

Survey to Chief APOs

Issue: Non-traditional Office Hours

Question (from Lebanon County)

Are any departments open to the public during non-traditional business hours to try to accommodate work schedules of individuals on supervision? If so, what are your hours and how do you manage staffing?

Adams County

Officers work flexible hours for field work, on occasion as permitted by their immediate supervisors. We are currently preparing to implement extended Office hours for appointments 4 nights out of the month (Tuesdays and Thursdays when our DUI classes are scheduled) to allow Officers to meet with clients after traditional work hours (4:30-7:00 PM, with all appointments being required to end by 8:00 PM).

We are preparing to implement this in February 2022, in coordination with Security at our building.

Allegheny County

Community field centers in Allegheny are open weekdays 8:30am to 6pm. A small group of staff work a steady 10am to 6pm shift. We are also open the first Saturday of each month 8:30am to 1:30pm. Staff who volunteer to work Saturdays receive comp time.

Berks County

We run CBT and AHSS classes after 5 pm in the office. Officers with caseloads are required to work 8 nontraditional hours (after 5 pm or on weekends) per month. Those hours must be worked in the field.

Bucks County

Bucks County APP offices don't have non-traditional hours per se, although we do have early morning drug testing at some locations. Regarding supervision, we are field-based and officers flex their work week – this allows them to work early mornings, nights, and sometimes on the weekend – which also accommodates working offenders. Officers also have the option of working holidays and trading that for another day.

Cameron County

Cameron does not

Carbon County

Carbon County does not have non traditional hours at our office. Officers are permitted to work up to an additional 5 hour per every two weeks to do field work during non-traditional hours.

Clearfield County

In addition to normal working hours of 830am to 400pm, Clearfield County has non-traditional reporting hours 2x's per month. 1st Monday of each month we are open for reporting from 730pm – 930pm, and the 3rd Monday of each month, we are open from 430pm to 630pm.

Cumberland County

Cumberland is the same as Bucks. Although, drug testing is done by a separate department with some non-traditional hours

Dauphin County

Dauphin is the same as Bucks. Our work release center assist with drug testing for non-traditional hours

Delaware County

Delaware County currently does not see individuals outside of non-traditional business hours.

Erie County

Erie County does not have non-traditional hours in part because we are in the Courthouse. We do have PO's doing night work in the field.

Forest County

Forest does have non traditional hours Tuesday evenings from 6-8 p.m. at our satellite office. Officers rotate and typically flex hours.

Lackawanna County

Lackawanna County does not have non-traditional hours, however PO's will made accommodation to see during lunch time when necessary or will make contact with offender during night field hours.

Lehigh County

This is exactly what Lehigh County does. (see York response)

Luzerne County

Luzerne County has traditional hours from 8:30 am to 4:30 pm as we are limited due to county building access. Our PO's see defendants in the field as required. We are reviewing operational protocols to ensure compliance of defendants and departmental responsibilities. We have also utilized technology as much as possible for contacts.

Lycoming County

Lycoming does not offer non-traditional hours at the Courthouse. However, we perform field contacts after hours.

Mifflin County

Mifflin is same as Westmoreland, officers flex schedules or gain comp time to do evening field or office visits and drug screens.

Philadelphia County

Currently we do not offer non-traditional business hours for individuals on supervision. In the past we utilized the first Wednesday of the month as a late-night date in which we stayed open to until 7:30pm. Officers received comp time as compensation. Certain units do perform evening field visits.

Pike County

Pike County-Office hours are extended to 6:00 p.m. on Wednesdays. Staffing is rotated by the PO's and support staff. Courthouse security is handled by the sheriff's department. Employees are compensated through either OT or comp. time.

Schuylkill County

Schuylkill has non-traditional hours on Tuesday and Thursday of each week. We are open until 7:30 PM. A rotating schedule of 2 Officer and 1 Aide / Secretary is used. Overtime or Comp Time is paid.

Snyder County

Snyder County offers a four-hour window on Saturdays to accommodate drug testing and appointments for those probationers who work during the week and don't have the ability to get in without leaving work early. This time is permitted to be earned as flex, comp @ 1.5 hours or OT at 1.5 hours (assuming the officer worked 40 hours that week).

We are looking at alternating Saturday testing to evening testing through the week, but we won't be doing both in the same week. This allows for officers to accommodate the offenders works schedules.

All security is handled by my office after hours. We set up a make-shift "cattle chute" on the first floor and one officer acts as security while the other two use the restrooms for testing.

With approval, officers can submit a request to do field patrols during the week however the request must include how they intend to be paid (Flex, OT, Comp).

Warren County

The Warren County Courthouse is open to the public from 8:30 am to 4:30 pm. Our officers and staff are scheduled to work from 8:00 am to 5:00 pm. Each officer can elect to work a different schedule for appointments and field work if needed and they may choose to take OT or comp time when they work more than 40 hours.

We are located at the Courthouse and have an outer door that leads directly to our department's hallway. This door is typically always locked, but we can request to have it unlocked prior to 8:30 am and after 4:30 pm on days our officers might be conducting appointments or we are running an Alcohol Highway Safety School, COG class, or Victim Impact

Panel. For security purposes, there is an additional FOB access only door within our department's hallway that restricts the access to the rest of the Courthouse to employees only.

Westmoreland County

Westmoreland does not offer non-traditional hours at the Courthouse. Officers may work flex schedules to accommodate the need to make contacts during non-traditional hours.

York County

York County does have nontraditional hours in order to accommodate defendant's schedules. We allow the officers to set which evenings or mornings they want to report early or stay late. They typically flex their hours on those days. We notify the sheriff's department, who provides security at the Judicial Center, daily of late and early appointments so they are aware and can provide additional support if needed.