



POLICY
Commonwealth of Pennsylvania • Department of Corrections

Policy Subject: Special Supervision Programs – Parole Field Services		Policy Number: 12.4.01.12
Date of Issue: April 15, 2024	Authority: Signature on File Dr. Laurel R. Harry	Effective Date: April 22, 2024

I. AUTHORITY

The Authority of the Secretary of Corrections to direct the operation of the Department of Corrections is established by Sections 201, 206, 506, and 901-B of the Administrative Code of 1929, 71 P.S. §§61, 66, 186, and 310-1, Act of April 9, 1929, P.L. 177, No. 175, as amended.

II. PURPOSE

The purpose of this policy is to detail the special supervision programs available to Department staff in the supervision of reentrants.

III. APPLICABILITY

This policy is applicable to all Department staff.

IV. DEFINITIONS

All definitions are contained within the text of this policy.

V. POLICY

The Department notes the importance of special programs for use as interventions in targeting factors relating to individual criminal behavior and attitudes.¹ It is Department policy that special programs be available for treatment referrals, for use as a graduated sanction in the supervision of reentrants, or for diversion of technical violators. It is vital to consider and use alternatives to revocation and incarceration to the extent that public safety allows.² These programs have been developed in collaboration with other Commonwealth and/or local agencies. All reentrants are supervised according to the grade of supervision established by the approved Department assessment tool unless otherwise directed.

VI. PROCEDURES

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 or for a period of time designated by the Parole Board pursuant to 61 Pa. C.S. § 3907 (whichever is longer); this includes any time spent at a Community Corrections Center (CCC)/Community Contract Facility (CCF). Thereafter, the Department assessment tool determines the level of supervision.

2. CCC/CCF Supervision and CCC/CCF Placements

a. A reentrant may be placed in a CCC/CCF:

- (1) when ordered by the Board;
- (2) when a suitable home plan cannot be developed; or
- (3) following Boot Camp graduation.

Initial Reporting Requirements

- (a) No later than the next business day following the reentrant's arrival at the CCC/CCF, the reentrant must either report in-person to the district office/sub-office or supervision staff shall make face-to-face contact with the reentrant at the CCC/CCF. The determination of where the initial contact shall occur shall be made by supervision staff.

¹ 4-APPFS-2A-06

² 4-APPFS-2B-11

- (b) Supervision staff shall issue a DC-P 336, Special Conditions of Parole citing the name and full street address of the CCC/CCF as the reentrant's approved residence, along with the effective date and instructions that the reentrant must abide by all CCC/CCF regulations and must successfully complete the program.
- (c) Reentrants in a CCC/CCF shall be supervised at no less than medium supervision level while in the facility.
- (d) Supportive community referrals shall be determined and made by supervision staff, in collaboration with any referrals made by CCC/CCF staff.³ For Bureau of Community Corrections (BCC) Contracted Reentry Services, a BCC Reentry Services Referral form is completed in Vant4gePoint by supervision staff and submitted in Vant4gePoint for funding approval. Staff shall monitor the referral in Vant4gePoint to verify the approval or rejection.
- (e) Supervision staff shall conduct substance use disorder (SUD) testing as specified in Policy 12.4.01.11, Supervision Tools. The agent shall also obtain and document details in the electronic case file of any SUD testing conducted by CCC/CCF staff. Supervision staff shall share reentrant SUD testing results with CCC/CCF staff.
- (f) Efforts to develop a home plan for investigation shall begin immediately upon the reentrant's arrival at the CCC/CCF.⁴ The supervision staff shall ensure that Department or program time stipulations are met prior to release from the CCC/CCF.
- (g) Supervision staff shall cooperate with CCC/CCF staff to ensure reentrant compliance with CCC/CCF rules and regulations and, when appropriate, impose progressive sanctions proportionate to violations of rules and regulations.
- (h) Supervision staff shall obtain a discharge summary from the CCC/CCF.⁵
- (i) For additional information concerning the case transfer, refer to Policy 12.4.01.10, Investigations.

b. Additional Requirements for Reentrants Placed in a CCC/CCF Program

The Board orders placement to a CCC/CCF program to provide reentrants a structured transition from incarceration to the community. When necessary,

³ 4-ACRS-7D-09

⁴ 4-APPFS-2C-02

⁵ 4-ACRS-5A-15

Department staff shall assist in the transport of predetermined special needs reentrants. In such instances, staff shall transfer the inmate to the closest State Correctional Institution (SCI) prior to the established CCC/CCF bed date.

- (1) There is a mandatory 7 p.m. curfew unless the reentrant has second or third shift employment, the reentrant is working verified overtime, or as approved by supervision staff.
- (2) Supervision staff shall maintain regular contact with specialized CCC/CCF staff concerning the adjustment of the reentrant throughout the placement.
- (3) Reentrants shall not be discharged from the specialized CCC/CCF, unless they are successfully discharged to an approved home plan or upon receipt of a BCC bed date.

3. Half-Way Back Program⁶

Placement in a half-way back program is a resource available to supervision staff as an alternative to confinement in an SCI for reentrants who are in violation of conditions of their supervision. The program is not a viable alternative for all reentrants, particularly those who are considered to be a high risk to community safety and require incarceration.⁷

The referring supervision staff shall contact the Centralized Referral Unit (CRU) who shall determine availability and placement location accordingly. To the extent possible, placements shall occur within the geographical area of the requesting district office.

a. Eligibility

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

- (1) must be paroled or reparaoled by the Board from either an SCI or PA county prison. Cases accepted under the Interstate Compact for Adult Offender Supervision (ICAOS) are also eligible for half-way back;
- (2) reentrant is in violation or has violated conditions of their supervision and is not a risk to the community. Reentrants in need of detoxification must receive those services before being placed in the half-way back program. Reentrants whose instant offense is arson or related to a sexual offense shall be reviewed carefully before being considered for

⁶ 4-APPFS-3A-27

⁷ 4-APPFS-2B-11

placement in the half-way back program. Reentrants 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 **DC-P 347, Violation Sanction Grid (VSG)** shall be utilized to determine if a reentrant should be referred for a half-way back placement. For additional information, reference Policy **12.4.01.14, Sanctioning Process**; and
- (4) the reentrant must agree to participate in the program and to comply with any imposed special condition(s).

b. Information Required

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

- (1) **DC-P 50, Field Worksheet**;
- (2) **PB-10, Release Orders**;
- (3) **PB-11, Conditions Governing Parole** or ICAOS forms governing supervision;
- (4) any imposed **DC-P 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 supervision; and
- (6) **DC-P 347, Violation Sanctioning Grid**.

c. Timeframes

- (1) The length of the half-way back program participation shall be up to 90 days as mutually agreed upon by Department staff. Reentrants 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 supervision staff.
- (2) Those reentrants 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 supervision staff and center staff to develop an approved release plan as soon as possible.

d. Supervision Responsibilities

- (1) Supervision staff shall ensure that the reentrant is transported in non-custodial status to the approved half-way back program. If appropriate, the case should be transferred to the supervision staff assigned to that CCC/CCF. The electronic case file shall be updated to include treatment tracking by the 'placing' agency staff.
- (2) Supervision staff who place the reentrant in the half-way back program shall issue a **DC-P 336** containing the full street address of the CCC/CCF, and instruct reentrant that they must abide by all CCC/CCF regulations and must successfully complete the program.
- (3) For additional information concerning the transfer of cases, refer to Policy **12.4.01.10**.

4. Parole Violator Center (PV CCC) Program

With the exception of special probation and special parole cases, all Department supervised reentrants may be eligible for PV CCC placement. The PV CCC program is operated under a secure setting. Reentrants may be placed in a PV CCC after receiving a Board Action ordering such a placement. Length of stay depends upon programming requirements,⁸ and will generally range from 60 to 90 days from the placement date.

a. Hearing Examiner Referral

- (1) Hearing examiners may refer reentrants for diversion placement into the PV CCC only as a result of the **PB-72T, Waiver of Violation Hearing** process review.
- (2) If the PV CCC bed date is cancelled following a **PB-72T** placement decision, 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.

b. Board Action Placement

⁸ 4-APPFS-2A-06

The Board may place reentrants in the PV CCC program via the held in abeyance process or the recommitment process.

c. Direct Placement to Parole Violator Centers

Parole field staff may directly place technical parole violators in PV CCCs. It is the District Director or designee's responsibility to determine if the violation warrants detention and meets the requirements for PV CCC placement.

- (1) Referrals for reentrants requiring placement under Act 122 technical parole violator provisions shall be made to the Bureau of Population Management (BPM) during regular business hours by contacting the referral line at (717) 409-9245.
- (2) After hours and weekend placements shall be coordinated through the Management Operations Center (MOC) at (844) 429-5412.
- (3) If the reentrant is appropriate for a direct PV CCC placement, and there are available beds, the direct PV CCC placement shall be made. If the reentrant is not appropriate for PV CCC placement, or PV CCC beds are not available; the reentrant shall be returned to the SCI.
- (4) If the reentrant is placed directly into a PV CCC, parole field supervision staff shall remain at the PV CCC until the center staff conducts an appropriate search. During the search, parole field supervision staff shall seize only those items that violate the terms and conditions of parole. Arresting parole field supervision staff shall issue a DC-P 348 instructing the reentrant that they must abide by all PV CCC rules/regulations and must successfully complete the program.
- (5) Excluded Reentrants: Reentrants are excluded from direct placement when any of the following criteria are present:
 - (a) The reentrant refuses to sign applicable waivers
 - (b) The reentrant has incurred new criminal charges involving a revocable offense
 - (c) Detox is required
 - (d) The violation is sexual in nature
 - (e) The violation involved assaultive behavior
 - (f) The violation involved possession or control of a weapon

- (g) The reentrant had absconded and it is determined that the individual cannot be safely diverted to a PV CCC
- (h) There exists an identifiable threat to public safety if:
 - (i) Credible information indicates that the reentrant intends to engage in criminal activity or violate the conditions of parole in the future and has the means to do either; or
 - (j) The reentrant is a danger to their self or others due to psychological, psychiatric, or physical impairment; or
 - (k) The reentrant is demonstrating unmanageable behavior, which makes him or her not amenable to diversion
 - (l) The violation involved intentional and unexcused failure to adhere to recommended programming or conditions on more than three occasions and cannot be safely diverted
- (6) Information Exchange: Parole Field Services staff shall complete/provide the following documents to the PV CCC upon delivery of the reentrant:
 - (a) Manually request criminal history verification request submitted through CAPTOR
 - (b) DC-P 141 Warrant to Commit and Detain
 - (c) DC-P 227 Return of Parole Violator Report (Body Receipt)
 - (d) PB 257N Notice of Charges and applicable waivers
 - (e) DC-P 50 Field Worksheet
 - (f) If the documents cannot be produced at the time the reentrant is being placed due to a technology or availability issue, Field Service staff shall request the DC-P 141 Warrant to Commit and Detain from MOC and the remaining documents shall be produced within one business day.
- (7) Parole Field Services staff shall complete/provide the following within 14 days of reception into the PV CCC:
 - (a) DC-P 347 Violation Sanction Grid – this shall not be provided for returning Interstate Compact cases or for reentrants that have absconded, been arrested by law enforcement and declared delinquent.

- (b) DC-P 257H Supervision History
 - (c) Administer the STRONG-R assessment/reassessment to include violation behavior, and enter programming recommendations in the Vant4ge system
- (8) Hearing and waiver requirements for direct PV CCC placements.

In order to be eligible for direct placement into the PV CCC, reentrants must sign a PB-72T waiver.

- (a) When conducting a direct placement of a reentrant into a PV CCC, the assigned agent or supervisor must email the Parole Board's Chief Hearing Coordinator to inform of the placement. Staff shall use the below language in the email. Staff still needs to upload the packet and schedule a hearing in in Hearing Interview Planner (HIP).

Subject: Direct PVCCC placement Joe Doe (Parole # 123AB)

Good afternoon Chief Hearing Coordinator,

Today we placed reentrant, Joe Doe (Parole # 123AB), directly into a PV CCC. The reentrant has signed all waivers and notices to waive technical violation(s). Upon uploading the waiver package, we will schedule a preliminary hearing through HIP.

Thanks,

Jane Smith, Parole Supervisor

- (b) Staff shall select the Chief Hearing Coordinator as the hearing coordinator in HIP when entering a Direct PV CCC hearing request, and include "Direct PV CCC" in the comments section.

d. Parole Board Decision Implications:

- (1) PLACEMENT IN A PVC, VIOLATION HEARING HELD IN ABEYANCE PENDING COMPLETION OF PROGRAMMING:

In this scenario, the reentrant shall remain in the PV CCC and complete programming. If the reentrant successfully completes programming, there is no further action from the Board. The reentrant is released from

the PV CCC and supervision is transferred back to a general field unit where the home plan or CCC/CCF is located.

(2) RECOMMIT TO A PVC:

In this scenario, the inmate remains in the PV CCC as a recommitted inmate. Parole field staff shall close interest in the case. Institutional parole staff shall notify records staff of the support institution and develop controls to monitor the case for release.

(3) RECOMMIT TO A CCJ/SCI:

In this scenario, Parole Field Services staff shall remove the inmate as soon as possible and transport to the designated SCI. Agents shall follow established procedures for returning a parole violator to an SCI. The case is closed statistically and institutional parole staff shall develop controls and monitor the case.

e. PV CCC Agent Responsibilities

- (1) The case shall be statistically transferred to the PV CCC supervision staff upon reentrant arrival at the placement.
- (2) Program orientation – Supervision staff assigned to the PV CCC shall jointly conduct a program orientation with PV CCC facility staff upon the reentrant's arrival at the PV CCC to explain all program requirements. This includes discussion of the reentrant's home plan status.
- (3) Home plan – Supervision staff shall determine the status of the reentrant's home plan.
 - (a) For reentrants directed to the PV CCC via a Board Action, supervision staff shall follow the procedures detailed in Policy **12.4.01.10**.
 - (b) For all other reentrants placed at the PV CCC.

Within two weeks of the reentrants' arrival at the center, supervision staff shall conduct a review of all official documents, or contact the arresting supervision staff by email to determine if the original home plan remains valid.

- i. Reentrants who were residents of a CCC or a CCF prior to arrest on technical violations may be referred to the BCC for placement following PV CCC completion. However, in such instances, supervision staff shall work with the reentrant to

develop a viable home plan. If the home plan is approved prior to the completion of PV CCC programming, the tentative BCC bed date should be cancelled.

- ii. Reentrants returned from an approved interstate plan no longer have that plan in place. If a reentrant desires a residence outside of the Commonwealth, new interstate transfer activity is required.
- (4) Collateral contacts (program review team) – Supervision staff and PV CCC staff shall jointly conduct a program review of the reentrant’s progress at agreed upon intervals and inform the reentrant of their progress. Additionally, if PV CCC staff develop an individualized community orientation and reintegration (COR) plan for the reentrant, supervision staff shall review and sign-off on the plan. Supervision staff shall document case contacts and reentrant’s progress in electronic case file.
 - (5) Informal sanctions – PV CCC staff shall advise supervision staff of all informal sanctions levied against reentrants along with all supporting documentation. Supervision staff shall participate in any formal sanctioning to include determining the sanction to be levied and, if applicable, administering the sanction.
 - (6) Pursuant to 61 Pa.C.S. § 6138(e)(3), if a reentrant in a PV CCC commits a disciplinary infraction involving assaultive behavior, sexual assault, a weapon or controlled substances, a PB-111 with supporting documentation shall be sent to **PM, PV Center Matters**.
 - (7) Meetings – Supervision staff shall attend reentrant house meetings and staff meetings held by PV CCC staff scheduled during normal business hours.
 - (8) Schedule – Supervision staff shall provide PV CCC staff with the Department’s 24-hour contact 1-800 number. When feasible, supervision staff shall provide advanced notice to PV CCC staff of any deviations in their regular work schedule. In the event that supervision staff shall be unavailable to the facility for one full business day or longer, supervision staff shall advise PV CCC staff of their supervisor’s name/contact information or designee.
 - (9) Assessment and Case Plan - For reentrants directed to the PV CCC via a Board Action, supervision staff shall follow the procedures detailed in **Policy 12.4.01.03**.
 - (10) Successful discharges

- (a) At least five business days prior to the reentrant's anticipated PV CCC release date, supervision staff shall forward reporting instructions to the district office where the home plan or CCC/CCF placement is located. Supervision staff shall note the reentrant's scheduled PV CCC release date on the reporting instructions.
- (b) A **DC-P 140, Order to Cancel Warrant to Commit and Detain** shall be prepared at least five days prior to a reentrant's anticipated release date from the PV CCC. The warrant release date must coincide with the anticipated PV CCC programming completion date. This does not apply to reentrants who were recommitted via Board Action and are scheduled to be reparaoled.
- (c) Supervision staff shall conduct a discharge briefing with the reentrant within two business days of release to ensure the reentrant is issued reporting instructions via a **DC-P 348I, Parole Instruction** and that they understand all of the reporting requirements.
- (d) Supervision staff shall update electronic case file with all relevant information, coding, and/or documentation.

(11) Unsuccessful discharges

- (a) Removal Process: Parole Field Services are required to transport all PV CCC placements that are directly committed to a PV CCC. All unsuccessful discharge moves should be completed no later than 1100 hours the following business day. Expedited removals should be completed within three hours.
- (b) BPM shall coordinate the transportation of Act 122 recommitted inmates, who are placed through an SCI and who receive an unsuccessful discharge.
- (c) Removals should ordinarily be completed during normal business hours and requested through BPM. The MOC shall notify the Operation Monitoring Center (OMC) of unsuccessful discharges and need for expedited removals occurring during non-business hours, weekends, and holidays. Expedited removals are approved by the BCC Regional Director or BCC Duty Officer, therefore, shall be limited to those instances of an egregious nature or when safety concerns exist.
- (d) After Unsuccessful Discharge.

- i. Upon receipt of discharge information, supervision staff shall immediately inform the Board's hearing division of the reentrant's unsuccessful discharge at **PM, PV Center Matters**. The information shall be reviewed and forwarded to the Board for their signatory review and decision.
 - ii. Within two business days of the reentrant's return to an SCI, supervision staff shall update the electronic case file with all relevant information and return the case to the originating (arresting) supervision staff.
 - iii. A Board Action reflecting the final decision shall be generated.
- (e) **Criminal Charges During TPV Placement:** If criminal charges are filed or discovered after PV CCC placement, respective parole staff shall notify BPM and the CFC. When a reentrant has been recommitted to the PV CCC, the Institutional Agent must be notified.
- f. **Programming:** Immediately upon placement into a PVCC, the reentrant shall begin Phase 1 of TPV Personal Growth. The reentrant shall complete programming as prescribed by PV CCC staff. The assigned parole agent or institutional agent shall enter programming information in Vant4ge in accordance with current Department directives.
 - (1) For recommit cases, institutional parole staff shall be responsible for entering and updating treatment information.
 - (2) For Held in Abeyance cases, the assigned agent shall be responsible for entering treatment information. Should the reentrant be removed from the PV CCC, parole staff shall input this information into the Vant4ge system within 2 business days.
- g. **Record Keeping:** PV CCC shall send a Daily Movement Report, detailing admissions, releases, and changes in status. BPM and the support institution resource accounts are to be copied. BPM shall enter receptions in the Community Corrections Information System (CCIS). The BCC Center Director or Contract Facility Coordinator (CFC) shall record all releases pursuant to current Movement Report procedures.
- h. **Absconders – Reference Policy 12.4.01.17, Absconders and Delinquency, Absconders from a Parole Violator Center (PV CCC).**
- i. **Special Considerations – Hospitalization:**

- (1) When a reentrant is placed in a PV CCC pursuant to a violation hearing being held in abeyance, and that reentrant requires hospital treatment; Bureau of Community Corrections (BCC) staff shall outfit the reentrant with a GPS monitoring device and escort the reentrant to the hospital. Upon admission to the hospital, Parole Field Services is responsible for monitoring the reentrant.
- (2) When a reentrant is placed in a PV CCC pursuant to a formal recommitment by the Parole Board, and that reentrant requires hospital treatment; Bureau of Community Corrections (BCC) staff shall assume all supervision responsibilities.

VII. SUSPENSION DURING AN EMERGENCY

This policy may be suspended during an emergency at the sole discretion of the Secretary of the Department of Corrections.

VIII. RIGHTS UNDER THIS POLICY

This policy creates no rights under law.

IX. RELEASE OF INFORMATION AND DISTRIBUTION OF POLICY

A. Release of Information

This policy does not contain information that impacts the security of Department staff or reentrants and may, therefore, be released to the public.

B. Distribution of Policy

This policy is to be distributed to all Department staff.

X. CROSS REFERENCES

A. Superseded

This Policy replaces the previous versions listed below:

4.11: 12/01/04, 02/01/06
4.01.12 01/14/08, 10/30/09, 08/08/11, 2/28/13

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

B. Statutes

- 1. Federal - None

- 2. State
 - 18 Pa.C.S. § 5121
 - 61 Pa.C.S. § 3907
 - 61 Pa.C.S. § 5003
 - 61 Pa.C.S. § 5004
 - 61 Pa.C.S. § 5005
 - 61 Pa.C.S. § 5006
 - 61 Pa.C.S. § 6112
 - 61 Pa.C.S. § 6138

C. Department Policies

- 12.4.01.01
- 12.4.01.03
- 12.4.01.10
- 12.4.01.11
- 12.4.01.14
- 12.4.01.17

D. American Correctional Association Standards

- 4-APPFS-2A-02
- 4-APPFS-2A-06
- 4-APPFS-2B-11
- 4-APPFS-2C-02
- 4-APPFS-3A-27

- 4-ACRS-2A-07
- 4-ACRS-5A-15
- 4-ACRS-7D-09

E. Management Directives – None

F. Report of the Reentry Policy Council – None