

**Lancaster County Adult Probation and Parole Services  
Reintegration Plan PHASE 2 COVID-19  
Last updated: 12/11/2020**

	ONSITE	REMOTE/VIDEO	SUSPENDED/CANCELLED
<p><b>Phase 2.1</b>  (Effective December 14, 2020)</p>	<ul style="list-style-type: none"> <li>• Staffing: All units are permitted to allow 50% of their staff in the building at any one time. Telecommuting is still permitted. Clerical Unit/Assessment Unit/Electronic Monitoring Unit/Intake Unit may permit their entire unit to be in the building as needed.</li> <li>• At least two Supervisors will be in the building each day, but all are permitted.</li> <li>• CEU will be covered each day by one staff member (two if splitting the day) who will take phone calls and process payments that have been received via mail and the drop box.</li> <li>• Clerical specialists will come in 2-3 days per week to process intake paperwork.</li> <li>• Mail that is going out is being handled from 40 E. King Street by admin/clerical staff for officers who are not able to come to work.</li> <li>• Pre-Parole intakes will be completed at LCP. 3 Pre-Parole</li> </ul>	<ul style="list-style-type: none"> <li>• Court Reporting Network (CRN) assessments</li> <li>• Client appointments will be conducted by phone/email/video conferencing.</li> <li>• Collections payments are being taken online, by mail, and by drop-off in the mail slot at 40 E. King Street.</li> <li>• Pre-Sentence Investigation (PSI) Interviews and Reports</li> <li>• Violation paperwork</li> <li>• Staff meetings (via Microsoft Teams or Lifesize)</li> <li>• SCRAM (Alcohol Monitoring Anklet) installs will be completed at Vigil Net</li> <li>• Probation/Parole Violation (PV) Hearings held via Life Size video conferencing.</li> <li>• State Certifications for supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• APPS Domestic Violence Intervention Groups</li> <li>• APPS Alcohol Highway Safety Classes (Online is permitted)</li> <li>• Taking DNA for non-interstate transfer clients</li> <li>• Probation officer use of satellite offices</li> <li>• Megan’s Law registration (registrants diverted to Pennsylvania State Police for registration)</li> </ul>

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	<p>officers will be at LCP Monday through Thursday and 2 on Fridays.</p> <ul style="list-style-type: none"><li>• Treatment Court meetings/court</li><li>• Some violation and other hearings may be conducted in person.</li><li>• The building will remain closed to the public with the following exceptions (a client must be on the court list/EM install list for the day and report for the purpose of completing intake/assessment/EM install).</li><li>• Clients must wash their hands/use hand sanitizer when entering and wear a facemask while in 40 E. King street.</li><li>• All persons entering 40 E. King Street will have their temperature taken. Anyone with a temperature of 100.4 and above will be asked to leave.</li><li>• Clients will be asked screening questions when entering regarding if they have or are experiencing symptoms related to CoVid-19.</li><li>• Clients will maintain social distancing and chairs will be</li></ul>		
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	<p>spaced in the main floor lobby area per CDC/OSHA recommendations.</p> <ul style="list-style-type: none"><li>• The front elevator will be utilized for clients traveling to the floor they are instructed to. The front stairs will be used as the exit flow. ADA rules will be the only exception for someone using the front elevator to exit the building.</li><li>• Clerical specialists will take phone calls and will check in clients who report for intake/assessment/EM. Clerical staff will the dismiss clients to their designated floor in coordination with the intake/assessment staff.</li><li>• Intakes will take place on the Lower Level, 3<sup>rd</sup>, and 4<sup>th</sup> floors in the lobby areas utilizing the glass window reception areas. Only one client will be permitted in each floor lobby at a time.</li><li>• LSI-Rs will be conducted during the intake process by assessment POs assigned to each floor lobby area.</li><li>• EM (GPS/HA) installs will be completed in the main floor</li></ul>		
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	<p>classroom. EM staff will rotate each day so 1 is in the building at any given time.</p> <ul style="list-style-type: none"><li>• Interstate/Intercounty transfer applications will be completed.</li></ul>		
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