



**POLICY STATEMENT**  
**Commonwealth of Pennsylvania • Department of Corrections**

<b>Policy Subject:</b> <b>Initial Supervision Requirements - Parole Field Services</b>		<b>Policy Number:</b> <b>12.4.01.03</b>
<b>Date of Issue:</b> <b>December 29, 2025</b>	<b>Authority:</b> <b>Signature on File</b> <b>Dr. Laurel R. Harry</b>	<b>Effective Date:</b> <b>January 12, 2026</b>

## **I. AUTHORITY**

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

## **II. PURPOSE**

The purpose of this policy is to explain the initial supervision requirements of probation/parole supervision.

## **III. APPLICABILITY**

This policy applies to all Parole Field Services staff.

## **IV. DEFINITIONS**

None.

## **V. POLICY**

It is the policy of the Department that the initial face-to-face contact with newly released reentrants accepted for supervision by the Department shall occur as soon as possible. While it is the Department's intention that reentrants are seen immediately upon release/acceptance, it is also known that reentrants are received by Parole Field

Supervision in a variety of methods. Under no circumstances shall the initial face-to-face contact with a reentrant occur beyond five business days from the reentrant's release from incarceration, acceptance of supervision, or arrival from a sending state.<sup>1</sup>

## VI. PROCEDURE

### A. Initial Reentrant Contact

#### 1. Requirements for Pennsylvania Parole Cases:

Reentrants paroled from a state correctional institution (SCI) or county correctional facility to their Pennsylvania home plan are required to report to a district office or sub-office within 48 hours of release, unless otherwise stipulated by the Parole Board. If the district office or sub-office is closed for any reason during that 48-hour period after release, then the reentrant shall report by close of business on the next business day.<sup>2</sup>

#### 2. Requirements for Pennsylvania parolees that are released on parole to a Department of Corrections Community Corrections Center (CCC) or Community Contract Facility (CCF):

- a. Parole supervision staff shall make face-to-face contact with the parolee no later than the next business day following the parolee's arrival at the CCC/CCF. This contact can be either at the district office/sub-office or at the CCC/CCF;
- b. parole supervision staff shall be notified by CCC/CCF staff by electronic communication of the reentrant's arrival or failure to arrive at the CCC/CCF;
- c. CCC/CCF staff shall phone the Bureau of Community Corrections Management Operations Center (MOC) to advise when a reentrant has failed to arrive, absconded, or has been arrested; and
- d. if a state parole reentrant released from an SCI fails to report to their designated CCC or CCF by 11:59 PM on their actual date of release, CCC/CCF staff shall notify the MOC. The MOC shall then inform Operations Monitoring Center (OMC) staff to input the case as wanted in NCIC and notify the Parole District or Sub Office's general email box (i.e., **PM, BA Allentown**) and the Deputy District Director/District Director for the office that covers the assigned CCC or CCF.

#### 3. Reentrants who have been paroled by the Parole Board on a state sentence, but are incarcerated in a county prison serving a sentence that the Parole Board does not have paroling jurisdiction, are required to have an approved home plan or CCC/CCF bed date prior to release. The parole office that approved the home plan or the office the CCC/CCF is located in is responsible for monitoring the status and disposition of

---

<sup>1</sup> 4-APPFS-2A-04

<sup>2</sup> 4-APPFS-2A-04

the detainer, the reentrant's location, the projected release date, and the availability for field supervision.

- a. For those reentrants who also have an active detainer from another state or a federal authority lodged at the county prison, parole supervision staff shall notify the Parole Services Division at **PM, Extradition Unit** when the reentrant is released to another state or the federal authority's detainer.
- b. The Parole Services Division shall administratively track the reentrant's location, projected release date, and follow-up release plan.

4. Requirements for Special Probation and Special Parole Cases:

These include various county Court of Common Pleas special probation and special parole cases that are accepted by the Department's Court Services Division, as well as all reentrants sentenced to probation or released on parole by the Courts of Common Pleas of Mercer and Venango counties.

- a. Upon receipt of the **DC-P 325, Request for Special Probation/Parole Supervision**, **DC-P 234, Acceptance for State Supervision**, and **DC-P 235, Conditions Governing Special Probation/Parole**, parole supervision staff shall make face-to-face contact with the reentrant within five business days of the request being assigned to an agent.
- b. If a reentrant reports to a district office/sub-office advising that the court directed the reentrant's probation/parole be supervised by the Department, and the district office/sub-office does not have the **DC-P 325**, **DC-P 234**, and **DC-P 235**, the district office/sub-office shall immediately contact the Department's Court Services Division for direction.
- c. If a special probation/parole sentence is consecutive to a county probation/parole sentence that the Department is not supervising, the district office/sub-office shall monitor the county probation/parole sentence and within five business days of its maximum expiration, parole supervision staff shall make face-to-face contact with the reentrant.
- d. Reentrants who have served their full state incarceration term and are serving a special probation sentence that will be supervised by the Department shall report to a district office/sub-office within 48 hours of release, when released from an SCI or county correctional facility. If the district office or sub-office is closed for any reason during that 48-hour period after release, then the reentrant must report by close of business on the next business day.

5. Requirements for all cases supervised by Parole Field Services:

- a. upon initial reporting of the reentrant or upon notification of the reentrant's release, the case shall be statistically opened, the electronic reentrant record (ERR) shall be initiated or updated, and the case shall be assigned to a parole

agent. This will typically be completed by clerical staff but may be performed by a parole supervisor as needed;

- b. parole supervision staff shall conduct an initial field visit at the approved residence during the first ten business days after the reentrant's release/acceptance of the reentrant's supervision;<sup>3</sup>
- c. parole supervision staff shall determine if the reentrant has a current (completed within the past 12 months) PA Static Risk Offender Needs Guide-Revised (STRONG-R) Assessment<sup>4</sup> in accordance with Department policy **12.4.01.05, "Assessment and Supervision Plan – Parole Field Services"**; and
- d. Within **30** calendar days of release/acceptance, parole supervision staff must complete the following: <sup>5</sup>
  - (1) an initial Supervision Plan/Report;
  - (2) a Vant4ge Point General Case Plan which addresses the reentrant's needs identified as high or moderate in the PA STRONG-R assessment and/or special condition(s);<sup>6</sup>
  - (3) the community reentry parole agent (CRPA) shall determine Carey Guide Interventions,<sup>7</sup> if applicable, in accordance with Department policy **12.4.02.01, "Community Reentry Parole Agent (CRPA) – Field Reentry Operations"**; and
  - (4) the parole supervisor shall review and approve the Initial Supervision Plan/Report within 45 days of the reentrant's release/acceptance.

## **B. Initial Reentrant Contact Requirements**

Prior to the initial interview by assigned supervision staff, it is essential that all available case material be reviewed.

During the initial interview, the following tasks must be completed by parole field supervision staff.<sup>8</sup>

1. Review the **PB-11, Conditions Governing Parole/Reparole** and/or **DC-P 235**, the **DC-P 234**, and any special condition(s) imposed at the time of release/sentencing with the reentrant.

---

<sup>3</sup> 4-APPFS-2A-04

<sup>4</sup> A PA STRONG-R is not required for offenders who have less than 90 days of supervision remaining at the time of release/acceptance.

<sup>5</sup> 4-APPFS-2A-03

<sup>6</sup> 4-APPFS-2A-02, 4-APPFS-2A-09

<sup>7</sup> Carey Guide Interventions are proprietary programs developed by the Carey Group (Publishing & Consulting). These interventions are targeted on areas that reentrants need to work on in order to be successful on parole.

<sup>8</sup> 4-APPFS-2B-01

- a. For other states' cases, review the sending state's condition(s) and review/sign the Conditions Governing Parole/Re-parole **PB-11** and any special conditions imposed by supervision staff.
  - b. If a communication barrier (such as illiteracy or foreign language) prevents a reentrant from understanding the condition(s), parole supervision staff shall assist by explaining the condition(s). For non-English and non-Spanish speaking reentrants, the Commonwealth contracted language service is available to assist in translating to the language spoken by the reentrant. Spanish-speaking reentrants shall be given a copy of the Spanish translation of the general condition(s) and shall be informed that the condition(s) in English are the official and legal document.
2. Review the reentrant's right to an administrative review of supervision practices.
  3. Review the imposition of special condition(s), the extradition waiver, and the consent to search language on the **PB-11** with the reentrant.
  4. Provide instructions regarding the payment of fines, costs, and restitution. Refer to Department policy **12.4.01.07, "Reentrant Financial Obligations,"** for additional information regarding offender financial obligations.
  5. Complete and execute the **DC-P 283A, Authorization for Use or Disclosure of Personal Information.**
  6. **Complete and execute the DC-P 32 Body Worn Camera Acknowledgement.**
  7. Review **PB-15A, Board Notes to Supervision Staff** and ensure that a corresponding special condition(s)/instruction is issued, when appropriate.
  8. Import State Correctional Institutional exit photographs from the Inmate Database, unless there has been a significant change to the reentrant's appearance since the last photograph was taken.

**NOTE:** When a current DOC photograph is not available or the reentrant's appearance has changed, a digital photo shall be taken. Additional photos shall be taken of all scars and tattoos. Prudent judgment shall be used to avoid taking digital photos of scars, marks, or tattoos not normally exposed to public view. Pictures of scars, marks, or tattoos in discrete body locations such as breasts, genitals, or extreme lower back side shall not be taken. It is acceptable to have male reentrants remove shirts to expose tattoos on chest/back/arms, but female reentrants shall not be asked to remove their shirt. For reentrants with multiple scars, marks, or tattoos, supervision staff need only take a maximum of five digital photos of the most prominent markings. Any noticeable change in the reentrant's appearance requires a new digital photo to be taken.

9. Determine whether the reentrant is a veteran of the United States Armed Forces. If determined to be a veteran, staff shall update veteran status in the ERR. The only

accepted forms of documentation are the **DD-214, Certificate of Release or Discharge from Active Duty**, Pennsylvania Driver's License, Veterans Identification Card (VIC), **DD-256, Honorable Discharge Certificate**, or a current military identification card. If determined to be a veteran, supervision staff shall refer the reentrant to the Veteran Resource Agent assigned to the district.

10. A DNA sample is required if the instant offense is a felony offense, a felony sex offense, or a registerable sexual offense. A felony sex offense is defined as a felony offense or an attempt, conspiracy or solicitation to commit a felony offense under any of the following:
  - a. 18 Pa.C.S. Ch. 31 (relating to sex offenses)
  - b. 18 Pa.C.S. § 4302 (relating to incest)
  - c. 18 Pa.C.S. § 5902 (c)(1)(iv) (relating to prostitution and related offenses).
  - d. 18 Pa.C.S. § 5903(a) (relating to obscene and other sexual materials and performances) where the offense constitutes a felony.
  - e. any offense graded as a felony requiring registration under 42 Pa.C.S. Ch. 97 Subch. H (relating to registration of sexual offenses).
11. A DNA sample is also required for specified offense as enumerated in 44 Pa.C.S. § 2303, including the following offenses:
  - a. 18 Pa.C.S. § 2701 (relating to simple assault);
  - b. 18 Pa.C.S. § 2903 (relating to false imprisonment);
  - c. 18 Pa.C.S. § 3127 (relating to indecent exposure);
  - d. 18 Pa.C.S. Ch. 39 (relating to theft and related offenses);
  - e. 18 Pa.C.S. § 4105 (relating to bad checks);
  - f. 18 Pa.C.S. § 4106 (relating to access device fraud);
  - g. 18 Pa.C.S. § 4952 (relating to intimidation of witnesses or victims);
  - h. 18 Pa.C.S. § 4953 (relating to retaliation against witness, victim, or party);
  - i. 18 Pa.C.S. § 4958 (relating to intimidation, retaliation, or obstruction in child abuse cases);
  - j. 18 Pa.C.S. § 5121 (relating to escape);
  - k. 18 Pa.C.S. § 5126 (relating to flight to avoid apprehension, trial, or punishment);

- l. 18 Pa.C.S. § 5131 (relating to recruiting criminal gang members);
  - m. 18 Pa.C.S. § 5510 (relating to abuse of corpse);
  - n. 18 Pa.C.S. Ch. 55 Sub Ch. B (relating to cruelty to animals); or
  - o. 18 Pa.C.S. § 5902 (relating to prostitution and related offenses).
12. If required, ensure that a DNA sample has been collected by reviewing the ERR. If a DNA sample is required and has not been previously taken, collect a sample and submit via US mail to the Pennsylvania State Police (PSP). The guidelines for DNA submission are available at the following link:  
[https://www.pa.gov/content/dam/copapwp-pagov/en/pccd/documents/criminaljustice/advisory\\_boards/documents/guidelines%20and%20procedures%202012.pdf](https://www.pa.gov/content/dam/copapwp-pagov/en/pccd/documents/criminaljustice/advisory_boards/documents/guidelines%20and%20procedures%202012.pdf)
- a. 44 Pa.C.S. § 2316.1 requires acceptance under the Interstate Commission/Compact for Adult Offender Supervision (ICAOS), to be conditioned on the offender providing a DNA sample if the offender has a past or present federal, state, or military court conviction or adjudication that is equivalent to a felony sex offense or other specified offense. Parole Field Services staff shall provide the reentrant a copy of the **DC-P 528 DNA Collection Consent and Waiver**. If the reentrant signs the waiver, a DNA sample shall be obtained from the reentrant. If the reentrant refuses to sign the DNA Collection Consent and Waiver, an equivalency determination shall be made by the Office of Chief Counsel.
  - b. If it is determined that DNA is required and the reentrant refuses to provide a sample, contact **PM, Interstate** to discuss returning reentrant to the sending state.
13. The requirement for alcohol or other drug (AOD) testing shall be explained to the reentrant, including the responsibility of the reentrant to pay for the cost of testing and the possible sanctions for non-payment: (61 Pa.C.S. § 6137(e))
- a. for other states' cases, ensure that the **DC-P 336 AOD, Special Conditions of Parole - AOD Testing** is executed and a signed copy retained in the ERR; and
  - b. this condition does not apply to special probation and special parole cases unless the court has mandated the reentrant to pay testing costs.
14. Review monthly supervision fees that are to be paid into the State Offender Supervision Fund that is administered by the Department, including the waiver criteria and method of making payments, and make a waiver determination, if applicable.

15. Provide a copy of the district map to the reentrant and review/sign the map. Notify the reentrant they shall not leave the district without written permission of the parole supervision staff.
16. Provide instruction to the reentrant to attend CRPA New Release Orientation within one week of release.
17. Obtain and/or update, the address and telephone numbers of the reentrant, an emergency contact, family members, significant others, and frequent associates in the ERR.
18. Summarize the contact in the ERR within three business days.

### **C. Initial Supervision Packet**

1. The initial supervision packet consists of the following as applicable:
  - a. a PA STRONG-R Assessment completed by Department staff within the previous 12 months from the date of release or by parole supervision staff within **30** calendar days of release/acceptance of supervision of the case;
  - b. signed **DC-P 283A**;
  - c. **Supervision Fee Waiver** form, if applicable;
  - d. **DC-P 32 Body Worn Camera Acknowledgement**;
  - e. **DC-P 336, Special Conditions of Parole** (agent imposed);
  - f. parole supervision staff shall determine if the reentrant falls under Violent Offender Protocol (VOIP), Domestic Violence Protocol or any other special supervision program and the appropriate **DC-P 336 Special Condition(s)** shall be issued;
  - g. **DC-P 348I, Parole Violation Instruction**, written instructions issued;
  - h. general Case Plan;
  - i. signed Prison Rape Elimination Act (PREA) acknowledgment letter; and
  - j. signed district map.
2. If the parole supervisor finds deficiencies with the initial supervision packet, these issues shall be discussed with the supervising parole agent and the supervision packet shall be corrected, as necessary, prior to the supervisor's signature/approval of the Case Plan. For additional information regarding the initial supervision review, reference Department policy **12.4.01.19, "Supervisory Oversight – Parole Field Services."**



3. A complete initial supervision packet shall be uploaded to the ERR under document type "Initial Supervision Packet."

#### **D. Referral Criteria to CRPA Carey Guide Interventions and other Groups**

1. Reentrants may be sanctioned to complete CRPA groups and/or Carey Guide Interventions as the result of administrative conferences. When considering such sanctions, the Agent of Record (AOR) shall consult with the CRPA. In deciding to sanction a reentrant to a CRPA group and/or Carey Guide Intervention, parole supervision staff shall consider the reentrants' criminogenic needs. Sanction referrals shall not be made if the reentrant does not present a criminogenic need that will be addressed via the CRPA group and/or Carey Guide Intervention.
2. Referrals for Reentry Services provided through the Bureau of Community Corrections (BCC) are appropriate for reentrants who have completed a CRPA group and/or Carey Guides Interventions, are in the progressive sanctioning process and continue to require cognitive intervention, or at any time deemed appropriate by field supervision staff. The AOR or CRPA shall make the referral by completing a **BCC Re-Entry Services Referral form** in Vant4gePoint.
3. Submitting a referral to the CRPA
  - a. Parole supervision staff shall coordinate with the CRPA to refer a reentrant to CRPA workshops and Carey Guide Interventions. For more information on CRPA Workshops and Groups refer to Department Policy **12.4.02.01**. The referral shall be documented in the ERR.
  - b. When the CRPA advises which group the reentrant is scheduled to attend, the AOR shall issue the reentrant a **DC-P 348I/336**, parole instruction to attend the group.
  - c. When the AOR completes a STRONG-R for Interstate, Special Probation/Parole, or other cases within the 30-day requirement and the reentrant scores as high risk, the AOR shall notify the CRPA via email.
  - d. If a reentrant is unsuccessfully discharged, refuses to attend, and/or is removed from the CRPA group and/or Carey Guide Interventions, the CRPA shall notify the AOR and document this action in ERR and Vant4gePoint.

#### **VII. SUSPENSION DURING AN EMERGENCY**

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

#### **VIII. RIGHTS UNDER THIS POLICY**

This policy does not create rights in any person nor should it be interpreted or applied in such a manner as to abridge the rights of any individual. This policy shall be interpreted to

have sufficient flexibility to be consistent with law and to permit the accomplishment of the purpose(s) of the policies of the Department.

## **IX. RELEASE OF INFORMATION AND DISTRIBUTION OF POLICY**

### **A. Release of Information**

This policy is public information and may be released upon request.

### **B. Distribution of Policy**

#### **1. Public and General Distribution**

Department policies that are not designated as confidential or further restricted, shall be made available to the public through the Department's public web site.

#### **2. Distribution to Staff and Other Government Agencies**

All Department policies and related elements, that are not further restricted, shall be available to all Department members. It is the responsibility of those individuals within the Department, receiving policies through general distribution, to ensure that each employee expected or required to perform the necessary procedures/duties has access to the policy and procedures. Distribution of confidential policies or elements to other government agencies is subject to the approval of the Secretary/designee.

## **X. SUPERSEDED POLICY AND CROSS REFERENCES**

### **A. Superseded**

4.01.03 issued 11/6/2014

### **B. Cross References – Statutes**

1. 44 Pa.C.S. § 2303
2. 44 Pa.C.S. § 2316.1
3. 61 Pa.C.S. § 6137(e)
4. 18 P.S. § 11.1102
5. Act 77 of 2022

### **C. Department Policies**

1. 12.4.01.05, Assessment and Supervision Plan – Prole Field Services

2. 12.4.01.07, Reentrant Financial Obligations
3. 12.4.01.19, Supervisory Oversight – Parole Field Services
4. 12.4.02.01, Community Reentry Parole Agent (CRPA) – Field Reentry Operations

**D. Legal – None**

**E. American Correctional Association Standards**

4-APPFS-2A-02, 4-APPFS-2A-03, 4-APPFS-2A-04, 4-APPFS-2A-09, 4-APPFS-2B-01