

<p>Commonwealth of Pennsylvania</p>  <p>Pennsylvania Board of Probation and Parole</p>	<p>Volume III Chapter 4</p> <p>Procedure 4.04.09</p>	<p>Date Revised: 03/11/02 02/01/07 03/31/08</p>
<p>Chapter Title SUPERVISION, REENTRY</p>		<p>Date of Issue: 03/17/08</p>
<p>Subject PROBATION SERVICES CLASSIFICATION OF COUNTY ADULT PROBATION AND PAROLE PERSONNEL</p>		<p>Effective Date 08/10/16 PUBLIC</p>

I. AUTHORITY

The authority of the Pennsylvania Board of Probation and Parole to administer uniform statewide standards, the qualifications for probation personnel, minimum salaries, and quality of probation services is based upon the statutory provisions found in **Prisons and Parole Code, 61 Pa. C.S. § 6131(a)(5)(iii), (iv), (v)**.

II. PURPOSE

The purpose of this chapter is to establish a classification system for county adult probation and parole personnel.

III. APPLICABILITY

These procedures are applicable to the board and all county and court personnel of the counties participating in the Grant-In-Aid Continuing Program.

IV. DEFINITIONS

None.

V. POLICY

It is the policy of the board to ensure statewide uniform qualifications for **county adult probation and parole** personnel.

VI. PROCEDURE

The board shall establish a classification system of county adult probation and parole personnel for improved probation supervision and programs. Minimum education and experience will be established for each position classification.^{1, 2}

A. General

1. All county adult probation and parole personnel, whether funded by grant-in-aid, county funds, or other funds, appointed after the establishment of standards, July 19, 1967, shall meet the qualifications as set forth in **Chapter 4, Procedure 4.04.09 Attachment A, Classification of County Adult**

Probation and Parole Personnel. The titles “probation aide and probation officer” include personnel who provide adult probation and/or parole services and programs.

2. For county adult probation and parole positions whose duties and responsibilities are such that they cannot be appropriately classified according to the classifications set forth in Volume III, Chapter 4, Procedure 4.04.09 **Attachment A, Bureau of Probation Services, Division of Grants, Standards, and Court Services** staff will evaluate position qualifications based on comparable Commonwealth position qualifications.

B. Exceptional Persons

1. For persons who have demonstrated ability, but lack the academic requirements to enter the probation and parole field, the Exceptional Person Procedure shall be used to determine when such persons may be considered for the position of probation officer intern subject to the following conditions:
 - a. An applicant shall have one (1) year of related experience for each year of required college education;
 - b. An applicant must satisfactorily complete a written and oral examination administered by the Pennsylvania Board of Probation and Parole, or its designated representative;
 - c. The Director, Bureau of Probation Services, shall make the final determination as to whether the applicant possesses the necessary qualifications under the Exceptional Person Procedure.
2. Written Examination
 - a. Use of the Exceptional Person Procedure shall be requested in writing by the president judge of the **judicial district** in which the job applicant is applying. The request must include the applicant’s current resume.
 - b. Applicants must submit to the Director, Bureau of Probation Services, a State Civil Service Commission (SCSC) Application indicating he/she is applying for a position as a probation officer intern. Equivalent Board position is a Parole Agent 1.
 - c. The SCSC Application will be evaluated by the Director, Bureau of Probation Services, to determine if the applicant has acquired the minimum related experience for each year of required college education.
 - d. If the applicant does not meet the minimum experience requirements, a letter will be sent to the applicant with a copy to the president judge who initially requested Exceptional Person Procedure consideration, informing both parties that the applicant does not qualify for further consideration or testing.

- e. If the applicant meets the minimum experience requirements, the Director, Bureau of Probation Services, will forward the application to SCSC, by cover memorandum, requesting that a Parole Agent 1 written examination be administered. The memorandum will specifically state that the comparable county adult probation position is a probation officer intern.
- f. SCSC will make all arrangements for the Parole Agent 1 written examination and, when completed, will send the test results to the Director, Bureau of Probation Services. Test results will not be included on State Civil Service lists.
- g. Upon receipt of the written test results from SCSC, the following alternative actions will be taken:
 - 1) If the test score is below passing, the Director, Bureau of Probation Services will, by letter, inform the applicant, president judge, and chief adult probation officer of the test results, and that the applicant cannot be considered for board approval for his/her appointment to the position of probation officer intern.
 - 2) If the president judge and applicant request retesting, the request must be made in writing to the Director, Bureau of Probation Services by the president judge. Retesting will then be initiated with SCSC sixty (60) calendar days after the initial examination.
 - 3) If the test score is passing, the Director, Bureau of Probation Services, will inform the applicant, president judge, and chief adult probation officer by letter of the written examination test results and that an oral examination will be scheduled.

3. Oral Examination

- a. Upon satisfactory completion of the written examination, an oral examination shall be administered by the requesting president judge and the Director, Bureau of Probation Services. The Director, Bureau of Probation Services, may designate the Director, **Division of Grants, Standards, and Court Services**, to administer the oral examination. If the requesting president judge chooses not to participate in the oral examination, he/she shall designate another judge from the same judicial district or, if necessary, a judge from another judicial district to administer the oral examination. If a judge is not available, the president judge shall designate the chief adult probation officer to administer the oral examination, along with the Director, Bureau of Probation Services, or designee. The oral examination will be administered, when possible, in the judicial district in which the applicant is seeking appointment.
- b. The purpose of the oral examination is to evaluate the applicant's knowledge and understanding of the philosophy and principles of adult probation and parole services, standards for adult probation and parole field services, and communication skills.

- c. Scoring the oral examination will be accomplished by both interviewers by reviewing the applicant's responses and indicating either satisfactory or unsatisfactory for each response. The final oral examination score will be indicated as either a "pass" or "fail" based on the interviewers' collective evaluation of all responses given. To attain a passing score, a minimum of seventy percent (70%) of the applicant's responses must receive a satisfactory score.
- d. If the applicant passes the oral examination, a letter will be prepared by the Director, Bureau of Probation Services, and sent to the applicant informing the applicant that he/she has satisfactorily completed the Exceptional Person Procedure requirements and the board endorses the applicant as being qualified for appointment to the position of probation officer intern. A copy of the letter will be sent to the president judge, chief adult probation officer, and board of county commissioners/**county chief executive officer**.
- e. If the applicant fails the oral examination, a letter will be prepared by the Director, Bureau of Probation Services, and sent to the applicant informing the applicant that he/she has not satisfactorily completed the Exceptional Person Procedure requirements and the board cannot endorse the applicant as being qualified for appointment to the position of probation officer intern. A copy of the letter will be sent to the president judge, chief adult probation officer, and board of county commissioners/**county chief executive officer**.
- f. If the oral interviewers fail to agree on the examination results, the following actions will be taken:
 - 1) The president judge will assign an additional judge, chief adult probation officer, or an experienced adult probation officer/supervisor to the oral interview panel to conduct another oral examination, and by majority vote, establish either a "pass" or "fail" score.
 - 2) The examination results will be final and the applicant, president judge, chief adult probation officer, and board of county commissioners/**county chief executive officer** will be informed by letter that the applicant has or has not met the Exceptional Person Procedure requirements for the position of probation officer intern.

C. EQUAL EMPLOYMENT OPPORTUNITY

- 1. Programs funded by Grant-In-Aid Continuing Program Funds are subject to all applicable federal and state laws mandating equal employment opportunity, including, but not limited to, the United States Civil Rights Act of 1964; Age Discrimination in Employment Act of 1967, as amended; Americans With Disabilities Act of 1990; the Pennsylvania Human Relations Act; and, related Commonwealth Executive Orders and Management Directives.^{3, 4}

2. **Within fourteen (14) calendar days of a county adult probation professional personnel transaction, the county adult probation and parole department shall submit a Personnel Transaction Report (PBPP-91) to the Bureau of Probation Services, Division of Grants, Standards, and Court Services. Personnel Transaction Reports are required on all transactions including vacancies, promotions, and additional positions. A copy of the appointee's resume and college transcript(s) shall be attached to the personnel transaction report.**
3. **The Bureau of Probation Services, Division of Grants, Standards, and Court Services, shall review the appointee's qualifications and advise the county adult probation and parole department of any discrepancies with the board's Classification of County Adult Probation and Parole Personnel.**
4. The Director, Bureau of Probation Services, in collaboration with the board's Equal **Employment** Opportunity specialist, shall be responsible for monitoring compliance with affirmative action/equal employment opportunity requirements as they relate to the county adult probation and parole professional personnel.⁵ **The director, Bureau of Probation Services, may request the board's Equal Employment Opportunity specialist evaluate the personnel practices of a county adult probation and parole department where appropriate.**
5. If the Equal **Employment** Opportunity specialist discovers irregularities in personnel practices of the county adult probation and parole department, said specialist shall advise the director, Bureau of Probation Services, who, in turn, shall, if necessary, notify the president judge and chief adult probation officer, and board of county commissioners/**county chief executive officer** and request corrective action.
6. Any actions taken by the court and county shall be communicated, in writing, to the director, Bureau of Probation Services, who shall forward a copy of the written correspondence to the Equal **Employment** Opportunity specialist for review.
7. The county shall maintain, for at least two (2) years, a copy of all applications for employment, promotions, or other such personnel transactions for all positions within the **county** adult probation and parole department.

VII. SUSPENSION DURING AN EMERGENCY

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

VIII. RIGHTS UNDER THIS PROCEDURE

This procedure creates no rights under law.

IX. RELEASE OF INFORMATION AND DISTRIBUTION OF PROCEDURE

- A. This procedure does not contain information that impacts the security of board staff or parolees and may therefore be released to the public.
- B. This procedure is to be distributed to the following: all board staff; President Judge of each Court of Common Pleas Judicial District; Chief **Adult** Probation Officers; Board of County Commissioners/County Chief Executive Officer.

X. CROSS REFERENCES

A. Statutes

1. Federal

- a. **Civil Rights Act of 1964, as amended**
- b. **Age Discrimination in Employment Act of 1967**
- c. **Americans With Disabilities Act of 1990**

2. State

- a. **Pennsylvania Human Relations Act**
- b. **Prisons and Parole Code, 61 Pa. C.S. § 6131(a)(5)(iii), (iv), (v)**

B. PBPP Policies

None

C. American Correctional Association Standards

- 1. **4-APPFS-3A-01 (Ref. 3-3049)**
- 2. **4-APPFS-3D-15 (Ref. 3-3014)**
- 3. **4-APPFS-3E-03 (Ref. 3-3051)**
- 4. **4-APPFS-3E-04 (Ref. 3-3052)**
- 5. **4-APPFS-3E-08 (Ref. 3-3055)**

D. Management Directives

- 1. **202.25 Amended, Disability Related Employment Policy, February 13, 2009**
- 2. **Executive Order 2002-5, Disability Related Policy, May 3, 2002**
- 3. **Executive Order 2003-10, Equal Employment Opportunity, July 28, 2003**

E. Report of the Reentry Policy Council

None