

**COUNTY CHIEF ADULT PROBATION AND PAROLE OFFICERS  
ASSOCIATION OF PENNSYLVANIA  
General Membership Meeting  
March 14, 2008  
Toftrees, State College**

The meeting was called to order at 9:04 a.m. by President Rich Mertz

**Presenter:**

Thom McCormick from Coventry Diagnostics, Western Slope Laboratory

Thom did a power point presentation which highlighted his Company's use of LC/MS/MS Technology. The companies' website is: westernslopelabs.com  
Thom feels his company is very competitive with confirmation testing prices.

Agency Updates:

**AOPC: Val Arrington**

Val gave a brief update on the CPCMS system and how this system can be accessed by probation officers through the web portal through JNET. Val answered some questions regarding user roles and working with the Clerks of Courts on issues of data input. She also was helpful in advising us of certain reports available in the system that may be of benefit to Probation.

Carl McKee asked Val if she or a representative of AOPC could make training available to probation departments to better enable probation officers in the use of CPCMS to do their jobs. Maybe a segment of the Basic training could be dedicated to CPCMS.

**CCAP: Margaret Davis**

Margaret gave an update on the Data Quality project. The initial information training sessions gave them valuable input and work is continuing on this project.

There are several House and Senate Bills addressing prison overcrowding and sentencing reform.

Margaret also shared with us an issue regarding the powers of County Sheriffs. Any issues or concerns regarding this topic or other CCAP matters can be given to Conway, who sits on the CCAP Courts and Corrections Committee.

**JNET: Eric Webb**

Eric shared with us the auto registration roll out plan that JNET will be implementing. He also gave an update on electronic reporting with 411,968 confirmed notifications as of 2/27/08. Eric said that the CPIN photo sharing initiative is ongoing with two counties piloting projects to transfer CPIN photos from CPIN to case management systems. One pilot in Lancaster County Prison and another in Dauphin County Probation. Finally he

stated the work is being piloted in Franklin County on a redeployed Juvenile Watch list and he wanted to remind us of the availability of a consolidated warrant search through JNET.

**PCCD: Jim Strader**

Jim reported that there are 52 operating Criminal Justice Advisory Boards in the State. He would like to have feedback given to him regarding the effectiveness of the regional CJAB consultants. PCCD will be highlighting several CJAB's in the coming months. Jim wants everyone to take advantage of the support PCCD is giving to maintain a helpful county presence.

Jim also briefly touched on the anticipated federal budget cuts. However, he did state that PCCD hopes to continue to award mini grants to counties on CJAB related initiatives and in fact hopes that these mini grants could be increased slightly this year.

Jim reminded us of the upcoming Technology Conference and the CJAB conference as well as the availability of Substance Abuse and Demand Reduction monies.

**PCS: Carrie Peters**

Carrie reported that the Sentencing Commission is in the process of gathering input on some revisions to the 6<sup>th</sup> Edition Guidelines. Carrie provided to all meeting attendees a copy of the proposed revisions and said that these revisions are also available on the PCS website. Any comments should be given to Mark Bergstrom, Executive Director of the Sentencing Commission, as soon as possible. They are shooting for a summer approval date.

After Carrie gave her presentation there was a discussion regarding some problems counties are having getting information from DOC on sentences of consecutive probation after a State IP sentence. Let Conway know if you are having a problem and he will assist in getting someone's assistance from DOC.

**PBPP: William McDevitt**

Bill shared with us a spreadsheet that will be utilized by counties who do not have an automated case management system, to enable them to send their data to PBPP.

Bill related that some PBPP staff were not present due to the 100<sup>th</sup> graduation celebration of the Basic Training Academy which was happening today.

**OFFICER'S REPORTS:**

**President Rich Mertz:**

Rich reported that he has been asked to represent the Association at two upcoming meetings. Rich has appointed associate member Richard Kipp as Training Committee Chair for the Association. Finally, Rich shared with the members the ARD waiver that his county uses. He will have Conway attach his counties ARD and Gagnon waivers to the minutes.

**Vice President Mike Potteiger:**

Mike is representing the Chiefs Association at the BTA 100<sup>th</sup> graduation ceremony.

**Secretary Dave Stager:**

The minutes of the November 2007 General Membership meeting and the March Executive Council Meeting were attached to the notice of this meeting reminder sent by Conway.

**MOTION:** Carl McKee made a motion to accept both sets of minutes; this motion was seconded by Mike Hamel and passed unanimously.

**Treasurer Jayne Smail:**

Balance in Account as of March 14, 2008 is \$69,766.06.

Paid Assessments:	38
Paid Full Members:	47
Paid Associate Members:	53

**MOTION:** A motion was made by Jim Miller to accept the treasurer's report; the motion was seconded by Vicki Saylor and passed unanimously.

**Executive Director Activities:**

- Attended CCAP Justice Steering Committee meeting.
- Serving on CCAP Data Quality Project – conducted focus group meeting.
- Attended PAPPC Executive Committee meetings.
- Attended Firearm Education and training Commission meetings.
- Attended APPA Winter Training Institute.
- Attended JNET County Integration meetings.
- Attended a meeting with CDI/DSI staff re: case management systems.

Conway shared with the members present the questions that the PBPP and FETC had with arming retired probation officers. Conway was directed to do a letter supporting the questions listed below:

**MPOETC Regulations Questions from PBPP & FETC:**

- On what weapon can the retiree qualify? Can he/she only qualify on the weapon on which an agency's active employees qualify or any weapon?
- Can the retiree go anywhere to qualify thereby meaning that the agency from which he/she qualified would issue the qualification card?
- Can the FETC or any other law enforcement agency charge a fee to qualify retirees? Such a fee would be designed to cover the costs for the instructors, range costs, equipment (such as targets and ammunition) and of issuing the qualification card.

- § 220.23 (a) seems to contradict § 220.23 (c). If the retiree doesn't pay the \$15 fee within the 60 day period, then the identification card will not be issued.
- Although we understand that the definition of "certified law enforcement" comes directly from the statute, the PBPP has a PBPP Firearms Instructor Course that is overlooked in this definition. What is the referenced process for approval of the PBPP course since this course is specifically geared toward probation and parole officers and not police officers?
- Referencing §220.31 (13), can one card have multiple weapons on it if a retiree qualifies on multiple weapons?
- What is acceptable ammunition for qualification purposes? Must a retiree qualify with the ammunition that the agency's active employees carry? Can the agency require the retiree to bring his/her own ammunition to a qualification class?
- Will there be a standardized course of fire available for retirees or will the course of fire be determined on an agency-by-agency basis?
- Will the regulations apply to all former retirees? Specifically referencing § 220.21 (c)(5), what if someone retired 10 years ago and now wants to take advantage of this? Is the agency expected to put a retiree through its active employee qualification course of fire?
- Referencing § 220.31, is it the responsibility of the instructor to ensure that a retiree has satisfied all of the standards listed in this section? If not, whose responsibility is it?

**Committee Reports:**

**Firearms Committee:** Larry Straitiff

Larry reminded everyone that his term on the Firearms Commission ends this month and he is not seeking an additional term. There was some discussion on what Chiefs might be available to fill this seat.

**Motion:** A motion was made by Jayne Smail to endorse Michelle Beaver from Juniata County as our Chiefs representative on the Firearms Commission. This motion was seconded by Mike Hamel and passed unanimously.

**Training Committee:**

As mentioned earlier, Rich Kipp was appointed by President Mertz to Chair this committee.

**Legislative Committee:** Carl McKee

No report other than what was already discussed.

**Intercounty Transfer Committee:** Gary Cenna

No report

**Program Committee:** Rich Mertz

If anyone has a topic for Rich for the annual conference let him know.

**Information Technology: Bob McCullough**

Bob and Carl McKee along with Conway met with CDI/DSI to address our concerns and get some information on what CDI has envisioned for us in their future. CDI wants to convert to a web based platform however they will need money to do this. Approximately \$500,000 is what they will need to hire additional staff. However, if they were to get at least 20,000 total call track referrals they would do the upgrade for nothing. After discussion of options available to us we will continue to operate as we have been with Conway looking into any monies available through PCCD for this project

**Unfinished Business:**

Rich Mertz felt there should be a follow up on the issue of disparity between supervisors and PO's salaries. Additional information will be compiled and we will discuss this at future meeting.

**New Business:**

Rich and Dave Stager were talking at a recent meeting regarding the loss of the county provided portion of a county employees retirement if that county employee were to die while working for the county. The Actuary who handles over 40 counties in the state provided a summary sheet to Dave which will be attached to the minutes. If your county is one of the 40 your designated beneficiary would get the counties contribution as well as your contribution in event that you were to die while still working for the county.

Affiliation with APPA was approved by a consensus of the members at an expense of \$250.
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For this years annual conference it was decided to do away with the Monday night dinner.

**Recognizing Achievement:**

After doing these minutes the Association should **Thank Jayne Smail** for her years of service as secretary of the Association.

**Dauphin County**

- Michael Potteiger, currently Chief Adult Probation Officer in Northumberland County, has been named as Director of Adult Probation Services in Dauphin County, effective in April, 2008.
- Mike replaces Terry Davis who retired on January 18, 2008 with over 35 years of service in Dauphin County.

**Philadelphia County:**

- Six new field vehicles will be used by the elite Gun Court Unit for enhanced field work. This Unit intensely supervises offenders who are charged with a gun offense as their most serious crime and are serving a probation or parole sentence.

- The Youth Violence Reduction Partnership (YVRP), launched in 1999, focuses on 14-to-24 year olds who are most likely to kill or be killed.
- YVRP operates in the 12th, 19th, 22nd, 24th and 25th police districts where violence far exceeds city averages.
- Its partners are police, probation and parole officers, district attorneys and the Philadelphia Anti-Drug Anti-Violence Network (PANN).
- Since YVRP has been operating, there has been a 41% reduction in the number of youth homicides for those who have been participating in the program.
- YVRP received the President's Award at the Opening Ceremony of the APPA 2008 Winter Training Institute in Phoenix, AZ on February 10, 2008.

### **Pending Legislation:**

- SB – 73 (P.N. 92) – amends Title 42 (Judiciary and Judicial Procedures) and codifies Title 61 (Penal and Correctional Institutions). –includes definition of probation officers.
- SB – 215 (P.N. 255) – place of confinement.
- SB – 524 (P.N. 569) – Sexually Violent Predators Act.
- SB – 559 (P.N. 603) – provides for payment of salary, medical and hospital expenses....(excludes probation officers).
- SB – 587 (P.N. 631) – provides for a mental health court division.
- SB – 862 (P.N. 1014) – provides for prison population reduction by granting certain nonviolent offenders a merit time allowance and presumptive release at the discretion of the Department of Corrections.
- SB – 1045 (P.N. 1344) –
- ✓ Adds Secretary of Corrections and Chairman of the Board as members of the Commission on Sentencing;
- ✓ Adoption of guidelines for resentencing;
- ✓ Adoption of guidelines for parole;
- ✓ Adoption of recommitment ranges following revocation by the Board;
- ✓ Place of confinement;
- ✓ Information to be provided to DOC;
- ✓ Recidivism Risk Reduction Incentive.
- HB – 4 (P.N. 2394) – House version of SB-1045;
- HB – 6 (P.N. 2395) –
- ✓ Judges, subject to guidelines for resentencing and parole, may parole only at the expiration of the minimum sentence;
- ✓ Administrative parole by PBPP;
- ✓ PBPP to parole eligible offenders at minimum sentence;
- HB – 31 (P.N. 56) searches of parolees by an officer or law enforcement officer with or without a search warrant and with or without cause.
- HB – 80 (P.N. 104) – provides for a mental health court division.
- HB – 678 (P.N. 764) – provides for a system of earned time.
- HB – 1457 (P.N. 1804) – Robin's Law - provides for registration of domestic violence predators.

**Calendar of Events:**

**CCAPPOAP:**

Annual Conference - September 29-30, 2008

**Executive Committee Meetings - General Business Meetings**

March 7, 2008 - March 14, 2008  
June 13, 2008 - June 20, 2008  
September 28, 2008 - October 1, 2008  
December 5, 2008 - December 12, 2008

**BTA:**

- April 7-25, 2008
- Questions – contact Jim Todd at 717-773-3399 or jtodd@state.pa.us

**APPA:**

August 3-6, 2008	33 <sup>rd</sup> Annual Training Institute	The Rio, Las Vegas, NV
February 8-11, 2009	Winter Training Institute	Myrtle Beach, SC
August 23-26, 2009	34 <sup>th</sup> Annual Training	Anaheim, CA

**PAPPC:**

May 18-21, 2008      87<sup>th</sup> Annual Training Institute      Pocono Manor

**FETC & JNET:**

**Firearms Commission**

**JNET**

May 13, 2008	
July 22, 2008	August 20-21, 2008
September 23, 2008	
November 25, 2008	December 3-4, 2008

**PCCD:**

Technology Conference      St. College, PA

**JCJC:**

November 5-7, 2008      The Pennsylvania Conference on Juvenile Justice  
Harrisburg Hilton & Towers

**MOTION:**

A motion was made by Jayne Smail and seconded by Vicki Saylor to adjourn the meeting which passed unanimously.
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