


<p>Commonwealth of Pennsylvania</p>  <p>Pennsylvania Board of Probation and Parole</p>		<p>Volume III Chapter 4</p> <p>Procedure 4.01.12</p>	<p>Date Revised: Replaces 4.11 12/01/04 02/01/06 4.01.12 01/14/08 10/30/09, 08/08/11 Bulletins: 4.01.12-01, 4/06/12 4.01.12-02, 4/06/12; 4.01.12 01/01/13 4.01.12-03 11/15/13 4.01.12-04 06/20/14; 4.01.12-05, 12/30/15; 4.01.12-06, 12/30/15</p>
<p>Chapter Title SUPERVISION, REENTRY</p>			<p>Date Issued: 2/28/13</p>
<p>Subject SUPERVISION SPECIAL SUPERVISION PROGRAMS</p>			<p>Effective Date: 3/14/13 PUBLIC w/REDACTION</p>

I. AUTHORITY

The chairman of the board is granted the authority to “[d]irect the operations, management and administration of the board” and to “[p]erform all the duties and functions of chairperson, including organizing, staffing, controlling, directing and administering the work of the staff.” 61 Pa.C.S. § 6112 (a)(1) & (a)(4).

II. PURPOSE

The purpose of this procedure is to explain the special supervision programs of probation/parole supervision.

III. APPLICABILITY

This procedure is applicable to all board staff.

IV. DEFINITIONS

All definitions are located in Procedure 4.01.01.

V. POLICY

The board establishes special programs to be available for treatment referrals, used as a graduated sanction in the supervision of offenders or for diversion of technical parole violators. These special programs are provided as interventions to target

factors that relate to individual criminal behavior and attitudes as alternatives to revocation and incarceration. These programs have been developed in collaboration with other commonwealth and/or local agencies. All offenders are supervised according to the grade of supervision established by the LSI-R assessment tool unless otherwise directed.

VI. PROCEDURE

A. Special Supervision Programs

1. Quehanna Boot Camp

Boot camp graduates **may be released to an approved home plan** and must be supervised at the enhanced level for the initial 60 days of supervision, including any time spent at a CCC/CCF. Thereafter the LSI-R assessment tool determines the level of supervision.

2. Community Correction Center/Community Contract Facility (CCC/CCF) Supervision and Specialized CCC/CCF Placements

a. An offender may be placed in a CCC/CCF

- 1) When ordered by the board, or
- 2) When a suitable home plan cannot be developed, or
- 3) Following boot camp graduation.

a) Initial Reporting Requirements

- i. No later than the next business day following the offender's arrival at the CCC/CCF, the offender must either report in-person to the district office/sub-office or parole supervision staff shall make face-to-face contact with the offender at the CCC/CCF.
- ii. Parole supervision staff shall issue a special condition (PBPP-336) citing the name and full street address of the CCC/CCF as the offender's approved residence along with the effective date, and instructions to offender that he/she must abide by all CCC/CCF regulations and must successfully complete the program.
- iii. Offenders residing in a CCC/CCF shall be supervised at no less than the medium level while in the facility.
- iv. Supportive community referrals will be determined and made by parole supervision staff, in collaboration with any referrals made by CCC/CCF staff. **For BCC Contracted Reentry Services, a BCC Reentry Services Referral form is**

completed by parole supervision staff and emailed to CR, BCC Services Referral for review and funding approval.

- v. Parole supervision staff shall conduct alcohol and other drug testing as specified in Procedure 4.01.11 Supervision Tools. The parole agent should also obtain and document details of any alcohol and other drug testing conducted by CCC/CCF staff in the offender's Record of Interview (PBPP-259). Parole supervision staff shall share offenders' drug and alcohol testing results with CCC/CCF staff.
 - vi. Efforts to develop an approved home plan for investigation shall begin immediately upon the offender's arrival at the CCC/CCF. The parole supervision staff will ensure that Board/program time stipulations are met prior to release from the CCC/CCF.
 - vii. Parole supervision staff will cooperate with CCC/CCF staff to ensure offenders' compliance with CCC/CCF rules and regulations and when appropriate, impose progressive sanctions proportionate to violations of rules and regulations
 - viii. Parole supervision staff shall obtain a discharge summary from the CCC/CCF.
 - ix. For additional information concerning the case transfer, refer to Procedure 4.01.10 Investigations.
- b. Additional Requirements for Offenders Placed in a Specialized CCC/CCF Program

The board orders placement to a specialized CCC/CCF program to provide parolees a structured transition from incarceration to the community. **When necessary, DOC will assist in the transport of predetermined special needs offenders. In such instances, DOC will transfer the inmate to the closest SCI prior to the established specialized CCC/CCF bed date.**

For information regarding offenders released to detainers and ordered paroled to a specialized CCC/CCF program, reference Procedure 4.01.23 Violent Offender Protocol.

- 1) Mandatory 7 p.m. curfew unless the offender has second or third shift employment, the offender is working verified overtime or as approved by parole supervision staff.
- 2) The following special condition shall be imposed by parole supervision staff mandating violence prevention booster programming:

YOU SHALL ENTER INTO AND ACTIVELY PARTICIPATE IN THE VIOLENCE PREVENTION BOOSTER PROGRAM UNTIL SUCCESSFULLY DISCHARGED.

- 3) The parole agent will maintain regular contact with specialized CCC/CCF staff concerning the adjustment of the offender throughout the offender's placement.
- 4) Offenders shall not be discharged from the specialized CCC/CCF unless the following have occurred:
 - a) Successful completion of violence prevention booster programming; and
 - b) Approval of a home plan or receipt of Bureau of Community Corrections (BCC) bed date.

3. County Work Release Center

Offenders released to a CCC/CCF may be placed in a county work release facility at the discretion of BCC. Parole supervision staff shall recognize that each specific county prison work release program in which their assigned offender(s) reside during the course of supervision have unique program rules that shall be acknowledged, respected and abided by.

a. Parole supervision staff responsibilities:

- 1) Follow initial supervision requirements as described in Procedure 4.01.03. The offender's work release program is designated as their approved residence.
- 2) Coordinate the offender's supervision requirements with the county prison work release site supervisor.
- 3) Immediately begin efforts to assist the offender in developing a permanent residential home plan.
- 4) Use the "Level of Service Inventory – Revised" (LSI-R) assessment instrument to determine the offender's grade of supervision. For additional information refer to Procedure 4.01.06 Supervision Levels.
- 5) Conduct alcohol and other drug testing as specified in Procedure 4.01.11 Supervision Tools. The parole agent should also obtain and document details of any alcohol and other drug testing conducted by the county work release center staff in the offender's Record of Interview (PBPP-259). Parole supervision staff shall share the offender's PBPP drug and alcohol testing results with county work release center staff.
- 6) Board-stipulated special conditions that conflict with the county work release program rules will be completed upon the offender's

discharge from the county work release facility to an approved home plan.

4. Half-way Back Program

Placement in a half-way back program is a resource available to parole supervision staff as an alternative to confinement in an SCI for offenders who are in violation of conditions of their supervision. The program is not a viable alternative for all offenders, particularly those who are considered to be a high risk to community safety and require incarceration.

The referring parole supervision staff shall contact the BCC referral unit supervisor (during normal working hours) and the designated community contract facility coordinator (during non-working hours) as necessary to advise of the decision to place the offender. The BCC representative will review current occupancy and provide five (5) appropriate options from which the parole supervision staff will direct placement to the desired center. The BCC regional director will serve as the alternate if the community contract facility coordinator is unavailable. To the extent possible, placements shall occur within the geographical area of the requesting district office.

a. Eligibility

The offender eligibility requirements for admission into a half-way back program are:

- 1) Must be paroled or reparaoled by the board from either a state correctional institution or PA county prison. Cases accepted under the Interstate Compact for Adult Offender Supervision (ICAOS) are also eligible for HWB.
- 2) Offender is or has violated conditions of their supervision and is not a risk to the community. Offenders in need of detoxification must receive those services before being placed in the half-way back program. Offenders whose instant offense was arson or related to a sexual offense shall be reviewed carefully before being considered for placement in the half-way back program. Offenders who incur a summary or non-violent misdemeanor criminal charge while under supervision and are on bail may be considered for placement in the half-way back program.
- 3) Administrative conferences and the Violation Sanctioning Grid (VSG) (PBPP-347) shall be utilized to determine if an offender should be referred to BCC for a half-way back placement. For additional information, reference Procedure 4.01.14 Sanctioning Process.
- 4) The offender must agree to participate in the program and to comply with any imposed special condition(s).

b. Information Required

Upon an offender's admission into the half-way back program, parole supervision staff shall provide copies of the following to the on-duty facility staff:

- 1) Field Worksheet (PBPP-50).
- 2) Release Orders (PBPP-10).
- 3) Conditions Governing Parole (PBPP-11) or ICAOS forms governing supervision.
- 4) Any imposed Special Conditions (PBPP-336) related to the half-way back program, or which are pertinent knowledge for facility staff, e.g. mandates of "no-contact", job search, clinical evaluations, psychotropic medications.
- 5) Inform half-way back program of any current issues while under parole supervision.
- 6) Violation Sanctioning Grid (VSG) form (PBPP-347).

c. Timeframes

- 1) The length of the half-way back program participation will be up to 90 days as mutually agreed upon by DOC staff and board staff. Offenders in need of additional time in the program for treatment reasons can be extended with the approval of the regional BCC office. Extensions can be approved for up to an additional 90 days. The CCC/CCF director makes any request for extension to the BCC after conferring with the parole agent.
- 2) Those offenders in need of additional time in the center for non-therapeutic reasons can be accommodated on a case-by-case basis with the approval of the regional BCC office. Every effort must be made by the parole agent and center staff to develop an approved release plan as soon as possible.

d. Supervision Responsibilities

- 1) The parole supervision staff shall ensure that the offender is transported in non-custody status to the approved half-way back program. If appropriate the case should be transferred to the parole supervision staff assigned to that CCC/CCF. The Record of Interview (PBPP-259) must be updated. The sending parole supervision staff must update the automated offender record.
- 2) Parole supervision staff who placed the offender in the half-way back program shall issue Special Condition (PBPP-336) containing the full street address of the CCC/CCF, and instruct offender that he/she must abide by all CCC/CCF regulations and must successfully complete the program.

- 3) For additional information concerning the transfer of cases, refer to Procedure 4.01.10 Investigations in this section of the manual.

5. Parole Violator Center (PVC) Program

With the exception of special probation and special parole cases, all board supervised offenders may be eligible for PVC placement. The PVC program is operated under a secure setting. The location could be a CCC, a CCF or a contracted county prison. Offenders in need of detoxification must receive those services before being placed in a PVC. Length of stay depends upon programming requirements and will generally range from 60 to 90 days from the PVC placement date.

- a. Placement by Parole Supervision Staff:

- 1) Parole supervision staff shall utilize the Violation Sanctioning Grid (PBPP-347) in determining whether an offender warrants placement in a PVC. Refer to Procedure 4.01.14 Sanctioning Process for additional information.

The referring parole supervision staff shall contact the BCC referral unit supervisor (during normal working hours) and the designated community contract facility coordinator (during non-working hours) as necessary to advise of the decision to place the offender. The BCC representative will review current occupancy and provide five (5) appropriate options from which the parole supervision staff will direct placement to the desired center. The BCC regional director will serve as the alternate if the community contract facility coordinator is unavailable. To the extent possible, placements shall occur within the geographical area of the requesting district office.

- 2) Violators who meet one or more of the exceptions outlined in Procedure 4.03.03 Arrest, Detention and Place of Confinement Criteria shall be returned to an approved SCI or contracted county prison.

Only the deputy executive director, a regional director, district director, deputy district director, central services director or the interstate parole director may authorize the return of a violator to a PA correctional facility.

- 3) Placement procedures

- a) Parole supervision staff arresting and transporting the offender to the PVC will:

- i. Remain at the center until the center staff conducts an appropriate admission search. During the search, parole supervision staff shall seize only those items that violate the terms and conditions of parole. Arresting parole supervision

staff will issue a Parole Violation Warning/Instruction (PBPP-348). This document instructs the offender that he/she must abide by all PVC regulations and must successfully complete the program.

- ii. Enter hearing request in the Hearing Interview Planner (HIP) application.
- iii. Update the automated offender record.

b. Hearing Examiner Referral

Hearing examiners may refer offenders for placement into the PVC program during the preliminary hearing (1st level) or as a result of the Waiver Process Review (PBPP-72T).

If the PVC bed date is cancelled:

- 1) A preliminary hearing was held, parole supervision staff shall schedule the violation hearing in HIP, or
- 2) If a waiver was submitted, parole supervision staff shall send an email to PM, PV Center Matters that the bed date was cancelled. The email must include the reason for the bed date cancellation along with any supporting documentation such as a criminal complaint, misconduct report, mental health issues, medical, etc.

c. Board Action Placement

The board may place offenders in the PVC program via the continue on parole, recommit and reparole, or reparole processes.

d. PVC Agent Responsibilities:

- 1) The case shall be statistically transferred to the PVC parole supervision staff after the preliminary hearing or submission of the waiver documents.
- 2) A Parole Violation Warning/Instruction (PBPP-348) is issued for those offenders placed at the PVC by the hearing examiner via the preliminary hearing or waiver process. This document instructs the offender that he/she must abide by all PVC regulations and must successfully complete the program. This Parole Violation Warning/Instruction (PBPP-348) is not required if the board action stipulates "Removal or termination from the community correction residency for any reason other than successful completion may result in sanctions or a violation of your parole."

- 3) Initial supervision requirements – For offenders placed at the PVC by the board via a reparing action, parole supervision staff shall ensure that all initial supervision requirements are completed. For additional information refer to Procedure 4.01.03 Initial Supervision Requirements.
- 4) Supervision level – Offenders shall be supervised at the medium level of supervision. For additional information refer to Procedure 4.01.06 Levels of Supervision.
- 5) Alcohol and other drug (AOD) screening - When the board or parole supervision staff have imposed a special condition of drug and/or alcohol screening/testing for an offender, the AOD needs section of the LSI-R will determine the minimum testing requirements unless the Board has imposed specific testing requirements. For additional information refer to Procedure 4.01.11 Supervision Tools.
- 6) Confirm that the automated offender record has been updated.
- 7) Program orientation - Parole supervision staff assigned to the PVC will jointly conduct a program orientation with PVC facility staff upon the offender's arrival at the PVC to explain all program requirements. This includes discussion of the offender's home plan status.
- 8) Home plan – Parole supervision staff will determine the status of the offender's home plan.
 - a) For offenders directed to the PVC via a board action, parole supervision staff shall follow the procedures detailed in 4.01.10 Investigations.
 - b) For all other offenders placed at the PVC:
 - i. Within two weeks of the offender's arrival at the center, parole supervision staff shall contact the arresting parole supervision staff by email to determine if the original home plan remains valid.
 - a. Offenders who were residents of a CCC or a CCF prior to arrest on technical violations may be referred to the BCC for placement following PVC completion. However, in such instances, parole supervision staff must work with the offender to develop a viable home plan. If the home plan is approved prior to the completion of PVC programming, the tentative BCC bed date should be cancelled.
- 9) Collateral contacts (program review team) - Parole supervision staff and PVC staff will jointly conduct a program review of the offender's progress at agreed upon intervals and inform the offender of his/her progress. Additionally, if PVC staff develop an individualized community orientation and reintegration (COR) plan for the offender,

parole supervision staff shall review and sign-off on the plan. Parole supervision staff shall document case contacts and offender's progress in the Record of Interview (PBPP-259).

10) Informal sanctions - PVC staff shall advise parole supervision staff of all informal sanctions levied against offenders along with all supporting documentation. Parole supervision staff will participate in any formal sanctioning event to include determining the sanction to be levied and, if applicable, administering the sanction.

11) Meetings - Parole supervision staff shall attend offender house meetings and staff meetings held by PVC staff scheduled during normal business hours.

12) Schedule - Parole supervision staff shall provide PVC staff with the Board's 1-800 number. When feasible, parole supervision staff shall provide advanced notice to PVC staff of any deviations in their regular work schedule. In the event that parole supervision staff will be unavailable to the facility for one (1) full business day or longer, parole supervision staff shall advise PVC staff of their supervisor's name/contact information or designee.

13) LSI-R Assessments and Supervision Plans/Reports (PBPP-22)

a) For offenders directed to the PVC via a board action, parole supervision staff shall follow the procedures detailed in 4.01.03 Initial Supervision Requirements.

b) For all other offenders placed in the PVC, parole supervision staff shall follow the procedures detailed in 4.01.05 Assessment and Supervision Plan.

i. Whenever a newly arrived detained parolee is received at the PVC program and the "Supervision Plan/Report" application shows that a PBPP-22 report is due, the PVC agent shall use the following wording to complete this report:

PLACED IN PVC FOR PAROLE VIOLATION. SEE 257H FOR SUMMARY OF ADJUSTMENT.

[REDACTED]

■ [REDACTED]
[REDACTED]
[REDACTED]

■ [REDACTED]
[REDACTED]
[REDACTED]

■ [REDACTED]

15) Successful discharges –

- a) At least five (5) business days prior to the offender's anticipated PVC release date, Parole supervision staff shall forward reporting instructions to the district office where the home plan or CCC/CCF placement is located. Parole supervision staff shall note the offender's scheduled PVC release date on the reporting instructions.
- b) At least five (5) business days prior to the anticipated release of an offender placed at the PVC except by board action, parole supervision staff shall complete an Order to Cancel Warrant to Commit and Detain (PBPP-140). The warrant release date must coincide with the offender's anticipated PVC programming completion date.
- c) Parole supervision staff shall conduct a discharge briefing with the offender within two (2) business days of release to ensure the offender is issued reporting instructions via a Parole Instruction (348I) and that he/she understands all of the reporting requirements.
- d) Parole supervision staff shall update the FOCF with all relevant information and/or documentation; update the automated offender record (AOR) and send the FOCF to the receiving parole supervision staff within two (2) business days after release.

16) Medical discharges –

Offenders will not be discharged from the PVC for medical reasons and transported to an SCI. The DOC and PBPP will work on a case-by-case basis on those offenders with medical needs.

17) Unsuccessful discharges –

- a) Offenders placed at the PVC by parole supervision staff or as a result of the preliminary hearing (1st level) process:
 - i. Within two (2) business days of the unsuccessful discharge, the parole supervision staff shall:

[REDACTED]

[REDACTED]

- a. Request a 2nd level hearing through the HIP application to address the original technical parole violation charges; and,
 - b. Update the FOCF with all relevant information; and,
 - c. Update the AOR; and,
 - d. Notify the originating (arresting) parole supervision staff of the unsuccessful discharge and return the FOCF to the originating (arresting) parole supervision staff.
- b) Offenders placed as a result of the Waiver Process (or signs waiver after being placed by parole supervision staff):
- i. Parole supervision staff shall immediately inform the central office hearing division of the offender's unsuccessful discharge at PM, PV Center Matters. The central office hearing coordinator shall forward the goldenrod file to the chief hearing examiner. The chief hearing examiner will review and forward the documentation to the Board for their signatory review and decision.
 - ii. Within two (2) business days of the offender's return to a SCI or county prison, parole supervision staff shall update the FOCF with all relevant information, update the AOR and return the FOCF to the originating (arresting) parole supervision staff.
 - iii. A board action reflecting the final decision will be generated.
- c) For offenders continued on parole, recommitted and reparaoled, or reparaoled to the PVC, parole supervision staff shall request a preliminary hearing through the HIP application.

18) Absconders – Reference Procedure 4.01.17 Absconders and Delinquency, Absconders from a Parole Violator Center (PVC).

e. Bureau of Standards and Accreditation Responsibilities

Standards and accreditation staff will record a board action canceling the delinquency (if applicable) and continuing the offender on parole effective the date of the successful PVC program completion.

VII. SUSPENSION DURING AN EMERGENCY

This procedure may be suspended during an emergency at the sole discretion of the chairman.

VIII. RIGHTS UNDER THIS PROCEDURE

This procedure creates no rights under law.

IX. RELEASE OF INFORMATION AND DISTRIBUTION PROCEDURE

- A. This procedure does not contain information that impacts the security of Board staff or parolees and may therefore be released to the public.
- B. This procedure is to be distributed to all Board staff.

X. CROSS REFERENCES

A. Statutes

1. Federal

None.

2. State

- a. 18 Pa.C.S. § 5121
- b. 61 Pa.C.S. § 3907
- c. 61 Pa.C.S. § 5003
- d. 61 Pa.C.S. § 5004
- e. 61 Pa.C.S. § 5005
- f. 61 Pa.C.S. § 5006
- g. 61 Pa.C.S. § 6112
- h. 61 Pa.C.S. § 6138

B. Board Policies

- 3.03.04
- 4.01.03
- 4.01.06
- 4.01.10
- 4.01.11
- 4.01.14
- 4.01.17
- 4.01.23
- 4.03.03
- 4.05.07

C. American Correctional Association Standards


- 1. 4-APPFS-2A-06
- 2. 4-APPFS-2B-11

D. Management Directives

None.

E. Report of the Reentry Policy Council

None.

<p>Commonwealth of Pennsylvania</p>  <p>BULLETIN</p> <p>Pennsylvania Board of Probation and Parole</p>	<p>Volume III Chapter 4 Procedure 4.01.12 Bulletin 05</p>	<p>Date of Issue of Procedure 2/28/2013 Effective Date of Procedure 3/14/2013</p>
<p>Chapter Title SUPERVISION, REENTRY</p>		<p>Date of Issue of Bulletin 3/27/15</p>
<p>Subject SUPERVISION SPECIAL SUPERVISION PROGRAMS <i>Half-way back paperwork includes a copy of the VSG</i></p>		<p>Effective Date Of Bulletin 4/10/15 PUBLIC</p>

The following revision has been made to A.4.b.:


A. Special Supervision Programs

4. Half-way Back Program

b. Information Required

Upon an offender's admission into the half-way back program, parole supervision staff shall provide copies of the following to the on-duty facility staff:

- 1) Field Worksheet (PBPP-50).
- 2) Release Orders (PBPP-10).
- 3) Conditions Governing Parole (PBPP-11) or ICAOS forms governing supervision.
- 4) Any imposed Special Conditions (PBPP-336) related to the half-way back program, or which are pertinent knowledge for facility staff, e.g. mandates of "no-contact", job search, clinical evaluations, psychotropic medications.
- 5) Inform half-way back program of any current issues while under parole supervision.
- 6) Violation Sanctioning Grid (VSG) form (PBPP-347).**

<p>Commonwealth of Pennsylvania</p>  <p>BULLETIN</p> <p>Pennsylvania Board of Probation and Parole</p>	<p>Volume III Chapter 4 Procedure 4.01.12 Bulletin 06</p>	<p>Date of Issue of Procedure 2/28/2013 Effective Date of Procedure 3/14/2013</p>
<p>Chapter Title SUPERVISION, REENTRY</p>		<p>Date of Issue of Bulletin 10/05/15</p>
<p>Subject SUPERVISION SPECIAL SUPERVISION PROGRAMS <i>Reflect changes to level of supervision Removal of mandatory 60 days in Specialized Center</i></p>		<p>Effective Date Of Bulletin 11/01/15 PUBLIC</p>

The following revision has been made to VI.A.2.a.3.a.iii

A. Special Supervision Programs

2. Community Correction Center/Community Contract Facility (CCC/CCF)
Supervision and Specialized CCC/CCF Placements
 - iii. Offenders residing in a CCC/CCF shall be supervised at ~~the maximum~~ **no less than the medium** level while in the facility, ~~unless enhanced level is necessary.~~

The following revision has been made to VI.A.2.b.4.c

A. Special Supervision Programs

4. Community Correction Center/Community Contract Facility (CCC/CCF)
Supervision and Specialized CCC/CCF Placements
 - a) Successful completion of violence prevention booster programming; and
 - b) Approval of a home plan or receipt of Bureau of Community Corrections (BCC) bed date.; ~~and~~
 - ~~c) Completing a total of 60 days at the specialized CCC/CCF.~~