

Adult Probation

Adult Probation has been carrying out essential supervision functions remotely during the judicial emergency and plans to return to in-person operations as safely as possible.

Administration/ Headquarters

- Only those with “court business” can access Adult Probation headquarters. No friends or family can accompany offenders. This allows for social distancing and minimizing large crowds in the waiting area.
- All visitors will be asked the COVID – 19 screening questions.
 - Have you traveled out of the country within the last few months?
 - Are you experiencing any coughing, fever, or shortness of breath?
 - Have you been exposed to anyone with the virus or to anyone whom has been experiencing similar symptoms?
- If the answer is yes to any of the above questions visitors will be asked to return in fourteen days.
- All staff and visitors must wear a mask and adhere to social distancing measures.
- Adult Probation will accept new employment applications online only.
- For Adult Probation questions please call (412) 350-2320.

Unit Operations

Community Resource Centers

- The contact information can be found for all Adult Probation Community Resource Centers (CRC) by going to www.allegheycourts.us, Criminal Division, Adult Probation and select Locations.
- All in-person offender services offered at the four Adult Probation CRC sites have been suspended until further notice. Service providers will begin to staff classes and programming following directives from the governor and county health department directives.
- Certain service providers are operating remotely, with online sessions via video conferencing and online homework assignments for enrolled offenders. Such remote services include, BIP classes, parenting classes, AA/NA meetings, and employment services.
- Probation officers are making appropriate referrals for services that can be conducted via video conferencing or with online programming.
- Drug and alcohol providers are also operating remotely and continue to conduct assessments and enter offenders into treatment per their individual agency safety protocols.

In Person Office Reports

Appointments with offenders at CRCs will be scheduled by your assigned probation officer. When scheduling the appointment over the phone, the probation officer or case manager will explain

visitation protocol to the offender. When in doubt contact your probation officer. The visitation protocol is as follows:

- All visitors will be asked to wear a mask. Anyone without a mask will be provided with one.
- Family members and/or friends will not be permitted to accompany the offender inside the building.
- Upon arrival, the probation officer will ask the offender screening questions (listed in the Adult Probation Administration section) and, if the officer deems that the situation is safe, will conduct the interview.
- All offenders will have their temperature taken prior to entering the building.
- If you are sick, please stay home and contact your assigned probation officer by phone.

Reentry Unit

- Reentry Unit probation officers will continue to handle communications about program processes or concerns via emails that include all reentry program partners.
- Reentry Unit probation officers will participate in weekly reentry presentations by video when the jail resumes video conference presentations.
- Community phase II planning meetings will take place in accordance with Adult Probation's office visitation procedures.
- Allegheny County Jail phase II meetings will be conducted via video conferencing.
- Reentry probation officers will follow Adult Probation protocols for field work and offender visits.

Electronic Monitoring

- All electronic monitoring prescreening interviews will be conducted over the phone and COVID-19 screening questions will be asked (listed in the Adult Probation Administration section).
- Jail installs will be postponed until further notice and will resume when the Allegheny County Jail reopens to professional visits.
- Offenders will be required to wear face masks when probation officers are installing or fixing equipment and if other individuals are in the home, they should either wear a mask or step into another room. Probation officers will follow all proper installation procedures.
- Probation officers will thoroughly clean and sanitize all equipment after each use.
- Any changes to electronic monitoring installation and supervision will be posted at www.alleghenycourts.us.

Pre-sentence Investigations

- All Allegheny County Jail inmate interviews will be conducted by phone or video conferencing.
- If the offender is not incarcerated, interviews will be conducted via telephone.
- Should an offender need to report in person, the probation officers or contractors will make an appointment with the offender for an office visit, during which the offender and interviewer are to wear face masks and maintain social distance.

Gagnon I Jail Hearings

- Gagnon I jail hearings are being conducted each Monday and Thursday during the judicial emergency.
- Currently, Gagnon I jail hearings are conducted via remote telephone conferencing with the hearing officer, the offender, the probation officer, and the public defender.
- Hearing officers are responsible for scheduling these hearings and notifying all interested parties. The assigned public defender has been signing documents for the offender during the judicial emergency.

Gagnon I Street hearings

- Gagnon I street hearings will resume per directive from court administration.
- Offenders will be notified of the date and time of the Gagnon I street hearing by their probation officer.
- Gagnon I street hearings will be conducted in the Gold Room in line with the court's safety procedures for entry into the courthouse.
- Offenders will be instructed to maintain social distance at all times.
- Staff, attorneys and offenders must wear a mask, or they will not be permitted to enter, and the hearing will be rescheduled.
- Probation officers will notify offenders of this requirement prior to the hearing date.
- Family and/or friends will not be permitted to enter the Gold Room.
- Attorneys and offenders will be seated using social distancing protocols
- Verbal agreement will take place in lieu of signatures on all documents. The hearing officer will make note of the verbal agreement.