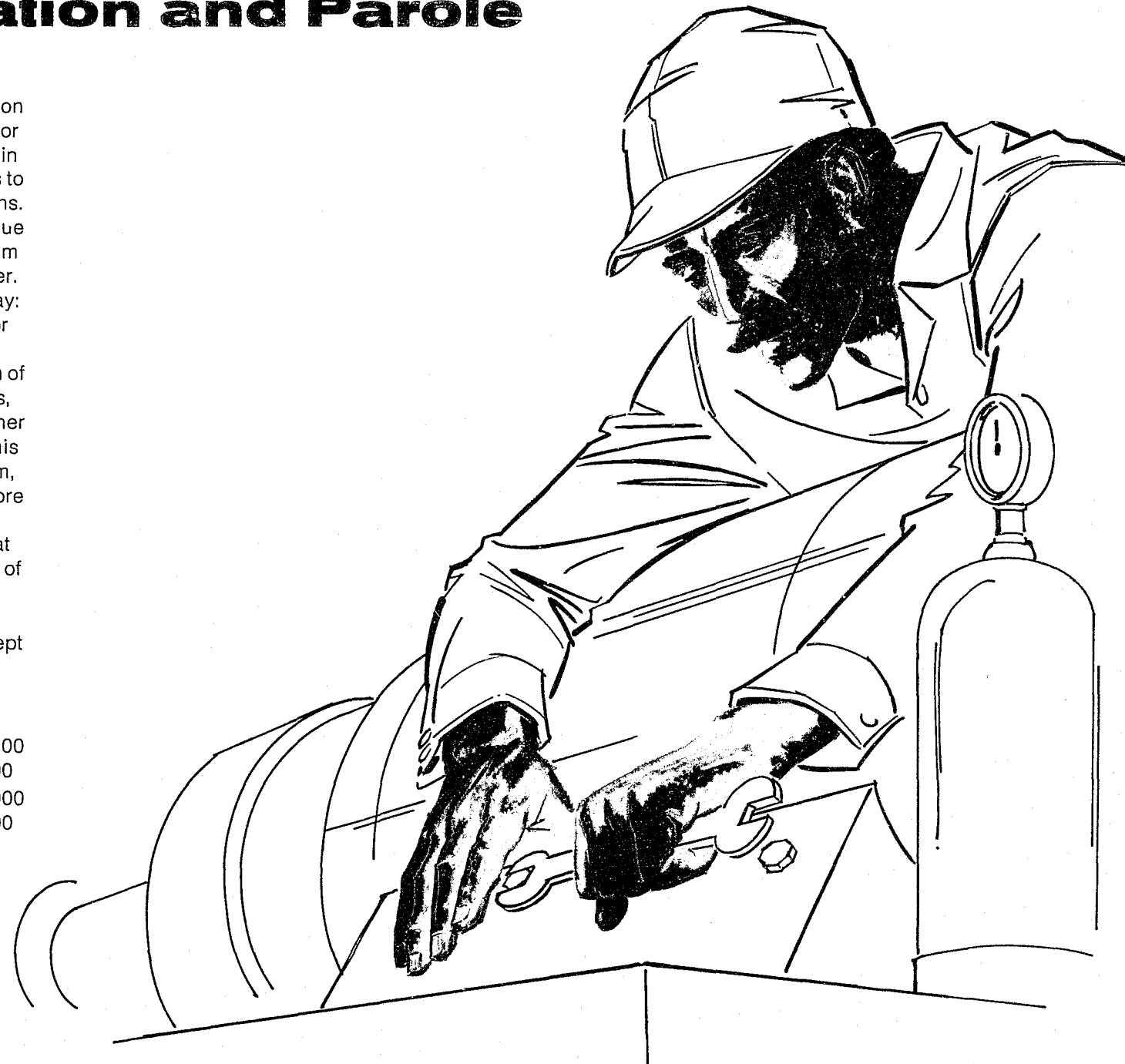
Percent of Applicants Granted Parole — 77%

Probationers and Parolees (approximate)

1973 Earnings.....	\$28,700,000
Taxes Paid	\$4,100,000
1974 Earnings.....	\$31,300,000
Taxes Paid	\$4,500,000

Cost Per Client per year (approximate)

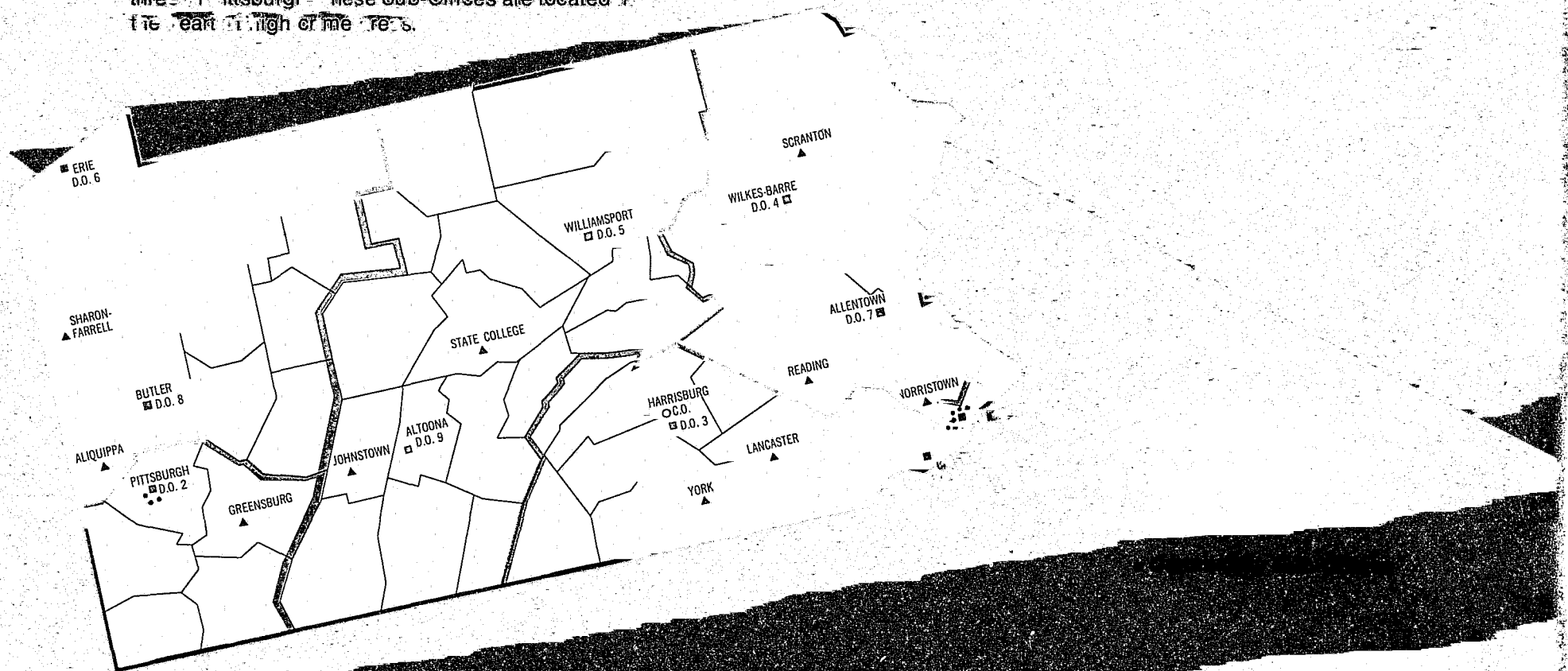
Parole.....	\$700
Incarceration.....	\$7,000



Administrative Regions

The Board administers its program through its staff of 662 personnel and state wide network of district and local offices. The District Office is located in Philadelphia. The Sub-Office is located in Wilkes-Barre, Williamsport, Erie, Allentown, Butler, Altoona, and Chesapeake. The Sub-Office have been set up in Johnstown, Greensburg, State College, Scranton, Sharon, Farrell, Norristown, Lancaster, Alliquippa, Reading, and York.

Because the Board believes in making services and supervision more accessible to the offender and his family where they live and work, it has established the Community Sub-Offices - seven in Philadelphia and three in Pittsburgh. These Sub-Offices are located in the heart of each of the areas.



The Board Members' Report

The previous Bi-Annual Report of the Pennsylvania Board of Probation and Parole was a record of the great expansion of our programs and services. It reported, among other changes, the doubling of the total number of staff, introduction of alcohol and drug treatment programs, the revision of conditions governing release on parole, and the opening of Community Parole Centers that take services into the communities in which clients live and work.

What we have to report for this period is less exciting than what was reported two years ago, but equally important. It should be: for the past two years we have been concerned with continuing and sustaining those new programs our growth has brought us that have been beneficial to our clients. Like the plight of the man on the street, our dollar buys less than it used to. The temporary nature of Federal Grants have forced us to re-evaluate our dependence on federal money. So, for the future, we intend to research and evaluate the programs in operation and to request the Administration and the Legislature to replace the Federal funding of the programs with State monies wherever possible.

During the past two years, we have traveled extensively to conduct 24,000 Parole Hearings in State Institutions throughout the Commonwealth. The Board Members have also traveled to all of the State's metropolitan areas to attend conferences on Standards and Goals on Probation and Parole, sponsored by the Pennsylvania Joint Council on the Criminal Justice System Committee on Standards and Goals. The conferences stem from the National Standards outlined in the National Advisory Commission on Criminal Justice Standards and Goals Report, *Corrections*. One of the priorities of the

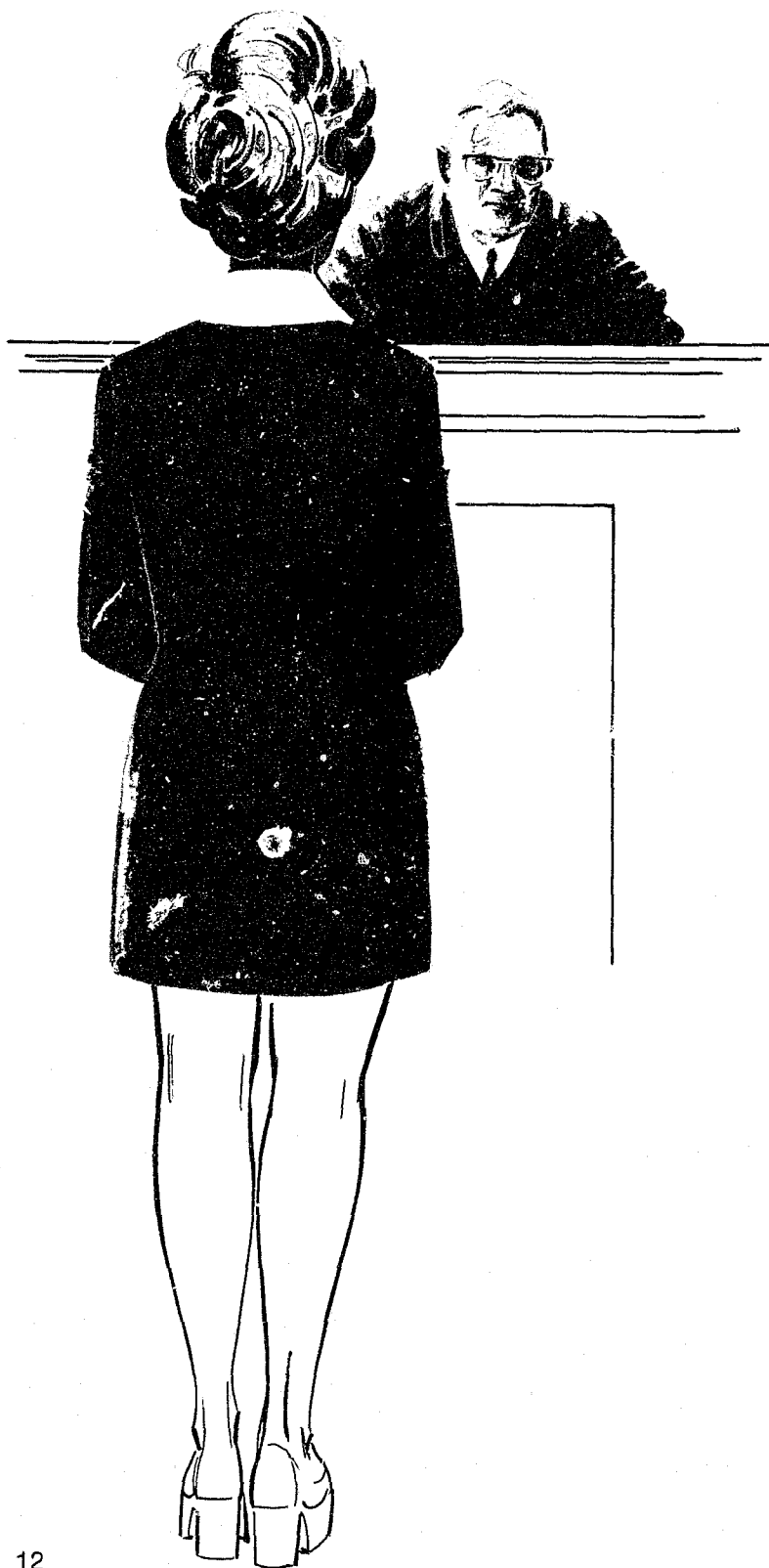


Commission is to encourage and facilitate cooperation among all the elements of the Criminal Justice System and with the communities they serve. The Board endorses the Commission's efforts and will soon begin to adapt the National Standards which are applicable to State Probation and Parole in Pennsylvania and strongly feels that cooperation and coordination between all areas of Corrections is a must if continuity of services is to be available to clients of the Commonwealth's Criminal Justice System.

During 1973 and 1974, the Board has been attempting to enforce the mandates of the courts which were passed in 1972. The *Morrissey vs. Brewer* United States Supreme Court decision of 1972 set forth minimum requirements of due process at Parole Violation Hearings. Since that time, the procedures have been revised and decision-making has been decentralized as more responsibility for hearings have

been placed with supervisory field personnel in the various offices throughout the State. The *Rambeau vs. Rundle* Pennsylvania Supreme Court decision of 1973 entitles a parolee to a Violation Hearing before the full Board which has been interpreted by the Attorney's General's Office to mean a quorum of the Board. The Sunshine Law, passed by the Pennsylvania Legislature and enacted in September, 1974, mandates that Board Meetings be open to the public.

We Board Members do not feel we are beset at each turn with insolvable dilemmas. For some of the previously mentioned areas, only the future will bring complete enlightenment. In the meantime, we will continue to fulfill our dual mandate: protection of the community to which we are primarily responsible and supervision and treatment of ex-offenders. Our rate of program growth will be slower, but we anticipate that our services will continue to grow in effectiveness.



Gene E. Kramer, Director (1974). Mr. Kramer was graduated from Elizabethtown College with a Bachelor's Degree in Law Enforcement and Corrections. He began his career in Corrections in 1957 as a Probation Officer in Franklin County and later was promoted to Chief Probation Officer. Mr. Kramer became a Parole Agent for the Board in 1964. In 1967, he was appointed one of two Adult Probation Services Advisers. From 1971 to 1974, before the creation of this Bureau, he was Director of the Board's Probation Services Unit.

Bureau of Probation Services

Responsibility: Administration of State and Federal Grants-in-Aid to counties; implementation of uniform statewide standards for County Adult Probation Services; administration of Pre-Sentence Investigations, and of Board's Special Probation/Parole services to counties.

For certain offenders, the courts may decide that incarceration is more damaging than beneficial, or simply unwarranted. Instead, this type of non-dangerous offender is placed on Probation and is allowed to serve his sentence under supervision within the community rather than in prison.

The large majority of Probation Cases are supervised by County Probation Departments. However, the Board has taken a part in County Probation Programs due to its continuing philosophy that high priority be given to the improvement and expansion of Adult Probation Services at the county

level — as well as at the State level. Pursuing this philosophy, the Board established the Bureau of Probation Services in July of 1974.

The Bureau's objective is to correct deficiencies in County Probation in order that all offenders not in need of institutional confinement receive effective community-based probation services from professional and well-trained staff. The primary function of the Bureau is the administration of State and Federal Grants to eligible counties, to provide their probation departments with the funds necessary to increase the caliber of their services, and to implement related programs.

The Pennsylvania Probation and Parole Act requires that any county which provides additional probation staff will receive a Grant-in-Aid for the additional cost incurred. During 1973 and 1974, the Board approved from two State appropriations a total of \$2.3 million to



43 participating counties for the salaries of 186 adult probation positions.

In June of 1973, the Governor's Justice Commission awarded the Board a \$2.2 million Grant in LEAA Funds to augment the State's Grant-in-Aid Program. In cooperation with the Governor's Justice Commission and the Regional Planning Councils, the Board awarded Sub-Grants to fifteen counties for Adult Probation Services. Projects made possible through these Sub-Grants include increased supervisory personnel, drug treatment, and referral programs and residential treatment programs.

The Board received an additional Grant of \$1.8 million from the Commission in June, 1974, to continue the original 1973 Grant-in-Aid Augmentation Project. It is projected that nine counties will receive funds primarily to continue existing projects. Though funds are presently at an adequate level, counties are

encouraged to use their own funds, add needed staff when State funds are not readily available, or in the event LEAA Funds cease.

The Bureau of Probation Services is responsible for the preparation of Board budget documents, and the preparation and distribution of applications for Grants-in-Aid, financial statements, and instructions. Interpretation of the Grant-in-Aid Program to the courts, County Commissioners, and other interested parties is also a function of the Bureau.

Much of the Bureau's effort is directed towards establishing uniform standards for statewide Probation Services. The following sets of standards were introduced by the Board in 1967 (amended, 1973):

1. Standards for Probation Personnel
2. Standards for Supervision of Adult Probationers
3. Standards for Pre-Sentence Investigations
4. Standards for quality of Probation Services

Periodically, county probation departments, particularly those receiving Grants-in-Aid, are evaluated by the Board's Adult Probation Service Advisers.

Evaluations were completed in 1973-74 of all county adult probation services which were shown to have improved greatly when compared to state-wide standards.

Another requirement of the Probation and Parole Act states that any judge having criminal jurisdiction may by Special Order refer any probation case to the Board for supervision; and that any judge upon issue of an Order of Parole for offenders sentenced to imprisonment for a term of less than two years may certify the case to the Board for supervision. The law further states that upon the request of any judge, the Board shall conduct Pre-Sentence Investigations.

During 1973 and 1974, the Bureau processed and assigned 5,115 Special Probation and Special Parole Cases and 2,860 Pre-Sentence Investigations to the Board's field personnel. As of December 31, 1974, the projected number of special cases under supervision was 4,130.

For the future, the Bureau of Probation Services will pursue the following:

- A. Raising the standards for county services.
- B. Encourage county probation departments to increase personnel salaries to the level of their state counterparts.
- C. Work with the Governor's Justice Commission and Regional Planning Councils to develop comprehensive plans for county adult probation projects to be funded by LEAA.
- D. Request increases in State appropriations for Adult Probation Grants-in-Aid to counties to fund all staff positions added since 1965, and to perpetuate staff originally funded by LEAA Grants when LEAA funding ceases.

Bureau of Pre-Parole Services

Responsibility: Direction and operation of Board programs within all correctional facilities throughout the Commonwealth.

While in an institution, an offender may not have the opportunity to come to terms with the problems and forces which indirectly caused his removal from the community. Prison isolates, and the rehabilitation that occurs is done more in a vacuum than in the context of an open community. That an offender has adjusted to incarceration does not mean he has gained the emotional and/or vocational tools needed to direct his life outside prison walls in a positive way.

Acting on the Board's realization that its responsibility for community safety begins before an offender is paroled, the Bureau of Pre-Parole Services works with each potential parolee for six months prior to his Parole, to enhance his reintegration into the community.

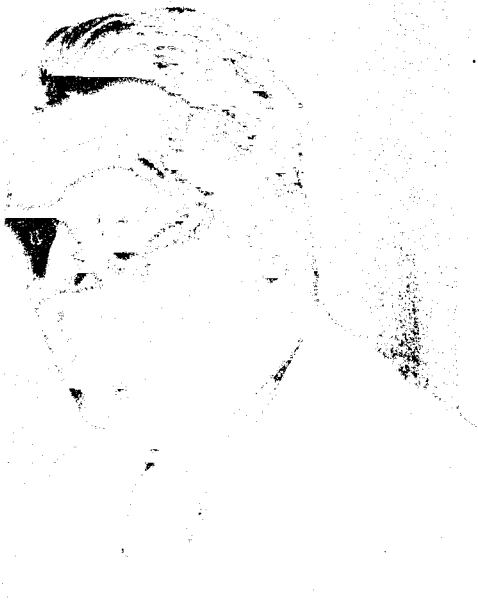
Much of this pre-parole orientation attempts to identify particular failings that plagued the client before incarceration and could continue upon parole. Problem areas may be negative attitudes about life and society; friction between the offender and his or her spouse; inabilities to function socially; or

vocational handicaps. The Bureau feels that a parolee with a firm grasp of what he must overcome outside the walls is already partially prepared for re-entry into the community.

The Bureau also takes a hand in job placement for pre-parolees. Through the Bureau of Vocational Rehabilitation, Parolees, upon release, have been admitted into job training programs. The Bureau of Employment Security has been encouraged to take an active interest in finding substantial jobs for ex-offenders. Parolees have found job training through the Urban League, Model Cities, and OIC Programs also.

When a client becomes eligible for Parole or Reparole, the Bureau's institutional staff investigates and evaluates the client's adjustment, behavior, and achievements while in the institution. The Bureau's Central Office also solicits the recommendations of the trial judge, prosecuting attorney, and prison officials. The complete report is available to the Board for Parole Interviews, and allows its decisions to be more objective. If Board Action is favorable, a copy of the report is forwarded to the appropriate District Office to be reviewed by the supervising Agent. For the Agent, the report suggests the type of supervision necessary to reduce community risk, and outlines short- and long-range goals for the client which can be used to develop a workable treatment plan.

The Pre-Parole Investigation system has been accelerated to permit more releases on the dates approved by the Board. Decentralization has been emphasized and more responsibility placed in the field and District Offices. To insure an effective treatment plan, District Office personnel are consulted three months before the anticipated parole of an offender to assure their readiness to work with the client, his family, and the community prior to the actual date of release.



Hermann Tartler, Board Secretary and Director of Pre-Parole Services (1971), was a teacher and worked for UNICEF before coming to America from Austria in 1952. He served two years in the United States Army and attended Temple University and was graduated from Elizabethtown College. Mr. Tartler spent a year as Program Director at a Philadelphia Settlement House. In 1957, he joined the Philadelphia Police Department and worked as a Juvenile Aid Officer until 1965 when he became a Parole Agent in the Harrisburg District Office. Mr. Tartler was promoted to Parole Counselor at the State Correctional Institution at Camp Hill in 1968 and was soon named a Parole Case Specialist. He was appointed Board Secretary in August of 1971 and later named Director of Pre-Parole Services.

Parole Analysts and Counselors are considered part of the staff of the correctional institution in which they work. They cooperate closely with facility officials to screen and classify residents and to create job training programs. Their presence helps to reaffirm the mutual goal of rehabilitation of the Board of Probation and Parole and the Bureau of Correction.

Parole Analysts and Counselors are located in State Correctional Institutions at Dallas, Graterford, Huntingdon, Pittsburgh, Muncy, Rockview, and Camp Hill. They are also assigned to Philadelphia County Prison and to the Allentown District Office.

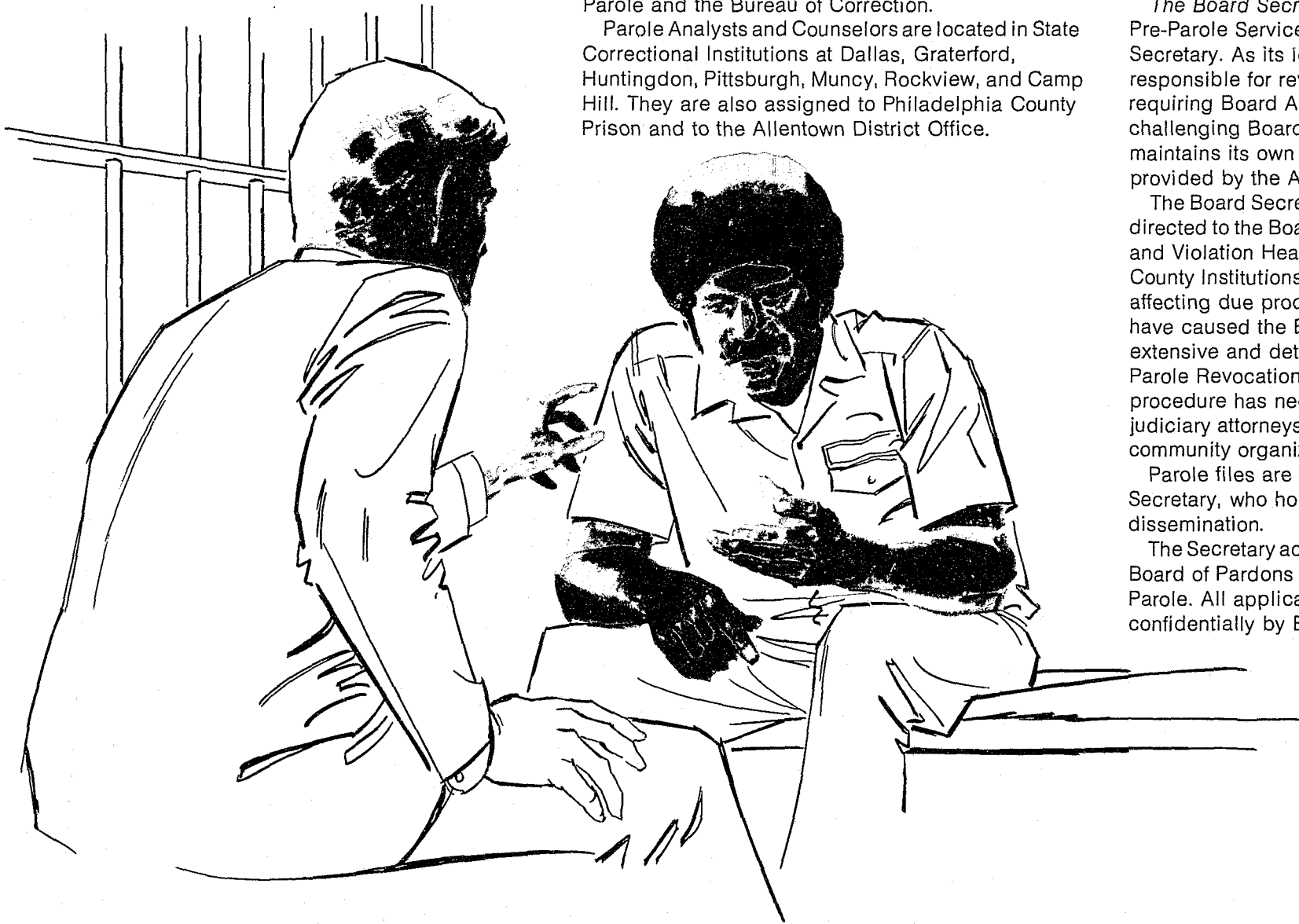
The primary future objective of the Bureau is creation of five regional positions which would coordinate pre-parole services of District Offices within each region and the standardization of pre-parole services in County Institutions to match those of State Institutions.

The Board Secretary's Office: The Director of Pre-Parole Services also serves as the Board Secretary. As its legal arm, the Board Secretary is responsible for reviewing the legality of all cases requiring Board Action, and for processing litigation challenging Board jurisdiction. While the Board maintains its own legal staff, additional direction is provided by the Attorney General's Office.

The Board Secretary processes all correspondence directed to the Board, and schedules Parole, Review, and Violation Hearings for the Board in State and County Institutions. Recent Supreme Court decisions affecting due process at Parole Violation Hearings have caused the Board's legal staff to develop extensive and detailed regulations for governing Parole Revocation Hearings. The step-by-step procedure has necessitated additional contacts with judiciary attorneys and other concerned persons and community organizations.

Parole files are collected and maintained by the Secretary, who holds sole jurisdiction over their dissemination.

The Secretary acts as the liaison officer between the Board of Pardons and the Board of Probation and Parole. All applications for pardons are investigated confidentially by Board personnel.





John J. Burke, Superintendent (1971). Mr. Burke is a graduate of the University of Scranton with a B.S. in Sociology. He was Director of Recreation at the Farview Hospital for the Criminally Insane from 1951 to 1955. Mr. Burke began his career with the Board as a Parole Agent in Williamsport in 1955 and was promoted to a Parole Case Specialist in Harrisburg in 1960. In 1966 he was appointed Director of Intrastate Services and was named Director of Field Services in 1968.

Bureau of Parole Supervision

Responsibility: Implementing the policies and procedures of the Board in the supervision of Parole and Probation cases as mandated by the Parole Act; supervision of Special Parole and Special Probation cases.

Parole comes eventually for most offenders. Out on the street, what they do with their new freedom depends to a great extent on the key members of the Board's staff — the Parole Agent. He or she provides the direct link between the ex-offender and the services maintained by the Board — this, in addition to drawing on his personal resources as counselor, social worker, law enforcement officer, advocate, and ombudsman for the reinstated citizen who may find acceptance into the community on an uphill battle. However, while being the ex-offender's advocate, the Agent is also the Board staff member most immediately responsible for guaranteeing the Board's

mandate to protect the community.

With the Bureau of Supervision, Agents are responsible to the Director of Field Services, who is the Assistant to the Superintendent. The Field Services Director inspects and reviews District Office operations and assists in developing and implementing new or approved procedures for the Board's services. He is also responsible for the research and surveys regarding improvement of parole supervision services and implementation of new programs and techniques. Recently, Field Services was able to complete a revision of the *Manual of Operation* used by field personnel.

At present, the Board employs 264 Agents, 48 of whom are women and minority members.

The Director of Interstate Services has been designated by the Board of Probation and Parole as the Deputy Compact Administrator for direction of

services mandated by the Interstate Compact for the supervision of parolees and probationers. All fifty states, Puerto Rico and the Virgin Islands, belong to the Interstate Compact and serve as each others' Agents in the supervision of parolees and probationers. As of June 30, 1974, 911 Pennsylvania Cases were being supervised in other states. In addition, the Pennsylvania Board of Probation and Parole is supervising 1,298 cases under the Interstate Compact Agreement for other states. In addition to Pennsylvania cases under the supervision of the Board, the Interstate Department is also responsible for the transmittal of hundreds of County Parole and Probation cases to other states for supervision.

There are also numerous special requests from other states referred for investigation. These include requests for Pre-Sentence Investigations, Pre-Parole Investigations, and other types of reports that are

handled through the Interstate Compact Agreement.

The Director of Intrastate Services is responsible for reviewing cases submitted to the Board of Probation and Parole relative to parole violations and adjustment while on parole. He is responsible for evaluating these reports and giving the District Offices instruction and guidance in Board Policies and Procedures relative to arrests and parole violations. He instructs and advises the District Offices, through correspondence, and visits, concerning Board Policies and Procedures in regard to intrastate supervision, and more specifically in the matter of arrests and parole violations.

Parole Case Specialists review and analyze Progress and Conduct Reports and records and recommend appropriate action to the Board of Probation and Parole and to the Board of Pardons. The Parole Case Specialists are primarily responsible for all Pardon Board related duties and review and analyze supervision reports to increase the effectiveness of Parole supervision.

The Parole Case Specialists handle all supervision cases from the ten District Offices. They review case reports and records for compliance with the Board of Probation and Parole's Policies and Regulations and to determine the quality of work being performed. In addition, they make recommendations for improvements in case recording and reporting procedures. They are in frequent phone contact with the District Offices and make periodic personal field visits to the District Offices during which Supervisors, Assistant Supervisors, and Agents are counseled in improving interviewing techniques, supervision practices, and recording the progress of parolees.

Advice is given on problems which may arise in the course of their work. They are involved in the Board's training programs and they perform other duties as required.

The Social Rehabilitation Services Program Coordinator is responsible for the field operation of the SRS Program. He must regularly interpret the changes in Welfare regulations, program policy, and Board Policy and Procedure to the SRS field staff. A constant review of the reports of all units is maintained to insure that services are being provided in conjunction with, or in addition to the supervision of eligible clients. Frequent field trips are made to the various units to review and audit their operation as well as assist in solving problems.

Agent training is the responsibility of the Director of Staff Development and Training. The initial six-week training period alternates weekly between actual field

practice and class studies, where Agents are given the instruction for their multiple roles: enforcement, family planning, personal and group counseling. Most Agents bring to their work a sound university background in a field related to social work or law enforcement. Some even have served as interns with the Board while still in college, and represent the sixteen colleges and universities participating in the Board's Intern Program.

The Director of Staff Development and Training not only coordinates field personnel training, but also plans, develops, and implements managerial training programs, supervises Regional Staff Development Specialists who provide on-going training for incumbent staff, and provides consultative and technical services to all regions and field staff in all aspects of training and staff development.



While Agents comprise the bulk of the Bureau of Supervision's staff, it also provides services that are not directly related to the supervision of ex-offenders. A large part of the Bureau's effort goes towards clarifying Parole Violation Policies, processing clients under supervision in Pennsylvania from other states, and monitoring the services to clients from other agencies.

No amount of aid given an ex-offender by Agents or supplemental programs will affect his lifestyle if the community is not willing to understand the difficulties the ex-offender encounters and is able to see him as worthy of a second chance. To increase the awareness in the community of the Board and the clients it serves,

a Citizen Volunteer Program was established in 1971. Volunteers give direct services to Board clients on a one-to-one basis, and complement the work done by the Agent. Before an interested citizen is allowed to develop a relationship with an ex-offender, he is given an intensive training course. What the course attempts to do is to give the volunteer a sense of the relationship between the different parts of the Criminal Justice System. Also, by use of role-playing and mock volunteer-client situations, the volunteer learns how to relate to life-styles, attitudes, and even feelings that will be vastly different from his or her view of life.

The Director of Volunteer Services is responsible for the overall supervision of the Board's Citizen Volunteer

Program. He is responsible to plan, initiate, promote, facilitate, direct, and evaluate a program of volunteer services, assisting the Board's professional staff to utilize citizen participation. Responsibilities include the supervision of Regional Volunteer Services Coordinators who work directly with the Board's professional staff in the recruitment, screening, training, and assignment of volunteers. The Director is responsible for the development of all materials needed for the program and the maintenance of a computerized records system of all volunteers and their assignments. He also serves as a consultant with probation departments in the development and evaluation of County Volunteer Programs.

One of the most effective ways the Board has developed to deliver services is the Community Parole Center. Located within high crime districts, the Community Parole Centers act as a local alternative to the centralized District Offices. The Agents working in the Community Parole Centers have been able to understand and relate to the subcultures of their clients' communities. The atmosphere in a Community Parole Center is informal, the treatment family-oriented. They advance the true image of the Board as a service agency for the community as well as a law enforcement agency.

The Board's Parole Supervision Unit's short-range goals are to stabilize services so that effective supervision can be extended to those under our jurisdiction and to secure adequate funding so that we have the flexibility to use our personnel in the most effective manner.

The long-range goal is to increase the efficiency of services by providing an improved training program geared to present-day needs and to be alert to innovative programs that will be beneficial to the more successful rehabilitation of the offender and the protection of society.

Gone are the days when female Agents in the Commonwealth just supervised other females. Parole Agent Sharon Oyer of Philadelphia's Broad Street Sub-Office is a classic example of this fact. Her caseload is comprised mostly of male clients and she finds it "challenging." Of course, male Agents also have mixed caseloads.



PROFILE: Agent of the Year Awards



Parole Agent David Holman meets with a parolee on the streets of Philadelphia.

1973: Vernon Hester

1974: David Holman

Two Agents, two very different worlds. Both were chosen by their fellow Agents and Supervisors because each took to his job the ideal demonstration of the qualities all good Agents have: astute judgment, self-reliance, versatility, and motivation.

Hester: "I don't have what you'd call a concrete approach. No two people are alike. It's doing what you hope will work for each client. I wing it."

Holman: "I'm after solutions to problems. A parolee lives in a community, and that community has to be livable. Often we try to merge the parolee into a community which doesn't exist. Our views of the community may be different than it really is. It is not our job to change the entire society, but rather to change parolees so that they can meet the demands of their community."

Vernon Hester works from the Williamsport District Office. His area is the north central portion of the State, from the New York border to Williamsport. It's not unusual for him to travel 200 miles to see a client or to hold a group session. "It's a good way to get people together. The clients more or less run them themselves, helping each other with common problems. There are times even I come in for a little fire. I

learn about them, and a lot about myself." Hester's world is predominantly rural. "Little work, little else. If making a living is impossible, some people steal." He didn't need a study; his eleven years as an Agent has taught him about the tie between going to work and going straight.

"I try to hold my own values back and find out where a man's coming from. You'd be surprised what old-fashioned courtesy will accomplish. I emphasize the things that hold us together."

Holman is a White Agent in a Black world: the North Philadelphia Sub-Office. Working from the Sub-Office where his clients live and work, Holman has come to know both the community and its resources — from the established organizations to the unofficial authorities on the stoops and in the shops. "Call them designated, moral authorities. If they know you're there to help the community as much as the parolee, they'll help you." One of the first things Holman did as an Agent was to write a booklet listing referral agencies and groups. It is for clients, but available to the community: just as his counseling is available to anyone who walks through the door.

Holman: "I left law school because I wanted more contact with people than just their legal needs. Also, in the advocate system, the deciding



Parole Agent Vernon Hester meets with a parolee and her mother in the Williamsport District Office.

question was who could afford the best lawyer, not who was guilty or innocent. Of all the social-work type careers I read about, Probation and Parole was the one I felt I should pursue."

Hester: "I was working in broadcast radio for thirteen years, but the job wasn't leading anywhere. Job security, pension — that kind of thing. So part of why I

became an Agent had to do with my future. Still, I had this wild idea I could help people. Get them working with their hands — a kind of therapy."

Easier work could have been had by men with families to consider. The Agents are on an actual 24-hour call. The problems clients have are seldom convenient in time or form. The job description does contain the clause,

"...an element of physical danger."

Hester: "It's a mixed bag. The tendency is away from surveillance to treatment. The rules are so flexible you can get lost in what you're doing. I hop back and forth: law enforcement to counseling."

Holman: "A difficult balance between being a 'nice guy' and what I know has to be done sometimes."

The Agents are not so different. Granted, the older Hester, in rural Bradford and Lycoming Counties, is a pragmatist, and the younger Holman, in the tensed city, is an organized idealist, but there are basics:

Holman: "Concern for people."

Hester: "A sincere desire to help people."

The Volunteer Corps of Probation and Parole

Volunteers are an important part of the Board's services to clients. They are citizens from a broad spectrum of backgrounds and life-styles who contribute their time and emotional energies to getting ex-offenders involved in positive activities, and to serving as role models. Most serve on a one-to-one basis and provide an invaluable supplement to overworked Agents. Don't let the title mislead you. Their number is not legion; of the 12,000 parolees and probationers

under Board supervision, only 500 have volunteers.

Instead of a factful report on the Volunteer Program, the Board decided that a better summary of the Program could be received from one of the volunteers working in the field. An interviewer was sent to the home of Terry Z. in Harrisburg. Terry and his parolee, Don S., began working together when Don was incarcerated at the Camp Hill facility. The comments both men made were frank and ranged



Terry (left), Debbie and Don
openly discuss Don's
adjustment in the
community.

from the problems with prisons to problems with friends who feel that the only good offender is a caged one.

Interviewer: "How did you become a volunteer?"

Terry: "Actually, it was the public service ads on television. I'd just gotten out of the service, and wanted a career where I'd have contact with people. Becoming a volunteer was almost natural. I grew up in Fort Leavenworth, Kansas. I know a lot about prisons. Unless a guy is dangerous, he should be outside."

Interviewer: "When you first met Don, did you have any problems relating — to an ex-offender?"

Terry: "You're talking about offenders rejecting straight people. Well it's not true. If you were locked up, wouldn't you welcome anybody who was trying to help you — has concern about your well-being? These people aren't some kind of strange monsters."

Interviewer: "Not monsters. But if a man doesn't know how to run a game on someone before going in, he will learn how to manipulate people once he gets out. A matter of surviving."

Terry: "I know what you're talking about. It didn't happen with Don. There was some bull at first but we got beyond that. I had to accept that he had as much right to check me out as I did him."

Don came in with his woman friend, Debbie. He and Deb work for the same company and have just come in from the job. Don looks younger than his 22 years. He's open and friendly, and obviously comfortable with Terry. Don's a good example of the inequalities of the Criminal Justice System. He was convicted in his hometown of Burglary and Larceny. The total take from all of his jobs was \$600. Sentenced to two to five years, he was originally at the Huntingdon facility. He was 19 then.

Don: "There was nothing to do in No jobs; I got in with a bad crowd."

Interviewer: "Now that you're on parole, what are your plans?"

Don: "I have a job; clerical and inventory stuff. I want to get into auto mechanics. I dream of opening my own shop, being my own boss."

Terry: "You know he has a room with us. Pays rent, and takes his meals when he wants. He's also financially stable. He's just bought a car. Not much, but he's getting it into shape."

Don: "I've come a long way. If that judge only knew what went on in prison — well, he wouldn't send nobody there. I saw a lot of your guys come through who shouldn't've been there. Messed them up."

Interviewer: "From what you've both said, I gather you favor more use of probation."

Don: "Yeah. There's rules, but they're not bad. Nothing different than what everybody lives under."

Interviewer: "Terry, how was your relationship with the Agent who supervises Don since he's on parole?"

Terry: "So far we have had little contact, since Don has not been on parole very long. Knowing Don for a longer time than Harry, (that's the parole agent's name), I have had some concerns which I have shared with him. Harry has been very receptive and on one occasion, he used his authoritative role in correcting a situation which could have caused some future problems."

Interviewer: "Do you feel that you are a part of the team effort?"

Terry: "Very much so! I believe that, as a volunteer, I can be helpful to the parole agent in understanding Don more quickly. I hope that together we will be able to assist Don to make it on the street."

Interviewer: "Let's include Debbie. What is it like dating a parolee?"

Debbie: "Don's no different than anybody else. He's a person. I didn't know, at first, that he was a parolee. When he told me, like I said, he's a person. Oh, the company also knows."

Being a volunteer is not the easiest position to be in. And ironically, it's not relationship with the ex-offender that causes problems. Don and Terry accept and respect each other. It is Terry's friends, and even some relatives, who test his belief in what he is doing. They refuse to understand why he has volunteered to work with Don, much less invited him into his home. Terry, himself, provides the key: "For a guy like Don it's the situation he grew up in. I know that because I was lucky and didn't get caught for some of the things I did when I was a kid. Most people are either lucky or have somebody to look out for them."



Daniel R. Bernstein, Director (1972). Mr. Bernstein was graduated from the University of Pennsylvania Wharton School of Finance and Commerce with a B.S. Degree in Economics, and from the University of Pennsylvania School of Social Work with a Master in Social Work Degree. He served as Acting Director, Bureau of Special Services, with the Department of Welfare. Prior to this post, he was Director of the Bureau of Youth Development Services with Public Welfare. Before coming to the Board, Mr. Bernstein spent five years as a gang worker in North Philadelphia and three years as a Settlement House Worker in both North and South Philadelphia.

Bureau of Special Services

Responsibility: Development of additional funding resources for social services and job training useful to parolees; integration of new programs into Board operations; police relations.

The Parolee trying to work his or her way back into community life very likely will need help beyond diligent supervision by his assent to succeed. Before incarceration, lack of training may have made him unsuited for meaningful employment; his family may need medical assistance that would place a heavy burden on the ex-offender just starting out, already with a variety of handicaps; he and his family may have emotional and psychological blocks against reunion that require extended counseling. While agencies do exist to provide individuals with social services to overcome these and other handicaps, the Bureau of Special Services attempts to guarantee that as many parolees as are eligible will receive the same benefits.

To gain the funds to administer these services, proposals are prepared and submitted by the Bureau, and extensive negotiations are undertaken at the Federal and State levels, with public and private agencies at the county and local levels, and with

representatives from related professional groups.

Priority has been given to two groups of services: medical and social services; employment and manpower training. Currently operational in the field of manpower training are programs funded by the United States Department of Labor, the Commonwealth and the Bureau of Employment Security. These programs have created 37 job slots that provide employment opportunities for ex-offenders in our District Offices as human services aides, clerks, and maintenance workers.

Although the employment is for a one-year maximum, it gives clients the support and training that will allow them to find, eventually, full-time employment. Nearly 50% of the clients who have trained in the program, during its three years of operation, have gone on to obtain full-time employment.

The Bureau has secured funds under the Emergency Employment Act which has allowed the Board to add 24 Parole Agents and clerks to the staff. Of those meeting program requirements, priority has been given to Vietnam Veterans and to individuals with

serious employment problems.

Realizing that unemployment is a problem which can affect seriously a client's chances of reintegration into the community, the Bureau recently has received approval of a new program, under the Comprehensive Employment and Training Act, to fund Regional Employment Specialist, who will devote their full-time efforts to solving clients' employment difficulties.

A major portion of the Bureau's activities centers around the network of social services provided to clients and their families under the agreement with the Pennsylvania Department of Public Welfare.

More than 3,600 clients and their families, or about 30% of the Board's caseload are eligible to receive intensive rehabilitation and treatment from a range of services dealing with drug and alcohol abuse, family and marital discord, employment, and mental health. Psychologists have been hired to provide testing, client interviews and consultation to agents, and to aid agents in understanding the problems of their clients. The agents assigned to these intensive care units have undergone a specialized training in drug and alcohol abuse and community organizations.



The program's hypothesis is that recidivism will be reduced if ex-offenders are able to achieve economic self-support, and to live in stable healthy family and social atmospheres.

Once a program has become operational, the Bureau provides technical assistance for the program, and oversees compliance with the contract. Also, it must keep the records required for the statistical and program reporting of the project, and maintain fiscal and budgetary records.

Since the use of Probation and Parole as a tool is expanding and more offenders are being released into communities under Board supervision, close affiliation between the Board and police services becomes fundamental. The Board recognizes that the toll for, and fears of, crime are pressing problems for the citizenry. It also acknowledges that measures to combat the problem and to improve community safety are vested in professional police services as well as the rehabilitation of the ex-offender.

Both police officer and parole agent play exceedingly difficult roles in society; both must understand clearly complex social relationships to be effective. Not only are they members of the community they serve, as well as part of the branch of the government that provides the formal base of authority, they are an important part of the criminal justice system that determines what course society will pursue to discourage law-breaking and to rehabilitate offenders in the interest of public order.

In line with the need for communication between the Board and police, and the need for both parole officers and police to understand the society around them, a cooperative program has been developed between the Board, the Pennsylvania Chiefs of Police Association and the Pennsylvania State Police. During the past two years, the Board has worked closely with the Probation and Parole Committee of the Pennsylvania Chiefs of Police Association. Thirty-six (36) regional police-parole conferences and institutes

have been conducted since June, 1972 which have been attended by 2,740 participants representing 526 agencies from 62 counties.

A secondary result of the conferences was the wide participation of related social service groups. One conference dealt with the criminal justice system, the news media and the community. Others brought together lawyers, police, teachers, and students to discuss alternatives within the Criminal Justice System, and the current and future trends of incarceration versus community treatment.

The theme of the institutes was based on the manual, *Police Procedures in the Handling of Parolees*, published under the auspices of the Pennsylvania Chiefs of Police Association, State Police, and the Board in 1972. The manual and subsequent institutes were developed to aid police departments in the establishment of uniform guidelines for the handling of parolees. They were held in each of the Board's six regions, and were attended by Federal, State, and local police officials.

During the past two years, an experienced full-time Supervisor of Police Relations has been employed by the Board to conduct a range of cooperative programs with local and State Police agencies throughout the Commonwealth.

Goals:

1. To integrate more fully into the Board's program services provided by State agencies and community sources.
2. To improve the quality of services rendered to clients, through the refinement of existing program regulations, and the establishment of new interdepartmental guidelines and regulations.
3. To expand employment services with the aid of new Federal funds.

The Bureau's long-term goals are to broaden and intensify the supportive services that can be given by Parole Agents to the Board's clients.

The Bureau's long-term goals are to make maximum use of all new programs and sources of funds, thereby broadening and intensifying the supportive services that can be given.

Bureau of Administrative Services

Responsibility: Fiscal management, personnel management, office services, Research and Statistical Unit, Systems Analysis and Methods Unit, and Management Review Unit.

While the Bureau is not involved directly with services to probationers and parolees, it is responsible for the administrative and management framework and the maintenance of physical facilities that allow the service bureaus to function. It is this Bureau which evaluates quantitatively the progress of programs and projects; keeps the Board's accounts for fiscal appropriations and the variety of grants it receives; and establishes procedures for more efficient management.

In order to implement and process the personnel and supply requirements, the Bureau maintains close relationships with all Commonwealth Central Agencies, such as the Civil Service Commission, the Department of Property and Supplies, the Budget Office, the Comptroller's Office, and the various bureaus in the Office of Administration.

The Bureau is divided into six divisions, each of which has been required to increase its services in the past two years, due to the Board's expanded budget regarding both Federal and State Funds, its increase in personnel of 25%, and the expansion of the Board's programs within this same period. Labor Relations requirements and the initial emergence of Systems Analysis and Data Processing have also added to the functions of the Bureau of Administrative Services as well as expansion in the area of employee benefits.

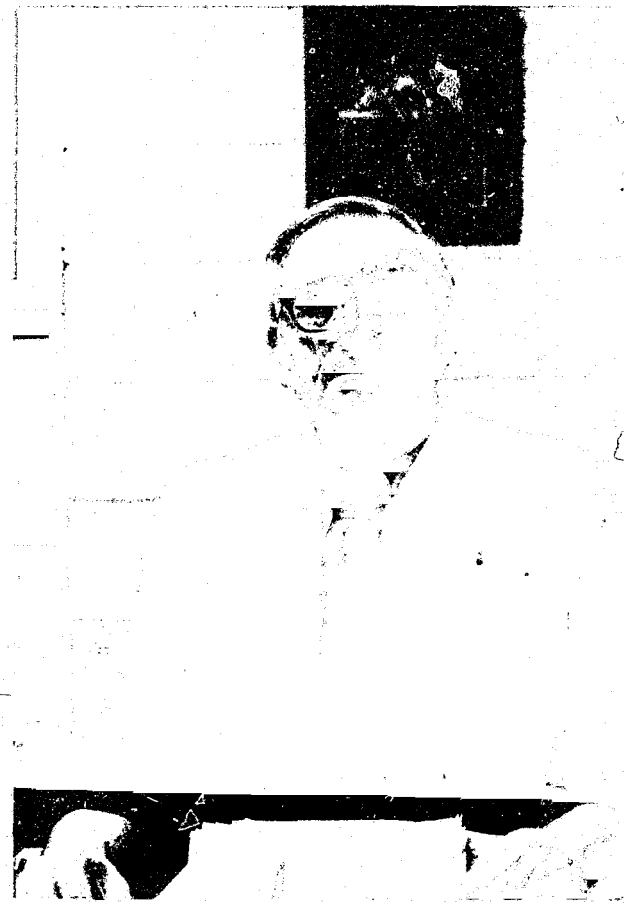
The Fiscal Management Division is responsible for the technical aspects of financial management which includes supervision and participation in the formulation, preparation, and submission of the Agency's budget. During the course of a fiscal year, the Division reviews and analyzes the Agency's fiscal accounts in order to assure proper expenditure and budgetary control. It is also responsible for the

administration and control of the accounting code structure which is vital to the successful operation of the Centralized Accounting System. Another responsibility of the Division is the preparation of fiscal reports, allocations, allotments, and other documentation required in the performance of appropriate fiscal management. It also supervises all financial management aspects of the Board's Federal Grants and provides the technical fiscal advice to enable the Agency to meet its goals and objectives. During the period covered by this Bi-Annual Report, the considerable expansion in Federal Funding

necessitated a comparable enlargement in budget analysis and accounting control activities. A total of \$8,826,366 received in Federal monies representing LEAA Action Grants, Social Rehabilitative Services Program, Operation Mainstream, and Emergency Employment Act created the need for careful analysis and control to assure conformity with both Federal and State regulations and standards.

The Personnel Division processes all personnel transactions of the Board including final approval of Civil Service lists, labor contracts, and Agency Policy in addition to analysis of manpower needs and the

John R. McCool, Director (1968). Mr. McCool received both his Bachelor's Degree and Master's Degree from the University of Maryland. He began his career with the State in 1955 as a Personnel Analyst for the Civil Service Commission. In 1957, he joined the Welfare Department and served as Personnel Analyst, Administrative Officer, and Institutional Business Manager. Mr. McCool joined the Board as its Director of Administrative Services.



development of staffing patterns. It also provides guidance to all major field offices regarding recruitment, selection, appointment, and orientation of new personnel. Recent improvements in this area include the installation of a computer terminal and the phone-in of computer processing which speeds transactions and reduces some of the voluminous paper flow.

A major development has been in the area of Labor Relations including training sessions for field and Central Office personnel. A continuing process of working toward a good labor management relationship includes the implementation of contract provisions, participation in negotiation of all major contracts, and providing advisement to field and Central Office management. A full-scale retirement program now includes the calculation of estimates for pre-retirees and counseling sessions conducted in the field. Other benefit programs which are fully operational are Blue Cross/Blue Shield, Unemployment Compensation, Disability Compensation, and Leave Administration. In 1974, there was special emphasis on decentralized leave administration which included the distribution of a leave manual to all employees and the implementation of uniform leave accounting procedures throughout the Agency. An increase in the Agency complement — from 555 positions in 1972 to 662 — has placed additional requirements on the services of the Personnel Division.

The Systems Analysis and Management Methods Division resulted as an expansion of the Management Analysis Division in 1973. The primary function of the Division is to study the data handling functions throughout the Board which may be adaptable to utilization of ADP systems. The objective of the Division is the design of automated systems to compile accurate and timely statistics that aid the Board in making decisions. The result has been a large reduction in man-hours required in the field to provide source data for report presentation.

Collateral assignments in this Division include record management in relationship with the Commonwealth Records Management System, Supervision of the Board's Reproductive Unit, space and quality control studies, organizational documentation (charts, etc.), aid in preparation of various manuals of operation, coordination of office equipment acquisition and communications equipment coordination.

Evaluation of management and administrative operations and subsequent recommendations for improved effectiveness and efficiency is the responsibility of the Management Review Division. Its second function is the preparation of policy and procedural statements and the responsibility for the development and implementation of these policies or procedure changes resulting from adopted recommendations. To date, those completed are for: leasing, inventory, air travel, insurance claims, automotive, Cost Reduction Program, and telecommunication services request functions.

The Research and Statistical Division is responsible for planning, research and evaluative input for Board objectives and goals. Annually, it prepares a comprehensive plan that identifies the requirements, problems, and needs of the Board. Special research studies are conducted to obtain data and results impacting on the total Criminal Justice System. Program evaluation of Law Enforcement Assistance Administration Sub-Grants is a recent major responsibility assigned to the Division. Five LEAA Sub-Grants were evaluated for the fiscal year 1974-75. The Division also collects, reports, analyzes, and distributes data. Statistics are gathered each month on the nature and types of activities carried out by the Board, the volume of cases in the District Office, and the status of clients. This Division is cooperating closely with the Systems Analysis and Management Methods Division in developing an automated Agency information reporting system which recently replaced a more cumbersome manual operation.

The Office Services Division is responsible for

procurement, automotive, mailroom, storeroom, and housekeeping services. For the fiscal periods 1973 and 1974, a total of 1,964 purchase orders were processed for supplies, furniture, and equipment. Approximately 255 contracts were written for maintenance and miscellaneous services for the Agency and 164 Service Purchase Contracts were developed for specialized services. Approximately \$24,444 in Federal funds and \$15,071 in State funds were used for the procurement of equipment and furniture during fiscal year 1973, and \$29,073 in Federal monies and \$108,506 in State monies for fiscal year 1974. Some \$52,804 was expended for office supplies in 1973 and \$50,470 in 1974. The Automotive Unit is responsible for the paperwork and maintenance of 168 vehicles located in Central and field offices.

Financial Summary

GENERAL GOVERNMENT OPERATIONS

	FISCAL YEAR 1972-73	FISCAL YEAR 1973-74
General appropriation	\$ 5,452,486	\$ 6,251,949
Federal Funds	<u>2,899,011</u>	<u>3,754,312</u>
Total Expenditures	<u>\$ 8,351,497</u>	<u>\$10,006,261</u>

GENERAL GOVERNMENT EXPENDITURES

Salaries and Employee Benefits	\$ 7,034,321	\$ 8,310,975
Operational Expenses	1,277,660	1,556,730
Furniture and Equipment	<u>39,516</u>	<u>138,556</u>
Total Expenditures	<u>\$ 8,351,497</u>	<u>\$10,006,261</u>

FEDERAL FUNDS EXPENDITURES BY CATEGORY

LEAA Action Grants	\$ 2,449,724	\$ 1,790,933
Social Rehabilitative Services Program	200,767	1,836,784
Operation Mainstream Program	79,378	65,835
Emergency Employment Act	169,142	60,268
Flood Reimbursement	<u>NONE</u>	<u>492</u>
Total Expenditures	<u>\$ 2,899,011</u>	<u>\$ 3,754,312</u>

GRANTS AND SUBSIDIES FUNDS ADMINISTERED BY THE BOARD Improvement of Adult Probation Services

Total Expenditures	<u>\$ 1,149,803</u>	<u>\$ 3,323,043</u>
General Appropriation	1,149,803	1,150,000
Federal Grants	NONE	2,173,043

GRANTS AWARDED TO THE BOARD
Improvement of Total Services

Fiscal Year	Federal Safe Street Act Funds	Number of Grants
1969-70	\$ 112,861	4
1970-71	478,965	8
1971-72	1,638,779	11
1972-73	1,797,699	11
1973-74	4,128,429	9
TOTAL:	<u>\$ 8,156,733</u>	<u>43</u>

STATE FUNDS

FISCAL YEAR	GENERAL GOVERNMENT	IMPROVEMENT OF ADULT PROBATION SERVICES	TOTAL
1963-1964	\$ 1,609,383	—	\$ 1,609,383
1964-1965	1,690,312	—	1,690,312
1965-1966	1,819,286	—	1,819,286
*1966-1967	2,249,471	\$ 175,000	2,424,471
1967-1968	2,491,354	400,000	2,891,354
1968-1969	2,739,947	400,000	3,139,947
1969-1970	3,301,000	721,000	4,022,000
1970-1971	3,620,000	721,000	4,341,000
1971-1972	4,148,667	838,000	4,986,667
1972-1973	5,452,486	1,149,803	6,602,289
1973-1974	6,251,949	1,150,000	7,401,949
TOTAL:	\$35,373,855	\$5,554,803	\$40,928,658

*Act 501, enacted 12-28-65, created the
Board of Probation and Parole
Initial appropriation for funds
allocated to Counties

Employment Rate

YEAR	FULL-TIME	PART-TIME	PUBLIC ASSISTANCE
12/31/73	5,644 (68.8%)	478 (5.8%)	1,106 (13.5%)
12/31/74	5,947 (65.1%)	533 (5.8%)	1,401 (15.3%)

Employment is an integral part of an offender's readjustment into the community. The Board, itself, offers programs for the employment of offenders as well as stressing the importance of other employers hiring parolees. The decline in employment from the end of 1973 to the end of 1974 reflects economic trends; our clients are seriously hurt by a bad over-all employment situation.

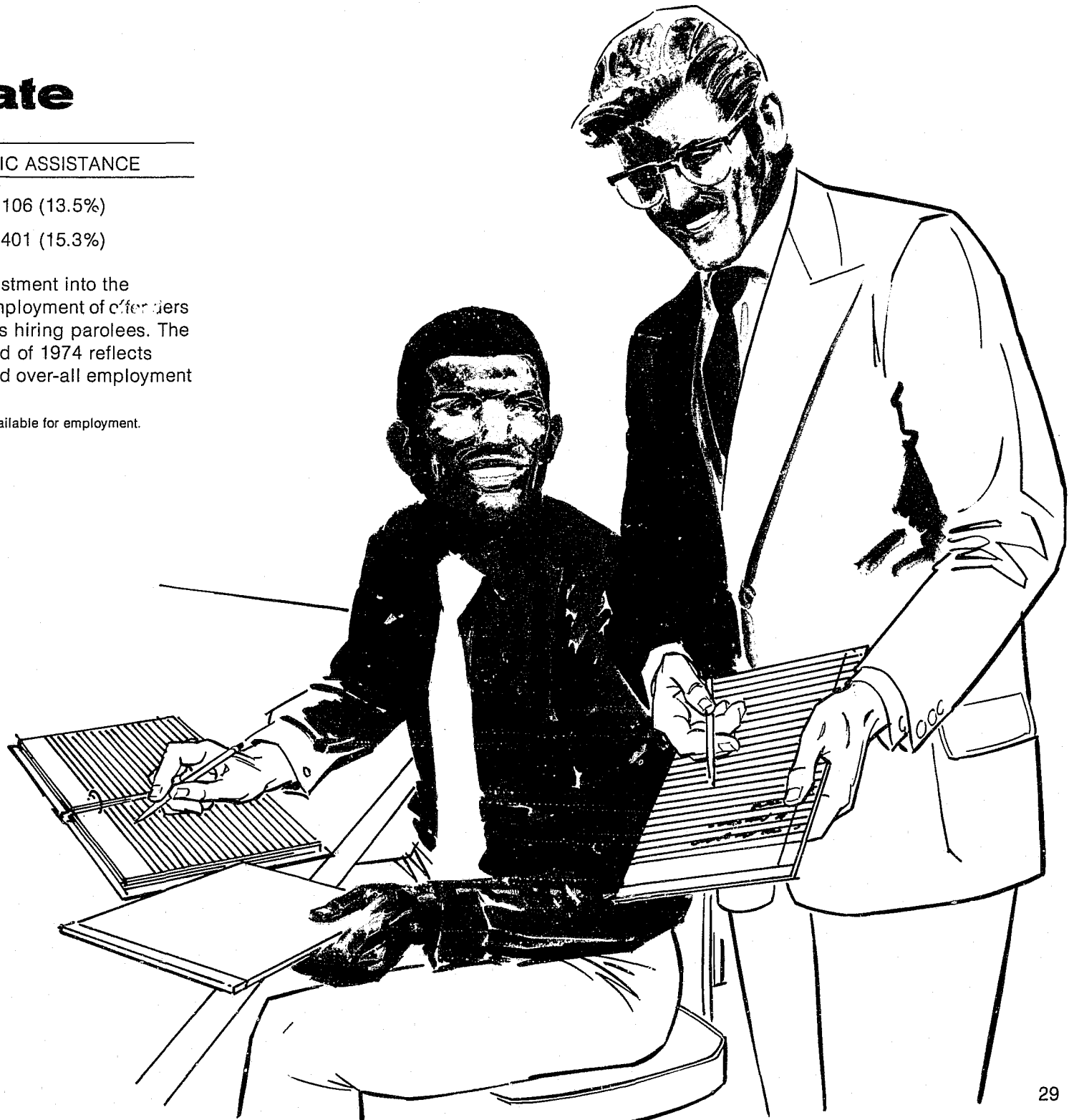
*Percentages refer to that portion of the active caseload able to work and available for employment.

Statistics

Statistics on Board Actions

An increase of 15.1% in the total actions by the Board was indicated for 1973-74 as compared with the previous fiscal year. During the fiscal year ending June 30, 1974, the docket listed a total of 11,685 actions of the Board of Probation and Parole.

The largest number of actions dealt with persons being considered for parole or reparole. A total of 3,441 residents were considered for parole in fiscal year 1973-1974. Of this number, 2,653 or 77.1% were granted and 788, or 22.9% were refused. Of the total of 664 applications for reparole, 531 or 80.0% were granted and 133 or 20.0% were refused. During 1972-1973, a total of 3,203 inmates were considered for parole; 2,367 or 73.9% were granted and 836 or 26.1% were refused. Of the total 569 applications for reparole, 446 or 78.4% were granted, and 123 or 21.6% were refused.



The following figures are also contained in the total actions for the past two years:

	Fiscal Year 72-73	Fiscal Year 73-74
Special Probation and Parole Cases Accepted for Supervision	2,504	2,611
Special Commutation Cases Prepared for the Pardon Board	119	113
Final Discharges Granted on SCIC and SCIM Sentences	54	63
Parolees Declared Delinquent and Warrants Issued	567	600
Cases Reinstated or Closed After Cancellation of Delinquency	485	706
Cases Closed With New Offenses Involved	128	193
Actions to Return to Prison Recorded	325	366
Parolees Recommitted to Prison for Parole Violation	800	632

Included in the remainder of the actions, in 1973-74, 2,296 were continued or withdrawn cases and miscellaneous cases; and in 1972-73, 1,398 actions belonged in these categories.

fiscal year 1973-1974, 664 were recommitted to prison as parole violators; 250 were special probation and parole cases who had their probations revoked or received new prison sentences; 1,539 state parolees and 1,357 probation cases were closed by maximum expiration; and 132 died. The combined figures give a total of 3,942 removed from jurisdiction during the year. Therefore, the total number of parolees under the jurisdiction of the Board at the end of the year was 11,337. Of the 11,337 under state jurisdiction on June 30, 1974, 10,426 or 92.0% were in Pennsylvania; 875 or 7.7% in other states; and 36 or 0.3% were in other countries.

During 1973-1974 the district offices completed a total of 55,006 investigations and reports. Of this number, 282 were Pardon Board reports; 3,278 Pre-parole reports; 1,542 Pre-Sentence Investigations; 1,525 Investigations for other states; 27,796 Quarterly supervision reports; 7,405 arrest reports; 40 Parole violation summaries; 1,282 Classification summaries; 8,555 Special supervision investigations; and 3,301 Initial Supervision Reports.

The following average can also be stated for agents:

Average number of Quarterly Supervision Reports per agent for the year — 124

Average number of Investigations per agent for the year — 63.8

Statistics on Field Supervision

After a person has been granted parole or reparole and has an approved parole plan prior to release from prison, adequate provisions must be made for proper supervision on parole. For this reason, the Board has divided the Commonwealth into ten separate districts for the supervision of parolees. Each office contains both a men's and a women's "division"; however, male agents often supervise female clients and vice-versa. Each of these districts is headed by a district supervisor who has agents assigned to him according to the size of the district. The following statistics will give some idea of the work performed by the agents working out of the district offices.

During 1973-1974, 2,319 residents were released on parole, and 332 on reparole by the various penal institutions. Also added to the caseload were 2,071 Special Probation and Parole Cases, and 188 miscellaneous additions. The combined figures show a total of 4,910 placed under the jurisdiction of the Board during the year. This total added to the total of 10,369 at the beginning of the year gives a grand total of 15,279 clients under the jurisdiction of the Board during all or part of fiscal year 1973-1974. In 1972-1973 there were 13,858 clients under the jurisdiction of the Board during all or part of the year.

Of the clients removed from jurisdiction during the

Parolees from Other States and Special Probation and Parole Cases

Pennsylvania was supervising 1,286 clients from other states as of June 30, 1974. This total consisted of 1,169 men and 117 women. The Board also had 3,948 active Special Probation and Parole cases at the close of the year. Of this number, 3,625 were men and 323 were women.

Administrative Staff Directory

Pennsylvania Board of Probation and Parole

William F. Butler
Acting Chairman

Verdell Dean, Esq.
Member

Paul J. Descano
Member

John H. Jefferson
Member

Vacant
Member

William C. Boor
Executive Director

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DISTRICT OFFICES AND SUB-OFFICES:

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Union Counties

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Reading, Pennsylvania 19601
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Norristown Sub-Office
325 Swede Street (2nd floor)
Norristown, Pennsylvania 19401
Telephone: (215) 631-2294



Several Board and Field Staff Meetings were held in Central Office during 1973-74. Shown (seated left to right) are: John J. Burke, Superintendent of Parole Supervision; Paul J. Descano, Board Member; William F. Butler, Acting Chairman; John H. Jefferson, Board Member; William C. Boor, Executive Director; (standing left to right) Franklin H. Evrard, Region II Regional Director; Edward Rufus, Director of Field Services; Ralph R. Corbin, Supervisor of Allentown District Office; Clement C. Braszo, Region V Regional Director; John P. Cavanaugh, Supervisor, Butler

District Office; James W. Riggs, Supervisor, of Harrisburg District Office; John G. Engle, Jr., Region IV Regional Director; Hermann Tartler, Board Secretary; Daniel Roberts, Supervisor, Altoona District Office; Louis I. Gorski, Supervisor, Pittsburgh District Office; George E. Barbour, Supervisor, Philadelphia District Office; Howard F. Smith, Region VI Regional Director; Robert C. Morrison, Supervisor, Erie District Office; John P. Dmitri, Supervisor, Chester District Office; and Paul J. Farrell, Supervisor, Wilkes-Barre District Office.

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Butler Community Sub-Office

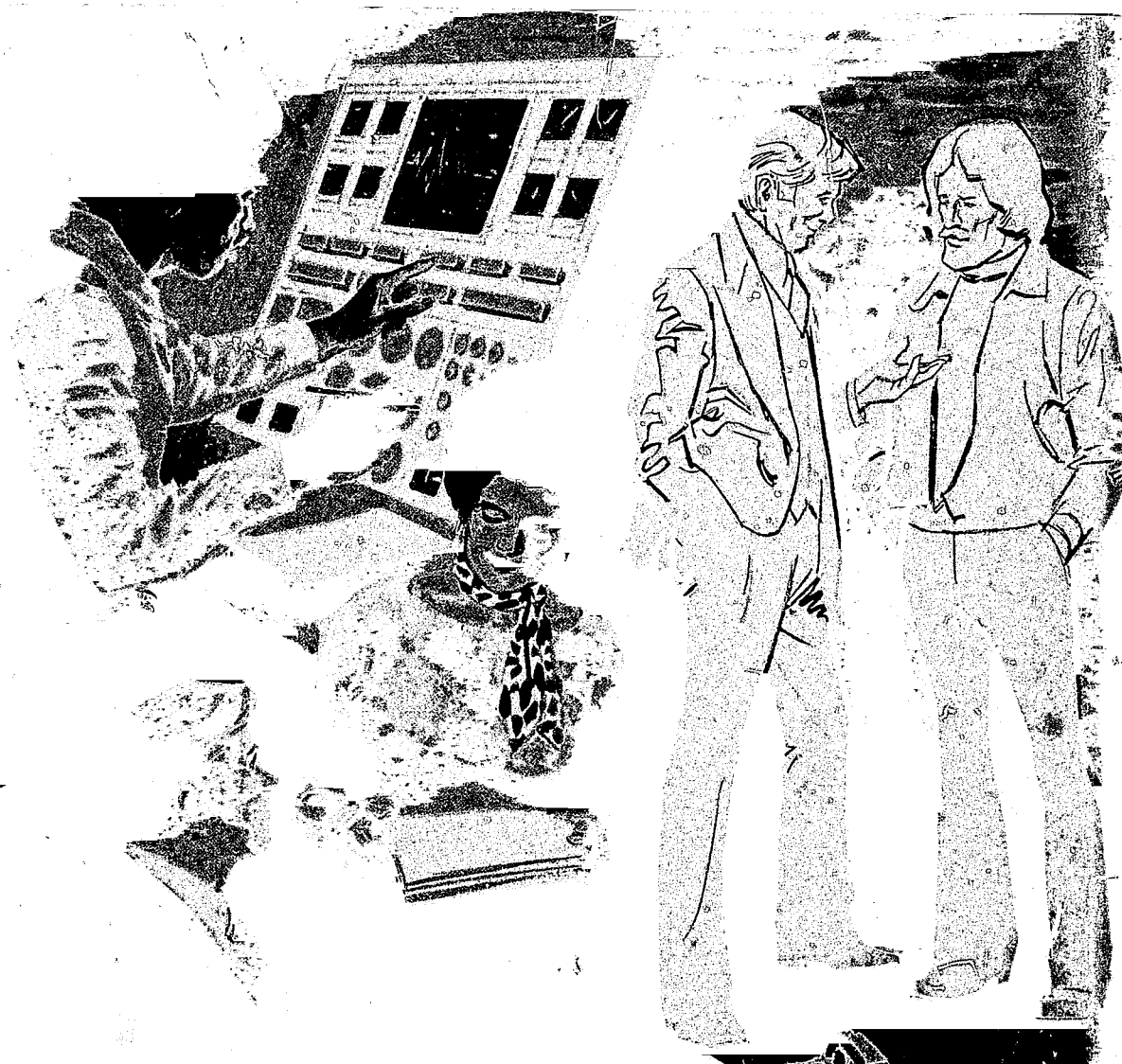
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END