

**Pennsylvania's County Adult Probation and Parole Departments
Responses to COVID-19
Furloughs and County Practices**

On April 2, 2020 the CCAPPOAP sent a survey to all county adult probation chiefs/directors (65 total) to learn more about the impact the coronavirus (COVID-19) is having on the local practices in Pennsylvania's county adult probation departments and court proceedings.

The survey was broken into two areas. The first four questions were to obtain information about counties possibly facing or already dealing with furloughs. The second series of questions relates to how counties are managing the day to day practices of within their office and what modifications have you made to deal with restrictions due to COVID-19 pandemic.

It appears decision making and practices vary county by county. Some counties believe probation officers are essential staff while other counties do not. Some Counties are asking chiefs/directors to voluntarily furlough staff while other counties are mandating furloughs.

As of April 8, 2020, a total of 49 counties responded to the survey. This summary will continue to be updated.

Furlough questions:

Have you had probation staff furloughed or are you facing the prospect of furloughs?

- Not at this time (Adams)
- No, not at this time. (Allegheny)
- No, not yet. (Armstrong)
- No (Bradford)
- No (Bucks)
- Yes (Butler)
- No (Cambria)
- Just asked to evaluate who to furlough and to give a list tomorrow (Carbon)
- It has not been discussed however when the commissioners catch wind of other doing this, the discussions will commence (Centre)
- County has said they did not anticipate layoffs. President Judge has declared all Court personnel as essential. All staff continue to be paid. (Chester)
- One Administrative Staff (Clarion)
- We are now working half staff on and half staff off, paid, and rotating every other day. (Clearfield)
- No but I will continue to justify every 2 weeks as to why my department should not be furloughed. (Clinton)
- No, We are considered essential staff. We did however furlough our Certified D&A Counselors in our jail at this time. (Columbia)
- Furloughs are not occurring. P.J. has said APO entire staff is essential. (Crawford)

- No (Cumberland)
- Yes, and possibly more next week. (Dauphin)
- Not at this time (Delaware)
- No (Erie)
- No. Rotating personnel into the office. New group in each day. (Fayette)
- Yes, Work Release staff, 4 Support staff, 1 Interpreter. No Officers at this point. To be re-evaluated in four weeks. (Franklin)
- Yes (Fulton)
- Possible furlough throughout the County April 20 (Indiana)
- No (Jefferson)
- No, the county at this point has continued to pay everyone. (Juniata)
- No (Lackawanna)
- No, in my discussions with the County Administrator, the County is in good shape at least through the end of April. (Lancaster)
- Yes, pretty much the whole staff. (Lawrence)
- We have not furloughed any employees but we are currently operating on a modified schedule. I have four teams that rotate daily. Teams include six field staff—a combination of juvenile and adult—that man the phones and are here to respond to emergency situations. We have limited public access to the building, i.e. occasional drug test if we get a report of use or have to change a battery in a SCRAM bracelet. Team assignments remain the same in an attempt to limit cross contamination. Each team has a supervisor assigned. Support staff are scheduled as needed to process paperwork. PSI officers work one day a week to stay up to date on their reports. Institutional parole officers are on a daily rotation and are in the office until they finish what needs to be done that day to get people released. We have been releasing quite a few people early and continue to review cases for early parole. We are, unfortunately, extremely limited in what we can do from home. I am here daily, as is the Juvenile Deputy Director. Collections come into the office as needed to process our e-payments and mailed payments. (Lebanon)
- At this point we are not, but the county just issued a statement they will run out of revenues at the end of May. So, I am sure they are considering it. (Lehigh)
- At this time, we have not experienced any furloughs and no one above the Department has made mention of this. I have been in close communication with the President Judge for the duration of whatever this is, and the Courts are still functioning on an as needed basis. If this was brought up, I would have strong arguments against doing a furlough, at least for Probation Officers, since there has been a momentous push towards the release of many inmates. In the last week or two, the population and LCDOC has been reduced by approximately 140 inmates - many of those are under our supervision for regular probation/parole or now assigned to our new and barely formed Pretrial Services. (Luzerne)
- Not at this time. (Lycoming)
- We currently have not; appears we may by end of next week though (Mifflin)
- Not at this time. (Monroe)

- Not yet (Montgomery)
- Not as of this moment (Northampton)
- Commissioners asked us to develop a list of who could be furloughed however PJ is not ok'ing anyone to be at this point. (Northumberland)
- Yes (Perry)
- No Officers have been furloughed and there has not been any about such steps. Our part-time clerical staff has been furloughed and will seek unemployment. (Philadelphia)
- No (Pike)
- We have not at this time, however it is possible by next week that may be considered (Schuylkill)
- Not at the present time. Still operating with full staff (Snyder)
- No (Somerset)
- No, PJ declared emergency for all court staff allowing work from home. Probation has a rotation of 2 po's and one clerical in 3 day shifts at the office. The courthouse is not open to the public but still staffed with county employees. (Tioga)
- No, not yet (Union)
- No, however this was recently discussed by the Commissioners, DCA and PJ and could occur as early as next week. (Venango County Court Supervision, not State Probation and Parole who are assigned to many of our probation, and all of our parole cases)
- None as of yet. (Wayne)
- Yes, of the 85 staff members, 29 are being furloughed as of Monday, April 6th. The reason for the furlough is that the courts are operating at a very limited capacity. There are also duties that have been suspended (i.e., DNA collection, field work, electronic monitoring hook-ups). The department clerks, secretaries and PO Aides have been furloughed because they would not be able to work from home. Their duties are associated with working in the office at full capacity. Nine officers were furloughed because they are not able to work at home (ARD and LOW caseloads and PSI officers). (Westmoreland)
- Yes, I have been asked to identify 5% of my staff to furlough in both APO and JPO at the direction of Court Administration and the PJ. Furloughs will be effective April 11th. I was given the opportunity to ask for volunteers first which I plan to do. (York)

What/who determines who is eligible to be furloughed?

- President Judge/Chief Probation Officer (Armstrong)
- n/a (Bradford)
- President Judge with hopefully input from the Chief APO (Bucks)
- Our Administrative Judge (Butler)
- n/a (Cambria)
- Uncertain at this time. Appears to be the PJ (Carbon)
- PJ and CPO (Centre)
- PJ (Clarion)
- We split the staff in half, taking into consideration coverage needs and staff abilities. (Clearfield)

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- PJ after consulting with Court Administrator and CPO (Clinton)
- President Judge, Court Administrator and the Chief Adult Probation Officer will determine furloughs (Columbia)
- President Judge and Chief APO – If they were to occur (Crawford)
- President Judge, Chief PO, Court Administrator (Dauphin)
- PJ (Delaware)
- PJ (Erie)
- PJ (Fayette)
- Chief's recommendation to P.J. (Franklin)
- CPO with consult w/District Court Admin, and approved by PJ. (Fulton)
- President Judge (Indiana)
- President Judge (Jefferson)
- PJ (Juniata)
- President Judge (Lackawanna)
- President Judge, Chief PO, Court Administrator (Lancaster)
- PJ/Chief (Lawrence)
- That would be between the P.J. and the Commissioners. This has not been discussed here...at least not with me. (Lebanon)
- Our President Judge will probably let me make that decision, but he might dictate what percentage I'd have to furlough. But the President Judge will dictate if we have furloughs or not (Lehigh)
- PJ (Lycoming)
- I make recommendations to PJ; PJ ultimately makes the decision (Mifflin)
- TBD (Monroe)
- I'm sure it'll be the PJ (Montgomery)
- PJ/Court Administration (Northampton)
- PJ (Northumberland)
- PJ (Perry)
- Our Administrative Governing Board (Philadelphia)
- PJ/CPO should that occur. (Pike)
- President Judge with input from the Chief. (Schuylkill)
- Being essential employees, I would expect the Court to make that decision with my recommendation. Again, no real discussions at this point. (Snyder)
- PJ (Somerset)
- PJ (Tioga)
- All personnel decisions are at discretion of PJ. (Union)
- President Judge and Chief. I was asked to identify essential staff to maintain our basic services. (Venango)
- PJ (Wayne)
- President Judge and Chief. (Westmoreland)
- Chief (York)

What can furloughed staff expect (loss of healthcare, guaranteed return to job, call back at any time, etc.)?

- County asked that all non-essential employees be furloughed. All of my staff was deemed essential by Admin Judge. Furloughed employees receive medical benefits until April 30th. Positions furloughed are guaranteed call back. (Armstrong)
- n/a (Bradford)
- Furloughed staff keep healthcare and are guaranteed their job once they are able to return. I'm guessing call backs will occur when the Supreme Court orders business as usual. (Butler)
- n/a (Cambria)
- They are stating yes, they will have healthcare and yes that have a job but nothing in writing. (Carbon)
- not sure since this topic has yet to be brought up (Centre)
- Healthcare is being paid by the county, guaranteed return on the 13th, continue to accrue time. (Clarion)
- As of now, staff are receiving full pay. We were told to expect layoffs in the coming weeks. Our commissioners have committed to allowing staff to work two weeks on and 2 weeks of layoff, alternating, so that staff could receive unemployment for their time off, but be able to keep their County Health Insurance. (Clearfield)
- They must pay their share of healthcare. Job is guaranteed and they can be called back at any time. (Clinton)
- Furloughed staff will not lose health care and will be called back to work. (Columbia)
- The county has enacted "temporary furloughs", which mean they will return to work in the future. For those impacted by the temporary furloughs will have Health benefits thru April 30th. After this date County HR will contact the employee regarding options (Dauphin)
- n/a (Fayette)
- Yes, "your County portion will be covered at the same rate. You will still need to pay your portion of the benefit cost each month. Employees will be provided the amount they owe per month and will be instructed where to send the monthly payment". Up to 90 days. Job is guaranteed. (Franklin)
- Health care will continue with employees still having to pay their contributions. (Fulton)
- Return to job, continued healthcare thru April 30 at this time. (Indiana)
- No furloughs to date (Lackawanna)
- County will pay for furloughed staff to keep healthcare and are guaranteed their job once they are able to return. Not sure when they be called back. Most likely as per either PJ or PA Supreme Court. (Lawrence)
- Not sure (Lebanon)
- I am not sure at this point since we haven't discussed furloughs. (Lehigh)
- Unknown, Commissioners can't make a decision (Lycoming)
- We were explained that state is paying them not the county so they have to submit a check to the county to pay their portion normally deducted for health care (Mifflin)
- Unknown at this time (Monroe)

- TBD (Northampton)
- What I have been told is Benefits would remain and could collect I have not been told of job status. (Northumberland)
- No direction at this time. Notified today of 5 employees being furloughed (Perry)
- We are At Will employees. Our part time staff are not medically covered. It is hopeful that the clerical staff will be reengaged upon our return to work (Philadelphia)
- Not yet discussed (Pike)
- Not yet discussed but some preliminary information is that they would be allowed to continue their health care no other information has been provided at this time. (Schuylkill)
- Our Chief Clerk indicates that any furloughed employee would continue to receive healthcare benefits. (Snyder)
- Unknown at this time (Somerset)
- n/a (Tioga)
- No furloughs to date. (Union)
- Healthcare would be maintained by the County. Their positions would be available when the emergency is over. (Venango)
- Don't know. (Wayne)
- They will be able to continue their medical benefits but they will be required to pay their portion (the amount taken out of their check). Everyone is expected to return to their current position once normal operations resume. (Westmoreland)
- The county has agreed to continue to pay their portion of the employees' health benefits, but the employee is expected to pay their portion. Furloughed employees will be called back to work. (York)

Does the furlough process seem fair in your county? Other than agencies like your jail, county nursing homes, department of emergency services, etc., do some agencies seem to be immune from furloughs?

- Yes, I believe it is fair. No, not as immune as Courts. (Armstrong)
- Our county has not furloughed any employees as of now. (Bradford)
- Not fair in my opinion. There was no educated evaluation as to what is essential and not, nor was there any discussion as to how many staff I had to furlough. (Butler)
- Our county has not furloughed any employees as of now. (Cambria)
- Unclear at this point. Very little direction (Carbon)
- We are considered essential so it will be interesting how this will play out moving forward (Centre)
- No opinion (Clarion)
- I am very satisfied with this plan and the employees seem to be also. (Clearfield)
- It does seem fair but again I have not been forced to furlough anyone. I believe if you do not have a laptop or are capable to do your job at home, then yes you should be furloughed. Our County furloughed 49 workers today. (Clinton)
- Furloughs seem to be handled the same across county offices (Columbia)
- Jail, APO, and 911 center are the only non- effected agencies (Crawford)

- No discussions thus far of any furloughs (Erie)
- n/a (Fayette)
- I am not aware of the other Departments. (Franklin)
- Not sure was fair or not, Commissioners appeared to try and want to dictate who was going to be deemed essential. PJ was able to approve a plan to layoff some and then split the Dept into two groups. Each group will alternate weeks in office and weeks off. The County wanted Staff to file for unemployment for off weeks but also give option to use PTO instead of filing for unemployment. This current plan is in place April 6 to 30. We all know that it will last longer than that. (Fulton)
- The work has been limited – no court, courthouse closed, no travel, etc. (Indiana)
- No furloughs to date (Lackawanna)
- This happened so suddenly and without warning. I would have hoped APO Staff would not have been furloughed. (Lawrence)
- Lehigh County has not furloughed anyone yet. (Lehigh)
- At this point we are Mission essential. (Lycoming)
- Has not gone into effect yet (Mifflin)
- To date I do not know of any county department that has been furloughed. We'll have to wait and see how long that lasts. (Monroe)
- We are considered essential at this time. Nothing regarding furlough have been implemented as of today. (Northampton)
- Too early to tell (Northumberland)
- TBD (Perry)
- Not sure about other agencies (Philadelphia)
- No county dept. employees have yet to be furloughed (Pike)
- No county dept. employees have yet to be furloughed. (Schuylkill)
- At this point, our whole county is still running at full capacity. I would think that if this continues long term that may change. (Snyder)
- Unknown at this time (Somerset)
- n/a (Tioga)
- Our office has not furloughed any staff. (Union)
- The Commissioners met with the elected officials and other department heads individually so this is unknown at this time. (Venango)
- No opinion. (Wayne)
- The county departments that operate on a 24-hour basis (prison, emergency management, nursing facility) have very few employees that could be furloughed. (Westmoreland)
- Our commissioners are asking departments to voluntarily consider furloughs of nonessential staff. Some department heads have refused to furlough anyone. (York)

County Practices Questions:

Has your county implemented travel restriction?

- Yes (Adams)

- Yes. All travel has been restricted to emergencies only. (Allegheny)
- Yes, not traveling at all unless it is to detain an offender. (Armstrong)
- Yes (Bradford)
- No travel outside county. (Bucks)
- Yes (Butler)
- Yes (Cambria)
- Nothing officially but all meetings have been canceled (Carbon)
- We are currently on travel restriction (have been since March 13) unless picking up inmates or juveniles. (Centre)
- Yes, no travel (Chester)
- Yes (Clarion)
- No, but following State restrictions. (Clearfield)
- Yes (Clinton)
- No but if an employee travels outside the state or even into questionable counties and maybe exposed we are requesting they self-quarantine for 14 days (Columbia)
- Travel restricted for all agencies. P.J. allowing transports and any essential travel the Chief approves. (Crawford)
- No (Cumberland)
- Yes, no work related travel unless approved by the PJ (Dauphin)
- Yes (Delaware)
- Yes (Erie)
- Yes (Fayette)
- Out of County Travel needs Chief approval (Franklin)
- Yes (Fulton)
- No travel permitted for anything. (Indiana)
- Yes, meetings and trainings have been eliminated (Jefferson)
- Yes (Juniata)
- Yes, we are following recommendations of the County, State, and Federal governments. (Lackawanna)
- Yes, no work related travel. (Lancaster)
- Yes, no travel (Lawrence)
- Yes. No trainings. Meetings if necessary and in small groups. We will have a Veterans' Court meeting next week to discuss how we will be proceeding, but it will be in the courtroom and everyone will be spread out. (Lebanon)
- Travel has been 100% restricted. No exceptions. (Lehigh)
- A mandate was issued by the County Manager banning nonessential travel and requiring those who do travel to self-quarantine for 14 days upon return to Luzerne County. The Courts have aligned their recommendations on this with the county administration. Given the state-wide "stay at home" order by Governor Wolf, I would hope people are abiding by those guidelines. (Luzerne)
- No travel (Lycoming)

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- Yes, we have to have Chief approval for any travel, only essential such as picking juveniles up from placements to return home now (Mifflin)
- Yes, no travel outside of county. (Monroe)
- Yes, no travel (Montgomery)
- Yes (Northampton)
- Yes, no travel at this point (Northumberland)
- Yes (Perry)
- Clients routinely know they are not permitted to travel without approval (Philadelphia)
- No travel outside county. (Pike)
- No travel outside county. (Schuylkill)
- Yes/No... We have cancelled all trainings and meetings which we are to attend. No restrictions have been implemented by the Court at this time. However, we are using common sense approach. (Snyder)
- Yes, only emergency county travel (Somerset)
- Yes (Tioga)
- Following recommendations of CDC/State/Federal Govt. (Union)
- Yes, no out of county travel. (Venango)
- Yes (Wayne)
- Yes, no field work, meetings or conferences. (Westmoreland)
- No (York)

Has your county implemented meeting restrictions? I.e. meetings of a certain size are canceled or managed via a conferencing app.

- Yes (Adams)
- Yes. All meetings utilize conference calls or video if available. (Allegheny)
- Yes, either cancelled or conducted via conference calls. (Armstrong)
- In person meetings are for emergency situations. The majority of meetings are via phone right now and some through Zoom/Facetime (Bradford)
- Yes, all trainings and most meetings have been cancelled. Any meetings being handled are through conference calls/video. (Bucks)
- Yes, video/telephone (Butler)
- In person meetings are on an as needed basis and are few and far between. The majority of meetings are via phone right now. (Cambria)
- Nothing official but only small meetings are occurring. Heavy use of phone (Carbon)
- At this point we are completely isolated from the public. No public access to courthouse; Board of Commissioner meetings are being restricted as well, no more than 10. (Centre)
- no meetings. Conference calls or video meeting are held (Chester)
- Yes (Clarion)
- Offices are closed to the public. All meetings cancelled. Some phone conferencing. Court is mostly done by video conferencing for incarcerated individuals only. (Clearfield)
- Yes, meetings are done with video conference software (Clinton)

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- We are not participating in meetings in person generally handling over phone, video or zoom. (Columbia)
- Telecommunications and video type communications with the Jail. Commissioner meetings tele-conference. (Crawford)
- No meetings (Cumberland)
- Yes, no face to face meetings for the most part. We meet by utilizing Microsoft Team or and Avaya video platform. (Dauphin)
- Yes (Delaware)
- Less than 10 socially distanced (Erie)
- Yes. Cancelled for the most part. (Fayette)
- Yes encouraged to use Google "meet" (Franklin)
- No in person meetings (Fulton)
- All meetings have been either thru phone and/or video conferencing (Indiana)
- Any meetings would be by phone/video (Juniata)
- Yes, all are being managed via Microsoft Teams or ZOOM. (Lackawanna)
- Yes, no face to face meetings for the most part. We meet utilizing Microsoft Team or some other video platform. (Lancaster)
- Yes, video/telephone (Lawrence)
- All meetings are held by conference call, unless there are 5 people or less and 8 feet apart. These face by face meetings are only to be conducted if they can't be done via a conference call. (Lehigh)
- Meetings and court are being held with only the absolute necessary individuals. Staff meetings and caseload work sessions for APO have been cancelled for the foreseeable future. Specialty and Treatment Court are utilizing Microsoft Teams for remote treatment team meetings and our contracted provider for Day Reporting (GEO Group) is utilizing teleconference meetings weekly for the POs and therapists. (Luzerne)
- Zoom (Lycoming)
- Yes, all face to face meetings are canceled. We are using Go To Meeting and phone conferences in order to have meetings. (Monroe)
- Yes, all meetings are being done via technology (Mifflin)
- All cancelled...Zoom meetings (Montgomery)
- Yes. Meetings are being teleconferenced/video (Northampton)
- Modified meetings to conference calls. I.e. meetings of a certain size are canceled or managed via a conferencing app. (Northumberland)
- Yes (Perry)
- We have conference calls every Monday, Wednesday and Friday with Leaders from each division. I am looking to set up a Zoom conference with my Directors within the next two weeks (Philadelphia)
- Yes, cancelled, being handled through conference calls/zoom. (Pike)
- Yes, most meeting have been cancelled, being handled through conference calls/zoom. (Schuylkill)

- Our court has implemented weekly staff meetings via advanced communications over the past couple weeks. All court hearings are facilitated through ZOOM and audio conferencing. (Snyder)
- As per CDC guidelines, meetings of a certain size are canceled or managed via a conferencing app. (Somerset)
- Yes (Tioga)
- Meetings are being conducted via Zoom and phone conferencing. (Union)
- Yes, some meetings may be held with via phone or video conferencing but most have been cancelled. (Venango)
- Yes (Wayne)
- Yes, there are no in person meetings. (Westmoreland)
- Yes (York)

Has your office implemented restrictions on office visits by defendants?

- Yes (Adams)
- Yes. The courthouse and all court related buildings are closed to the public. All staff were placed on a work from home order from the PJ effective 3/26. (Allegheny)
- Yes, no offenders allowed in office. If one must be seen, or EM hookup, it is done outside (Armstrong)
- Yes, appointment only, typically only for issues deemed necessary by a supervisor or for court ordered issues such as electronic monitoring hook up (Bradford)
- Courthouse/county offices are closed to public/no office visits. Only exception is if someone is coming to pay for GPS and we meet them outside to collect money by appointment only. (Bucks)
- Yes, but the Court and Commissioners closed the building with the exception of emergencies. Defendants wouldn't be allowed into the building even if we wanted them to. (Butler)
- Yes, appointment only, typically only for issues deemed necessary by a supervisor or for court ordered issues such as electronic monitoring hook up (Cambria)
- No face to face contacts (Carbon)
- No office visits (Centre)
- no face to face contacts. (Chester)
- Yes (Clarion)
- All county offices are closed to the public, except for specific exceptions. No offenders are reporting to the office at this time. (Clearfield)
- Yes, building is closed to clients. (Clinton)
- We are only physically seeing individuals that are of significant risk to society (Violent Offenders). Everyone else we are handling over phone calls and we are using the APP Reconnect to conduct curfew checks by video. (Columbia)
- Yes -No offenders coming to the office in general. Still doing HA/EM hook-ups for offenders from the jail. Paroled offenders are being transported from the jail to us for HA/EM hook ups. (Crawford)
- Yes, office closed (Cumberland)

- The Court and all Court buildings are closed to the public by Administrative Order. (Dauphin)
- Yes (Delaware)
- No office visits (Erie)
- Yes. Only if necessary. Also doing EM hook ups and disconnects. (Fayette)
- Enhanced supervision still reporting. (Franklin)
- Office visits for emergency only (Fulton)
- The courthouse is closed to the public so no office visits. (Indiana)
- Courthouse closed, appointments only (Jefferson)
- We were seeing a limited number in the parking lot (we even got a porta potty for drug testing - yes, we are Rednecks) But since Wed statewide stay at home order, all contact is by phone. (Juniata)
- Yes, no offenders allowed in office. (Lackawanna)
- The Court and all Court buildings are closed to the public by Administrative Order (Lancaster)
- Yes, the Courthouse is closed. Clients cannot report. (Lawrence)
- We are closed to the public. Only handling issues that need to be addressed immediately. (Lebanon)
- Our courthouse is closed. If we have to meet them to complete an EM hookup or something like that, we meet them outside in front of the courthouse. They do not enter the building. (Lehigh)
- In-office reporting stopped as of March 12, 2020, and on March 23, 2020, our building was entirely closed to the public. (Luzerne)
- No one is to enter court house. (Lycoming)
- Yes, only EM uploads and modifications currently allowed in the waiting room, removal and install done in waiting room with gloves and mask, wipe down everything touched during the visit (Mifflin)
- Yes, NO face to face contact. (Monroe)
- Office closed to public (Montgomery)
- It had been emergency/ankle monitor only. As of today, no one is entering building except staff. Calls to defendants only. (Northampton)
- Building closed to public no office visits other than EM hookups (Northumberland)
- Yes (Perry)
- Our offices are totally closed. Clients are not reporting (Philadelphia)
- Courthouse is closed to public/no office visits (Pike)
- Courthouse is closed to public/no office visits (Schuylkill)
- Yes, our courthouse is closed to the public... All face to face contacts have ceased. However, all moderate and high level offenders are required to participate via some sort of advanced technology. (Snyder)
- Office doors are locked, ONLY scheduled necessary visits. (Somerset)
- Yes (Tioga)
- Yes (Union)

- Yes, no routine office visits. The Courthouse and Courthouse Annex are closed to the public. If the defendant is admitted to the office, he/she would be restricted to our lab area which would be sanitized following the contact/drug screen. Clients are also required to sanitize their hands upon entry. Officers are required to wear gloves and a face mask. Our building common areas are cleaned throughout the day by the janitorial staff. (Venango)
- Yes (Wayne)
- Yes. Except for a person newly sentenced (which is rare at this time), the only persons coming to the office are to switch their equipment or participants from Drug Treatment Court who need drug tested. (Those tests have been reduced significantly.) (Westmoreland)
- Yes (York)

Has your office implemented restrictions on field contacts with defendants?

- Yes (Adams)
- All contacts utilize phone, text or video teleconferencing if available. (Allegheny)
- Yes, if it is necessary, they will be conducted by "porch visits". (Armstrong)
- Currently no field contact (could potentially be approved by the Chief for an emergency) (Bradford)
- No field contacts unless deemed an emergency by Chief Probation Officer or if monitoring equipment needs to be installed, repaired or replaced. (Bucks)
- Yes. However, we still respond to violations that are dangerous to the community. (Butler)
- Currently no field contact (could potentially be approved by the Chief for an emergency) (Cambria)
- No face to face contacts (Carbon)
- No field visits (Centre)
- no field contacts (Chester)
- Yes (Clarion)
- Field contacts are restricted and only conducted when needed, depending on situation. (Clearfield)
- Yes, clients are seen by doing "curbside visits". Client is called and instructed to walk outside. Contact is made with client in a safe distance. (Clinton)
- We have an order in place not to enter households of defendants unless extreme emergency exists. We are handling 99% at this time outside but since the stay at home order now only seeing Electronic Monitoring (connects or disconnects) and/or Drug Patches. It is however mandatory for the Officers to wear a mask and gloves. (Columbia)
- Tele-communication is the standard. Supervisor approval needed prior for a face to face. Extreme circumstance is the consideration. (Crawford)
- Yes, no face to face contact (Cumberland)
- No field contacts are taking place, unless an emergency arises. All client contacts are by phone, email, or WebPortal check-in. (Dauphin)
- Yes (Delaware)

- No field contacts (Erie)
- No field contacts. (Fayette)
- Emergency only, supervisor approval needed. (Franklin)
- Field visits for emergency or absolute essential (Fulton)
- No travel, no field visits. (Indiana)
- Yes, emergencies and high-risk offenders only. (Jefferson)
- Yes. No field work unless emergency. (Juniata)
- Yes (Lackawanna)
- No field contacts are taking place. All client contacts are by phone, email, or WebPortal check-in. (Lancaster)
- Yes. No field work. (Unless an absolute emergency) (Lawrence)
- Only emergencies/arrests. (Lebanon)
- All contacts are being completed by phone or CE Check-in. Sex Offenders are being seen in the field with officers wearing gloves and masks. (Lehigh)
- We have not made any field contacts with the public except to change sweat patches for very high risk offenders/specialty cases - this was specifically discussed with the PJ. We are prepared to respond to a field incident if one arises, but only with cooperation from local law enforcement. (Luzerne)
- Meet defendants on porch or sidewalk (Lycoming)
- Only emergency contacts (Mifflin)
- Yes, no field work unless it is an emergency and approved by Deputy Chief or Chief. (Monroe)
- All working from home remotely iPhone and Laptops. (Montgomery)
- No field contacts (Northampton)
- Emergency basis only approved by myself (Northumberland)
- Yes (Perry)
- Officers are not working in this capacity (Philadelphia)
- No field contact unless deemed emergency by CPO and/or DCPO. (Pike)
- No field contacts unless deemed an emergency by Chief Probation Officer or if monitoring equipment needs to be repaired or replaced. (Schuylkill)
- Field contacts are only conducted with Chief/Deputy Chief approval. No compliance checks. (Snyder)
- Yes, ONLY emergency situations. (Somerset)
- Yes (Tioga)
- Yes, EM/SCRAM equipment replacement being done as needed. (Union)
- Yes, no field contacts unless responding to EM violations or emergency situations and approved by the Chief (Venango)
- Yes (Wayne)
- Yes, there are no field visits at this time. (Westmoreland)
- Yes (York)

How is your office handling emergency situations?

- On Call responding (Adams)
- Staff have been directed to avoid contact with the public. Any emergency situations are to be reported the Director and handled on a case by case basis. We use the local PD and Sheriff Office when possible. (Allegheny)
- All routine contacts are being done by phone or email. Emergencies are dealt with. We are still responding if we get a call that an offender has been picked up by the police or picked up on a Bench Warrant. We do our own transporting in our County and that is continuing. We are still covering emergency court hearings that are still being conducted. (Armstrong)
- Decisions are being made via chain of command (Bradford)
- All contacts are conducted by phone calls, e-mails, and text messaging. Emergencies are handled by rotating staff in the office and on-call officer/manager after-hours. (Bucks)
- With caution, but business as usual. (Butler)
- Decisions are being made via chain of command (Cambria)
- We are still responding to emergencies (Carbon)
- Case by case basis (Centre)
- on call staff (Chester)
- Arrest/Detainer /Emergency decisions are limited to situations in which an offender presents a risk of physical harm to themselves or others. All activity outside office must have prior approval to act by supervisory staff. (Clarion)
- Only acting on threat to self or community basis. (Clearfield)
- Same as before but emergencies have a different meaning now. (Clinton)
- Overall Columbia County is keeping very busy and adjusted rather well to the emergency at hand. Our concerns are with the after effects we will be dealing with overall in the system. (Columbia)
- Still have 24/7 on-call services (Crawford)
- No change (Cumberland)
- All court ordered GPS and Alcohol Detection Units continue to be installed. We also are required to take into custody probationers and parolees who violated house arrest that were furloughed by the prison. (Dauphin)
- Still processing (Delaware)
- Staff could be required to respond to assist PD with offenders on active supervision (Erie)
- Depends on what situation is. Supervisor or chief will determine response. (Fayette)
- On-call still responds to incidents. During office days limited Officers are available in the Office. (Franklin)
- Staff have gloves, masks and suites if necessary, we were also able to get a few respirators. (Fulton)
- County is using the probation on call procedure (Indiana)
- Meet with gloves, masks (Jefferson)
- Like normal. (Juniata)

Last update: April 8, 2020 (49 counties responded)

- Emergencies are handled by our Administrative Officers (i.e. Chief and two Deputy Chief POs) Also duty POs are required to be in the office on their weekly scheduled day. After hours emergencies are handled by our on-call PO. (Lackawanna)
- The only exceptions to the above has been installing EM/GPS ankle bracelets. My PJ just suspended new house arrest/EM cases being added from last Wednesday, April 1 through April 30. We continue to have two on-call staff 24hrs/day. (Lancaster)
- On a case by case basis and as per Chief approval. (Unless an absolute emergency) (Lawrence)
- We are only responding to what would be considered more dangerous or extreme situations. Still have on-call officers for after hours and our teams handle the responses during business hours. (Lebanon)
- These are handled on a case by case basis. (Lehigh)
- Like Normal (Lycoming)
- As usual with masks and gloves (Mifflin)
- On call system (Monroe)
- Police (Montgomery)
- There is minimal staff on site. (5 officers, chief , 1 supervisor and 2 support staff.) They handle emergencies, generally by phone (Northampton)
- Closed to public (Perry)
- Yes, our electronic monitoring clients are being addressed daily with judicial contact when needed (Philadelphia)
- All contacts are conducted by phone calls, e-mails, and text messaging. Emergencies are handled by officers in the office and on-call officers for after-hours events. (Pike)
- All contacts are conducted by phone calls, e-mails, and text messaging. Emergencies are handled by officers in the office and on-call officers for after-hours events. (Schuylkill)
- Emergency situations are handled the same as before. However, administration reviews case to determine if it is warranted. (Snyder)
- Case by Case (Somerset)
- On Call worker (Tioga)
- Arrest/Detainer /Emergency decisions are limited to situations in which an offender presents a risk of physical harm to themselves or others. The only other caveat is when a tech violator has no other viable home plan or tech violation relates to situation such as sex offender violates condition of sentence by being in presence of victim or child. Staff have PPE equipment in field bags for use in emergency situations. (Union)
- no field contacts unless responding to EM violations or emergency situations and approved by the Chief. (Venango)
- Arrest/Detainer /Emergency decisions are limited to situations in which an offender presents a risk of physical harm to themselves or others. All activity outside office must have prior approval to act by supervisory staff. (Wayne)
- Discussions between supervisor and Chief or Deputy Chief. Situation would then be presented to a judge to determine course of action. (Westmoreland)

- As situations arise, officers are discussing emergency situations with their supervisors, the deputy directors and myself. We have had to arrest two people already this week. (York)

How is your office handling arrest/detainment situations?

- On Call responding along with assigned Officer (Adams)
- Warrants have been issued and detainers lodged as needed for new arrests that deal with community safety only. (Allegheny)
- See above (Armstrong)
- Must be cleared with the Chief, medical issues are being heavily weighed. (Bradford)
- case by case. (Bucks)
- With caution, but business as usual (Butler)
- Must be cleared with the Chief, medical issues are being heavily weighed. (Cambria)
- Not actively detaining but will transport if someone is picked up on a warrant (Carbon)
- Incarcerating anyone is the exception at this point (Centre)
- Sheriffs serve the warrants (Chester)
- Arrest/Detainer /Emergency decisions are limited to situations in which an offender presents a risk of physical harm to themselves or others. All activity outside office must have prior approval to act by supervisory staff. (Clarion)
- We are still arresting/detaining, as needed based on threat to self or community basis. (Clearfield)
- We will only detain if there is a serious risk to the public. Since our Judicial Emergency, we have only detained one (1) client and she was licking the door handles of our movie theater while high on bath salts! She then proceeded to hold a knife to a juvenile's neck and get charged. (Clinton)
- We are not making any arrests unless absolutely necessary. Warrants are only being dealt with if Felony status and/or violent offender. (Columbia)
- Arrests are occurring. However, a risk/threat to themselves or another needs to be established before consideration. Supervisor approval needed. (Crawford)
- No change (Cumberland)
- All court ordered GPS and Alcohol Detection Units continue to be installed. We also are required to take into custody probationers and parolees who violated house arrest that were furloughed by the prison. Detainers are still being issued and handled case by case. (Dauphin)
- Still processing (Delaware)
- We are detaining offenders for new charges that are assaultive in nature or non-omittas warrants (Erie)
- Arrest or detain as needed after consulting with supervisor. (Fayette)
- We have a modified decision making matrix (Franklin)
- Arrest/detention for new criminal charges and attempt to implement alternatives to other violations (Fulton)
- PO's are not making any arrests (Indiana)
- Yes, detain as usual (Jefferson)

- Trying to limit but will arrest/detain as needed (Juniata)
- Warrants are being handled on a case by case basis and Judicial approval is needed to arrest/detain. (Lackawanna)
- No in-office detentions during building closure. Detainers are still being issued and handled case by case. (Lancaster)
- No, no one is to report. No in person arrests/detainers. (Lawrence)
- Supervisor approval for arrests, including on-call situations. Only detaining violent offenders or individuals who pose a threat to themselves (if there are no other options). (Lebanon)
- We are still doing these if it is warranted, but these are determined on a case by case basis... such as domestic violence, sex offender, overdose etc. (Lehigh)
- We have not physically arrested any individuals since before March 12. I am personally reviewing all offenders who come into new LE contact and have been detained on outstanding warrants from LCAPPD or on bench warrants. In most situations I have been securing waivers and new hearing dates and then lifting our detainer or asking the court to lift their bench warrants. This is fully in cooperation with LCDOC plans to reduce the inmate population, which the PJ has made a priority. (Luzerne)
- Officers wear masks and gloves if detaining and transporting. (Lycoming)
- Emergency only, jail requesting we remove everyone possible anyway (Mifflin)
- We are not actively looking to detain but we will detain on warrants if police locate any of our warrants. (Monroe)
- Sheriffs call me and I make a decision 24/7 (Montgomery)
- No arrests at this time (Northampton)
- Case by case (Northumberland)
- Will detain if warrant exists. (Perry)
- Yes, we are preparing and having Gagnon I hearings. We were doing them every day but now we are doing them every Wednesday (Philadelphia)
- Trying to avoid detaining offenders if possible (Pike)
- Trying to avoid detaining offenders if possible, however it is a case by case. (Schuylkill)
- Same as before, just making sure to take all the precautions we can. (Snyder)
- Case by Case, Limiting prob violations and detainers to only serious or violent issues. (Somerset)
- Waiving most (Tioga)
- Arrest/Detainer /Emergency decisions are limited to situations in which an offender presents a risk of physical harm to themselves or others. The only other caveat is when a tech violator has no other viable home plan or tech violation relates to situation such as sex offender violates condition of sentence by being in presence of victim or child. Staff have PPE equipment in field bags for use in emergency situations. (Union)
- Arrest/Detainer /Emergency decisions are limited to situations in which an offender presents a risk of physical harm to themselves or others. All activity outside office must have prior approval to act by supervisory staff. (Wayne)
- no field contacts unless responding to EM violations or emergency situations and approved by the Chief (Venango)

- Sheriff's Department is still handling those duties but they have a temporary policy that they will not go out of the county. (Westmoreland)
- On a case by case basis if the person presents a danger to the community. Our District Attorney purchased masks for all law enforcement in the County. I received 100 masks. I have instructed my staff to wear the mask, use rubber gloves and to remove and throw away and put on fresh gloves after every time they touch the defendants or their belongings. We keep gloves, hand sanitizer, etc. in all of our arrest vehicles. (York)

How are your officers maintaining contact with defendants? Phone or video conference app?

- Phone (Adams)
- Both (Allegheny)
- Phone and email (Armstrong)
- Phone/Zoom/Facetime (Bradford)
- Phone calls, video, e-mail, text messaging (Bucks)
- Phone (Butler)
- Phone (Cambria)
- Phone, text, e-mail (Carbon)
- Our officers maintain contact through phone calls, skype, facetime and bluejean app (Centre)
- phone, email, texting through CDI (Chester)
- Phone and email are encouraged venues. (Clarion)
- Mostly by phone. (Clearfield)
- Phone, text, email, field curbside checks, and Zoom. (Clinton)
- Officers are maintaining contact by phone or Reconnect App. (Columbia)
- Phone and video conference. (Crawford)
- Phone (Cumberland)
- Phone, email, WebPortal check-in, regular mail. (Dauphin)
- Both (Delaware)
- Phone and texting currently (Erie)
- Phone and text. (Fayette)
- Phone, text, email, physical reports. (Franklin)
- Phone only (Fulton)
- Phone calls and/or texts thru Tyler Supervision (Indiana)
- Phone (Jefferson)
- Phone (Juniata)
- Phone and email. (Lackawanna)
- Phone, email, WebPortal check-in, regular mail. (Lancaster)
- Phone/Text/Video (Zoom) (Lawrence)
- Phone (Lebanon)
- Phone and face time if possible. (Lehigh)

- Right now, the POs are making due with their home phones or personal cell phones, since we do not have any department issued telephone equipment. (Luzerne)
- Phone (Lycoming)
- Phone appointments currently (Mifflin)
- Primarily via phone but Go To Meeting has also been used. (Monroe)
- Phone (Northampton)
- Phone contacts and through our case management system by text and call ins. (Northumberland)
- Case management system (Perry)
- Some clients are emailing me and I respond but this not the prepared mode of contact. The only contact outside of a new arrest is the media update of office closure (Philadelphia)
- Phone calls, e-mail, text messaging. (Pike)
- Phone calls, e-mail, text messaging. (Schuylkill)
- Phone, Messenger, Zoom, Hangouts, etc. (Snyder)
- Phone, Video etc. (Somerset)
- All of above (Tioga)
- Facebook video chat, phone, email. (Union)
- Telephone. Text. Video calls (Venango)
- Phone and email are encouraged venues. (Wayne)
- phone, email, text, video. (Westmoreland)
- Phone, WebEx, and Facetime (York)

If you are using a video conferencing app, which one?

- Marco Polo, Glympse (I do not know much about these. My staff sent these to me). (Allegheny)
- Polycom (Armstrong)
- Zoom/Facetime (Bradford)
- Zoom, Bluejeans (Bucks)
- Zoom (Butler)
- n/a (Cambria)
- Zoom for meetings – not yet with offenders (Carbon)
- meet chesco, zoom, facetime (Chester)
- Zoom (Clarion)
- No (Clearfield)
- Zoom (Clinton)
- We are utilizing Zoom and video polycoms at the prison. (Columbia)
- Blue Jeans (Crawford)
- Avaya video conferencing. (Dauphin)
- Skype, Zoom, Microsoft Teams (Delaware)
- Zoom (Erie)
- n/a (Fayette)

- Google "Meet" (Franklin)
- n/a (Indiana)
- No (Juniata)
- Microsoft Teams or Zoom. (Lackawanna)
- Mostly Microsoft Teams. (Lancaster)
- Zoom (Lawrence)
- None (Lehigh)
- We have not used video conferencing with all staff but I have been using Teams, Skype, Google Hangouts, and Zoom with other individuals outside our Department (providers, etc.) Most of the POs have iPhones so I have been FaceTiming with individuals who need help with their issued iPads or setting up their home equipment for VPN access... which has been interesting, to say the least. (Luzerne)
- Zoom (Lycoming)
- We are experimenting with Zoom (Mifflin)
- Go To Meeting (Monroe)
- Zoom (Montgomery)
- Zoom and Polycom (Northampton)
- No (Perry)
- Zoom (Pike)
- Zoom (Schuylkill)
- DUO , Skype (Somerset)
- case management system (Tioga)
- Facebook video chat, phone, email. (Union)
- Skype, Face-time (Venango)
- Only in house—Court/prison related matters. (Wayne)
- zoom and FaceTime (Westmoreland)
- WebEx and Zoom (York)

How is your office handing intake of newly sentenced defendants?

- Phone intakes (Adams)
- Since the courts are closed, there are no new cases. (Allegheny)
- Sentence court has been suspended since March 23rd. Order extended to April 30th closing sentence, plea, ARD, most revocations (still holding stipulation hearings via video mainly to get offenders out of jail). (Armstrong)
- Currently still in person as ordered by our PJ (Bradford)
- There haven't been any sentencings. (Bucks)
- Phone. All sentencing is pushed back to May for now. (Butler)
- Currently still in person as ordered by our PJ (Cambria)
- No sentencing is occurring (Carbon)
- Court has not processed new cases since a judicial emergency was declared. (Centre)
- very rare, sentencings have been put on hold had a few, we hand them paperwork at the window, they fill it out in the lobby and they are told we will be in touch (Chester)

- Presently, in person (Clarion)
- Courts are only handling incarcerated cases now. Offenders are provided and sign conditions of supervision before release from jail, then report to officer by phone. (Clearfield)
- We have not had many due to Court being closed. We have checked home plans for releases from jail and ORAS is being permitted over the phone. (Clinton)
- Intakes are being done over the phone or intake packet given to individual outside the courthouse and returned filled out. Rules are being mailed or signed outside courthouse. (Columbia)
- If coming from our jail, video app with rules and conditions. (Crawford)
- ORAS postponed, all people placed on regular supervision with phone contact which is few since court is shut down for the most part. (Cumberland)
- If the individual is incarcerated, it is handled over the phone. If the individual is not incarcerated, our Intake Unit Supervisor or one of the intake staff conducts the "intake" by phone. (Dauphin)
- Video Conferencing (Delaware)
- We are contracting defendants to be released from prison via telephone interview in pod witnessed by pod counselors. We have had to process a few clients through the glass of our reception window with no contact (Erie)
- Court has been cancelled until after April 30. (Fayette)
- We have had a decrease so as usual. (Franklin)
- Court is very limited and No new sentencing occurring until further notice. (Fulton)
- Only those incarceration are being sentenced and the Intake is being handled by a Probation Officer that works at the Jail (Indiana)
- Yes, criminal court still in progress and intakes follow sentencing. Social distancing and gloves and masks being utilized. (Jefferson)
- No court so none (Juniata)
- Only incarcerated individuals are being sentenced at this time and our duty officers are required to review conditions when needed. (Lackawanna)
- If the individual is incarcerated, our Pre-Parole Unit which is based in Lancaster County Prison handles. If the individual is not incarcerated, our Intake Unit Supervisor or one of the intake staff conducts the "intake" by phone. (Lancaster)
- On a case by case basis. As of now there haven't been any. (Lawrence)
- We have not had any new sentencings. Paroled individuals are being directed to our intake officer by phone and we will make contact with them in person when the County opens to the public again. Exceptions have been made for sex offenders. (Lebanon)
- Completed by phone and we'll see them once the Governor's restrictions are over. (Lehigh)
- The Court is only handling detained matters and releases. Individuals are being directed to contact our office by phone. Myself and two POs are entering all of the dispositions into our RMS (AP) and having POs assigned so they can expect to hear from offenders or attempt to make contact with them. Our entire "intake" process for entering case

information is being done remotely by three of us. We normally have 5-6 people who handle this. (Luzerne)

- If incarcerated prison has them sign temp conditions (Lycoming)
- Phone intakes currently (Mifflin)
- Defendants are providing phone and email and assigned PO emails rules and regs and calls defendant to go over rules and regs. No face to face contact. (Monroe)
- No new sentences. Report to switchboard calls are farmed out to remote staff (Montgomery)
- They were coming in until last week, now it will be phone and mail in. (Northampton)
- over the phone and sending a text through AP asking offender to acknowledge they understand the conditions. (Northumberland)
- Court cancelled (Perry)
- No hearings are being conducted so we don't have new intake. Only hearings are Gagnon Detainer and Early Parole and Bench Warrant cases. (Philadelphia)
- All sentencings have thus far been continued. Some offenders have been released from the jail which has been handled by video conferencing and e-mail communication. (Pike)
- All sentencings have thus far been continued. Some offenders have been released from the jail which has been handled by video conferencing and e-mail communication or by telephone. (Schuylkill)
- With the supreme court decision, most hearings have been cancelled. Only incarcerated cases are being completed through POLYCOM. (Snyder)
- This term of Sentencing was continued, have not dealt with this concern yet (Somerset)
- Office staff in rotation (Tioga)
- When possible done by phone, conditions of sentence are referred to by Administrative Order number in sentence Order and mailed to defendant. (Union)
- Court sessions have been cancelled therefore we have not been receiving new cases. Intake of Bail/Pre-Trial defendants occur in the Jail through the glass in the visitor's area. (Venango)
- Presently, in person if present for sentencing or via video/phone. (Wayne)
- These are very limited. We process the paperwork through the reception glass area. Photo to be taken at a later date. (Westmoreland)
- We don't have many currently, but we are conducting phone intakes. (York)

Are you allowing staff to work from home?

- Yes (Adams)
- Yes, it is mandatory. All staff have laptop computers and smartphones that they can use to connect remotely. (Allegheny)
- Yes- we are currently working in 3 "groups" which include support staff. We rotate one day in office and 2 days working from home. We are only allowed physical contact with our own group. This is to insure that our office can continue to operate, if one group goes down, the remaining two will alternate in office every other day, if 2 groups go down the remaining group will stay in office, all 3 go down..we are screwed! Our office is disinfected each evening by Court House housekeeping. Common areas are sanitized

daily, vehicles are sanitized after each use, etc. If the on-call officer is called out he/she is only allowed to pick an accompanying officer from their own group. We stay in contact via conference calls, phone calls, emails. Those working from home have desktop access to office computer which makes it possible to work from home.
(Armstrong)

- Yes they are all working from home on a rotating basis (Bradford)
- Yes, most staff have remote access. Support staff are coming in on a rotation schedule.
(Bucks)
- Administrative Judge does not allow it. (Butler)
- Yes they are all working from home on a rotating basis (Cambria)
- Yes for now (Carbon)
- We have a rotating crew. Some report to office and majority conduct their job duties from home (Centre)
- yes. About 60 (out of 108 staff) are working from home (Chester)
- Yes, all staff can work from home remotely. (Clarion)
- Yes. Half on and half off, rotating by day. (Clearfield)
- Yes (Clinton)
- All of my staff are working from home 99% of the time and only allowed to come in if absolutely necessary and leave immediately following task being completed. Only people in everyday are the Chief and Secretary. (Columbia)
- Yes (Crawford)
- Yes (Cumberland)
- Yes (Dauphin)
- Yes (Delaware)
- Staff works 1/2 time from home (Erie)
- No (Fayette)
- Yes (Franklin)
- No (Fulton)
- No (Indiana)
- No (Jefferson)
- We don't have enough cell phones/computers to do so. (Juniata)
- Yes, Officers and support staff are working from home except for their required duty day which is once a week. (Lackawanna)
- Yes (Lancaster)
- Yes (Lawrence)
- Yes, if capable. (Lebanon)
- Yes (Lehigh)
- Of 38 APO, 37 have some capacity to work remotely, either by their issued iPad or via a VPN connection to their home computer. All are expected to work from home and are directed to report to the office for anything that needs to be done in-person but they have to clear that with a supervisor/me before going in. (Luzerne)
- Yes (Lycoming)

- At this time yes, 1 management, 1 adult, 1 juvenile and 1 support at a time in the office on a daily rotation (Mifflin)
- Yes (Monroe)
- Yes (Montgomery)
- Yes. ¾ of staff are home daily. (Northampton)
- Yes 2 of my 3 teams unless the one is called out. (Northumberland)
- Yes (Perry)
- Yes, we do have staff working remotely from home (Philadelphia)
- Yes, both PO's and support staff have remote access. (Pike)
- Yes, PO's have remote access. Support staff are coming in on a rotating schedule and completing any work from home such as prepping files to be scanned. (Schuylkill)
- We have not received approval at this point, but it is being reviewed. (Snyder)
- 2.5 hours a day with staff divided into two shifts, AM and PM (Somerset)
- Yes (Tioga)
- Yes, all staff including support staff have been set up to work remotely. (Union)
- Yes, all staff have now have remote access to the County network and various case management systems and web based applications. (Venango)
- Yes, all staff can work from home remotely. (Wayne)
- Except for the furloughed officers, all other officers are working from home. Supervisors have some days in the office and some are working from home. (Westmoreland)
- Yes about 95% of my staff are working from home. I have 3 support staff and one probation officer in the office daily on a rotating basis. I am also reporting to work daily. (York)

Are you maintaining staff in the office? If so, how many? And what are their duties?

- Directors and Officers are rotating in and out as necessary to keep work flow moving...between 4-10 in and out in a days' time (Adams)
- No (Allegheny)
- Of the groups mentioned above, 2 have 7 employees and one has 8. This includes 4 PO's with support staff in one group and 5 PO's with support staff in the other 2 groups. Each group has either a Chief or Deputy Chief overseeing it. We are all being creative with the work we do. Cleaning out folders and organizing them, making phone contacts with caseload, attending court hearings that are still being conducted. If any spare time they are participating in webinars, trainings, reading material on EBP, etc. As Chief, all I seem to get done is answering phone calls and emails! It is non-stop! (Armstrong)
- Yes, 5 staff in office out of 19. Rotating basis 5 days a week. (Bradford)
- Yes, Chief and 2 Deputy Chiefs are present in the office daily; we rotate 3 clerical, 1 supervisor and 1 PO daily between 2 office locations (we closed our satellite offices during the judicial emergency, so we only have to maintain the offices in Doylestown.) (Bucks)
- 15 PO's/2 clerical. Staff in the office are handling their work and picking up the work of those furloughed. (Butler)

- Yes, still day to day operations. Our Court unit is still in the courtroom 5 days a week. (Cambria)
- Every day I have 2 officers, 1 support, and myself. They are handling all the calls and any paperwork that needs to be filed. (Carbon)
- Currently we have 2 PO's, 1 clerical and 1 supervisor. Office crew is there to handle day to day emergencies (Centre)
- yes. I am in at least 3 days a week. Our hearing master is off, so I have been doing the video Gagnon Is. We usually have least one Deputy, one supervisor, receptionist, PO, pretrial officer, collections officer. They handle emergency situations, requests for warrants, handle all video hearings, process all payments. (Chester)
- One Administrative staff and either my deputy or I. (Clarion)
- Half on and half off, normal duties. (Clearfield)
- We permit staff in small groups to go into office as needed. All staff, including clerical have laptops and can access most work from home. We still need to check mail and process payments. We continue to submit PSI's and various other inter-office mail. We also serve as the Juvenile Clerk of Courts so there is documents that need filed in those matters. (Clinton)
- As stated above the Chief and Deputy Chief are handling coverage in the office as well as a secretary to handle phone calls. Beginning this week, the Chief and Deputy Chief will begin alternating days as not to be in the office together as well. (Columbia)
- I have 50% of my staff at the office daily. Daily paperwork, data entry, on-line training. (Crawford)
- Yes, one management, one PO. Taking calls, paroling people, video hearings, assisting PO work from home. (Cumberland)
- On a daily basis we have the following staff in the building: Director, one Deputy, One Supervisor, One EM Officer, 3 Probation Officers and one support staff. (Dauphin)
- About 10%, phone, processing court for video hearings, researching cases, Orders for release (Delaware)
- staff works M,W,F one week and then T,TH the next week. They are calling offenders, processing discharges etc. (Erie)
- We have generally 9 in each day with a mix of officers and support personnel. Department broken down into 4 teams. (Fayette)
- Daily Office Operations consist of the Chief, 1 Supervisor, 6 Officers, 2 support staff. (Franklin)
- Starting Monday, we will be at less than 30% PO staffing each day. Emergency situations, phone contact with offenders, EM/SCRAM issues (Fulton)
- Since March 23, we have been working on a rotating skeleton staff. (Indiana)
- Full staff component reports each day. (Jefferson)
- Yes, one clerical two officers (Juniata)
- Yes, there are 6 POs and 2 support staff in the office daily. (Lackawanna)
- On a daily basis we have the following staff in the building: 1 senior leadership team member, 1 duty supervisor, 1 collections unit staff, 1 administrative staff, and 1 operations support staff person. (Lancaster)

- Right now, we have been reduced to the bare bones, three in the office. We do have very few staff working from home. Interestingly enough, I asked for volunteers to rotate in and out of the office. The ones working from home are fearful of coming to work and do not want to work out of the office. This puts me in a pickle. (Lawrence)
- We are currently operating on a modified schedule. I have four teams that rotate daily. Teams include six field staff—a combination of juvenile and adult—that man the phones and are here to respond to emergency situations. We have limited public access to the building, i.e. occasional drug test if we get a report of use or have to change a battery in a SCRAM bracelet. Team assignments remain the same in an attempt to limit cross contamination. Each team has a supervisor assigned. Support staff are scheduled as needed to process paperwork. PSI officers work one day a week to stay up to date on their reports. Institutional parole officers are on a daily rotation and are in the office until they finish what needs to be done that day to get people released. We have been releasing quite a few people early and continue to review cases for early parole. We are, unfortunately, extremely limited in what we can do from home. I am here daily, as is the Juvenile Deputy Director. Collections come into the office as needed to process our e-payments and mailed payments. (Lebanon)
- 20% are in the office (same group of people each day to prevent exposure to other members of staff in case of exposure) on a given day representing each function of the department (EM, Intake, warrants, MH, intensive drug unit, gang unit, DUI, Supervisor etc.). (Lehigh)
- About two weeks ago we had paired down staff onsite in the office, but in the last week we reduced on-site staff to 4 POs and 1 supervisor. We have no support staff on-site right now. One PO is on our phones and sitting at our reception area because we are still getting paperwork and visitors from other county offices (PD, etc.), and the rest are working on what they have or handling anything that comes up and attending Court. JPO has 2 POs on-site. (Luzerne)
- ½ staff 2.5 days, the other half work at home. Then rotate. (Lycoming)
- At this time yes, 1 management, 1 adult, 1 juvenile and 1 support at a time in the office on a daily rotation (Mifflin)
- We have a rotation of 2 PO's and 1 secretary per day. Chief and Deputy Chief also report daily. PO's cover Court for the day but do not have to do a full 8 hours in the office and can finish their day working from home. (Monroe)
- One Administrator, one supervisor and two support staff for phones. (Montgomery)
- ¼ of staff are in daily to run prison lists, handle incoming defendant calls and participate in hearings. (Northampton)
- Yes 1/3 in the office; Court and phone calls and prepping files. (Northumberland)
- Yes, office work (Perry)
- At this time, we don't have staff in the office. Key personnel is working remotely from home. I will bring in staff shortly to address early parole cases but it will be a minimal staff. (Philadelphia)
- Yes, 2 PO's, 2 support staff, and CPO and/or DCPO. (Pike)

- Yes, we staff the office with 8 to 10 staff per day and the Chief and the Deputy rotate each day. (Schuylkill)
- All staff are maintained... Duties for line staff continue the same. They also are required to complete online trainings (MI), other data entry. (Snyder)
- Half-staff in AM half in PM, regular duties with CDC limitations (Somerset)
- Yes, office staff in rotation (Tioga)
- Full staff with ability to work remotely as needed. (Union)
- Yes, I currently have at one staff person report for each service/unit i.e. Clerical, Collections, House Arrest, Bail/Pre-Trial, Problem Solving Court, Juvenile as well as one supervisor and myself. They work a two-day week, then three day week, rotating with the other staff members. In addition to having contact with their clients as described above, they are completing on-line trainings, purging files, responding to emergencies/EM/Alcohol monitoring violations and completing intakes for the pre-trial program. (Venango)
- Minimum of two staff in office daily. They handle all duties necessary. (Wayne)
- We have one fiscal assistant (who also handles the duties of receptionist and secretary), one PO (done on a rotating basis) and a few supervisors (rotating) each day. (Westmoreland)
- See above. Duties include phone calls, processing paperwork, going through the mail and scanning and sending necessary documents to POs at home, and covering hearings. (York)

What types of hearings are still occurring in your County?

- Only Emergency and Juvenile Placement reviews (Adams)
- Gagnon 1 hearings on jailer cases only. (Allegheny)
- Stipulation hearings, PFA's, some motion hearings, bond modification hearings, a lot of motions to lift warrants or detainers! We have worked closing with the jail so that they can releases as many inmates as possible. (Armstrong)
- The majority are via video conference for those incarcerated. (Bradford)
- PFA's/Emergency Hearings, Bench warrants, Bail petitions, Gagnon I hearings by video, Gagnon II agreements only via video. There are no community-based Gagnon I or II hearings taking place at this time. (Bucks)
- Gagnon's of incarcerated defendants only. (Butler)
- Limited Guilty pleas and violation hearings (Cambria)
- Gagnon 1 if in custody and PFA are generally all that is occurring (Carbon)
- Anything they can via polycom. (Centre)
- Video hearings: Gagnon I/II, bail reductions, petitions for release (Chester)
- Court still doing sentencings where defendants are incarcerated and a will use video conferencing to do it. Of course, all emergency matters are still being conducted. (Clarion)
- Detention hearings and sentencing/revocation by video conference. (Clearfield)
- Most emergency hearings like PFA's and any case that is currently incarcerated. All other street cases are continued. (Clinton)

Last update: April 8, 2020 (49 counties responded)

- We are still having revocation hearings if necessary, by video and sentencings are being done phone conferencing or video. Warrants if needed by video. (Columbia)
- Our Courts are still sentencing jailed offenders by video conference, jailed gag I and II, Bench Warrant hearings. (Crawford)
- Sentence and Gagnon via video at jail (Cumberland)
- Video (Dauphin)
- Pleas, Gagnon, motions for release (Delaware)
- Revocations and pleas for incarcerated individuals will begin 4/6 via teleconference (Erie)
- Gagnon I (Fayette)
- Gagnon I & II and Re-sentencings for incarcerated offenders (Franklin)
- Emergency only; video hearings (Fulton)
- Only sentences for those incarcerated (Indiana)
- All criminal court hearings still being held, face to face. (Jefferson)
- PFA, Juvenile 72 hr and 10 day (Juniata)
- Gagnon II hearings and sentencing on incarcerated cases only. Our POs have all reviewed their caseloads. Those that were technical violators were released to house arrest or released back on supervision as ordered by the Court. (Lackawanna)
- By video: PFA's/Emergency Hearings, Bench warrants, Bail petitions (Lancaster)
- Gagnon I, Revocation hearings on clients that are incarcerated, parole hearings and a few other petitions. (Lawrence)
- Only emergency hearings currently. We just scheduled some juvenile hearings for mid-April. They will be held in person with precautions for distancing in place and scheduling so as not to have a lot of people lingering in the hallway. I expect we will meet sometime next week to discuss video conferencing hearings for the adult unit to try to handle some of the violations from the jail. I do not expect that we will be handling any of those in person in the future. We have not since the Judicial Emergency was announced. (Lebanon)
- There have been no court hearings since 3/19 and this will continue until at least 4/14, if not 4/30. (Lehigh)
- Bail hearings, capias lift, Gagnon I & II for lodged offenders, furlough, parole, and PFA. I have NO clue what goes on in civil but I know it's functioning as needed. (Luzerne)
- Guilty pleas via video, sentencings, Gagnon 1 (Lycoming)
- As many as possible via video (Mifflin)
- Paroles, Sentencing of incarcerated inmates and pleas of incarcerated inmates. PFA hearings also occurring (Monroe)
- Emergency petitions (Montgomery)
- Gagnon I's are done by teleconference for those in the jail, bail on detainers, bail reductions, some gag II for those incarcerated and the random guilty plea from the jail. There are also other emergency hearings such as PFA and custody. (Northampton)
- Sentencing, revocations, bench warrants, PFA, bail hearings (Northumberland)
- Gagnon I (Perry)

- Gagnon Hearings and now early Parole and early release conference calls will be held in the courtrooms. This will start next Tuesday so I have to see how this looks (Philadelphia)
- PFA's/Emergency Hearings (Pike)
- PFA's/Emergency Hearings, Gagnon II hearings via video. (Schuylkill)
- Emergency Hearings as instructed by the PA Supreme Court and any hearing which the individual is incarcerated and can participate via polycom... Some attorneys have asked to do plea hearings in their office and participate via Zoom with the DA's invite... This is being looked into. (Snyder)
- As per AOPC guidelines (Somerset)
- emergency hearings (Tioga)
- Any mandatory hearing and other hearings that can be conducted using technology. Courts are following guidelines from Supreme Court and remaining flexible as situation dictates. Sentencings / plea days / trial dates for this term of Court have been continued to later date to be determined. (Union)
- Juvenile shelter and detention hearings, Bail, Bench Warrant. (Venango)
- Court still doing sentencings where defendants are incarcerated and a will use video conferencing to do it. Of course, all emergency matters are still being conducted. (Wayne)
- Bail reduction, bench warrants, a few pleas. (Westmoreland)
- Bench Warrants and Probation/Parole violation hearings where there are liberty interests. My Gagnon I Hearing Officers continue to conduct hearings at the jail and Gagnon II Hearing Officers are continuing to conduct waiver hearings at the jail as well. (York)

If hearings are continuing, how are they managed? In person? Via conference call? Via video conference?

- Some in person, but most via Video Conference (Adams)
- Conference call that involves Hearing Officer, PD, Offender and PO. (Allegheny)
- Video conferencing when possible, if not it is in person with as few participants as possible. The County Admin building and Court House are closed to the public. A list of any persons from the public must be given to the Sheriff each morning to be granted access to the Court House. (Armstrong)
- The majority are via video conference with those incarcerated. In person hearings have been continued. (Bradford)
- Video/conference calls (Bucks)
- By the Courts own motion. Nobody is present (Butler)
- The majority are via video conference with those incarcerated. In person hearings have been limited to almost none. (Cambria)
- PFA in person, all others via video (Carbon)
- Only hearings are video VOPs from the jail. All walk in hearings are on hold until we are fully operational. (Chester)

- Via conference call and video conference. In person where only absolutely necessary. (Clarion)
- All done by video conference. Attorneys are allowed to come into courthouse for sentencing. (Clearfield)
- Polycom for jail cases. Court Admin handles all other continuances. (Clinton)
- Phone conferencing and video. (Columbia)
- Our Courts are mainly doing video conference with the jail. There have been a few conference call "Street" Gagnon II's occur with one Judge. Some Gag II's have been canceled and cases termed and turned over to our collections department by motion and Court order. All case by case. (Crawford)
- All off the street hearings have been continued until May, hearings for jail population are via video (Cumberland)
- Video (Dauphin)
- Via call, email, mail for VOP's (Delaware)
- Video conference (Erie)
- Via phone (Fayette)
- Gagnon I in person, Gagnon II & Re-sentencing video conference. (Franklin)
- Hearings are video conference call or video. (Fulton)
- Via video conference (Indiana)
- Have not had any yet. (Juniata)
- Video conferencing through Microsoft Teams for all offenders in our prison. (Lackawanna)
- Video (Lancaster)
- By the Courts are moving most of the hearings on their own motion, some are video, a few conference calls, some in person. (Lawrence)
- Court Administration is handling all continuance notices and rescheduling. (Lehigh)
- Offenders who are lodged are all heard by video, so I believe the Court is securing waivers to appear in person where necessary. There are next to no walk-in criminal hearings, except for some bail/capias lift hearings. There are NO walk-in Gagnon I or Gagnon II hearings and all were pushed out to later dates. (Luzerne)
- Video (Lycoming)
- Only emergency hearings happening until end of April (Mifflin)
- All via phone or Go To Meeting (Monroe)
- Video conference (Montgomery)
- Video from jail, attorney's and officers present along with PJ (Northampton)
- Polycom (Northumberland)
- Telephone (Perry)
- Gagnon I hearings are held in our courthouse and everyone is present except for the client. They remain in the prison and are viewed and spoken to via polycom (Philadelphia)
- Video/conference calls (Pike)
- Video/conference calls (Schuylkill)

- All through POLYCOM/ZOOM/Phone (Snyder)
- Video if possible, if in person social distancing and limiting number in courtroom. (Somerset)
- Video (Tioga)
- Any mandatory hearing and other hearings that can be conducted using technology. Courts are following guidelines from Supreme Court and remaining flexible as situation dictates. Sentencings / plea days / trial dates for this term of Court have been continued to later date to be determined. (Union)
- Video Conference. The Jail is equipped with a poly-com system. (Venango)
- Via conference call and video conference. In person (Wayne)
- Videoconferencing (Westmoreland)
- The Court is using video conferencing from the jail for most hearings currently. My PJ just started having hearings via Zoom on the juvenile side. I expect this to begin with adult hearings soon. (York)

Other comments:

- Berks County: Berks is furloughing over 300 employees effective April 15. They will be able to remain on the payroll by using any and all benefit time. After that, they will have to file for unemployment. Healthcare will remain for all furloughed employees throughout the furlough. This potentially affects 36 staff from APO and JPO. While the PJ announced last week that he considers all court employees essential, the courts may eventually submit names to the county.
- Clinton County: My President Judge has extended our Judicial Emergency through 5/3/20. I feel confident that I will be able to keep all my staff through this month and any future extensions. I have a very young department and hope to use this time to fine tune the department and update much needed policies. We also have two (2) vacancies for APO which decreases the likelihood of any furloughs.
- Columbia County is having Officers do as much work from home as possible and only coming in for absolute essential duties, such as drug patches or EM installs or disconnects. We are considered essential in this county. I have been given the freedom to allow some support staff to utilize sick, vacation or personal time prior to having to take a furlough. We are extremely busy right now and especially since cases can't be transferred most places just trying to keep some sort of supervision of our caseloads. Still having court but only by phone or video. We are doing intakes, EM's and drug patches outside our courthouse and no defendants allowed inside. Also given the task of weeding through all the defendants incarcerated to see who potentially could be released on parole.
- Crawford County: Crawford APO is up and running. We are still accepting transfer-in cases. However, if there is a HA/EM component that will be delayed. All units are currently in use for or furloughed "Work release" jail population. If HA/EM is ordered

we will get to them as units become available. Just wanted to let you know. Tele-communication is our main line of communication with offenders. All staff have access to their emails at home and of course at the office. AP has been really helpful and my officers are conducting phone contacts 5 days a week either at home or at work. Doing our best to maintain accountability.

- **Fulton County:** I have a small Dept and this has impacted us greatly. We are basically down to 30% PO staffing each week. This was out of the blue and blindsided the Court. No warning from Commissioners. PJ had to get this slowed down so we could get plan together. We had less than 24 hrs to get a plan.
- **Northumberland County** is operating in a three team weekly rotation one team in the office, one team handling emergency field work and the third team teleworking. We are also rotating managers in the office.
- **Somerset County** continues to work fulltime (2.5 hours a day at home). Created two teams that work opposite shifts. No mention of furloughs at this point. Since we are essential staff, I'm assuming the PJ would be the determining factor in the furlough situation and he would take into consideration the Commissioners concerns. As to who would be furloughed, I believe the PO's union contract mentions seniority. Hopefully it won't come to this.
- **Warren County:** To date the Court and the County have agreed that probation is an essential service. No furloughs have been issued or are anticipated currently. WE are working from home when possible and two officers and one support staff is staffing the office on a daily basis. They are handled any EM situations and drug screens and patches. The offenders are not let in to the Court House but are dealt with in the lobby. Any parole releases are handled by the working staff by video with the county jail.

Travel restrictions have been implemented anyone who travels significantly away from the county will be required to quarantined for fourteen days and may have to take sick or leave time to continue to get paid.

All meetings, DUI classes, Cognitive groups have been cancelled for the duration of the crisis to be conducted after crisis is over. All other meetings are occurring by video conference including contact with inmates in our county jail. GAG I and II as wells as sentencing have been conducted by video.

No one other than essential staff is being allowed into the Court House proper. We meet any offender that is absolutely necessary in the lobby. Which is cleaned after each person.

Last update: April 8, 2020 (49 counties responded)

WE have restricted field contacts and have indicated that arrests will only be made when the officer believes that the offender poses a risk to himself or others.

Our on-call officer is handling each emergency situations based on the above limits.

Most officers are maintaining contact with clients by phone and some by video.

We are using ECX and zoom.

All sentencing for non-incarcerated offenders has been continued. Jail offenders are being sentenced by video. Offenders being released are signing all paperwork emailed to the jail and are interviewed by video. They are being placed on call in reporting.

Staff are encouraged to work from home where appropriate.

The on-call staff is permitted to take a county car home so they can respond directly where they are needed.