

Phone (570) 825-1596  
(570) 825-1593  
(570) 825-1594



Fax (570) 825-6242  
TDD (570) 825-1860

OFFICE OF COURT ADMINISTRATION

COURT OF COMMON PLEAS

LUZERNE COUNTY COURTHOUSE  
200 NORTH RIVER STREET  
WILKES-BARRE, PENNSYLVANIA 18711

November 25, 2019

C. David Pedri, Esquire  
Luzerne County Manager

Tim McGinley  
Chairman of Luzerne County Council

Re: Programs

Gentlemen,

In anticipation of our discussion at the Council meeting tomorrow, included herewith, please find information concerning the plan of the Courts to continue services and programs previously administered by a third party vendor. All programs are integral to the criminal justice system. It is necessary to have the programs in place by January 1, 2020.

It is expected that the costs of the programs will be totally offset by the required fees generated, so there will be no additional expense to the general fund.

Thank you for your consideration.

Yours truly,

A handwritten signature in blue ink that reads "Michael A. Shucosky".

Michael A. Shucosky, Esquire  
Court Administrator

Cc: Judge Richard M. Hughes, III  
Paul Hindmarsh  
Brian Swetz

**COURT REPORTING NETWORK (CRN)**  
**ALCOHOL HIGHWAY SAFETY SCHOOL**  
**COMMUNITY SERVICE PROGRAM**

Due to the cancellation of service contracts, it is necessary for the Court of Common Pleas to institute programs to replace those provided by the third party vendor. After extensive review, it has been determined that the most efficient and cost effective means would be to assume the programs internally by the Probation Office. While there will be a need for additional staff and resources, the cost will be offset by the revenue generated. These services will revenue neutral to the budget of the Probation Office.

The following are descriptions of the programs:

In Luzerne County there are over 1,200 DUI arrests per year. Most of which are handled by DUI Court. CRNs are mandated by statute whereby the party is entered into a state wide registry which generates the requirements for pretrial services, for such things as evaluations and at what level, etc.; and makes appropriate referrals. This is usually done at Central Court. Compliance is monitored. This is the entry level for all cases in the DUI Criminal Justice system.

Virtually all DUI convictions or resolutions require participation in the Alcohol Highway Safety School. These are mandatory classes totaling twelve and one half hours. Classes are held multiple days a week, in evenings, and/or weekends. Staff are specifically trained and certified on the program presentation.

It is common for Courts to require as part of a DUI conviction or other convictions that the party perform community service for a designated time period as part of the sentence. The Community Services Program establishes and oversees the entire process, including recruitment of community participants, assignment of services, monitoring of performance, reporting of violations, documentation of completion, and all related matters. There are just over 2,000 participants per year in this program.

The staff for these programs must be trained and certified according to standards set by the State DUI Association, have a college degree, and must maintain annual recertification. To fulfill the responsibilities of the programs, it will be necessary to employ a DUI Coordinator/Program Manager and three AHSS Instructors/program specialists. They will be cross trained and will administer all three programs. A fiscal technician position will also be necessary to administer the collection, data entry, and allocation of monies paid by participants. The requirements will be addressed with the Office of Budget and Finance.

All three programs generate fees paid by the participants. It is anticipated that the revenue generated will at the very least totally offset Programs costs. Attached herewith is the financial information and projections. Therefore, the assumption of these programs internally will not negatively impact the budget of the Probation Office in any way. Luzerne County was one of the few counties to use outside vendors for this core probation office function and it properly being returned to the Probation Office.

## **PROJECTED REVENUE:**

### **AHHS/CRN**

Program fees are paid by the participants. The fee for CRN Evaluation is \$60.00 and the fee for the Alcohol Highway Safety School is \$250.00. The current provider reported revenue of \$309,000 for calendar year 2018.

PROJECTED REVENUE: \$300,000

### **COMMUNITY SERVICE PROGRAM**

Program fees are paid by the participants. The fee will be set at \$50.00. The current provider reported revenue of \$78,113 for calendar year 2018 based on a \$100.00 fee.

PROJECTED REVENUE: \$40,000

**TOTAL PROJECTED REVENUE: \$340,000**

## **PROJECTED EXPENDITURES:**

<b>POSITIONS:</b>	DUI Coordinator/Program Manager (1)	\$45,000
	AHSS Instructor & Program Specialist (3) @ \$32,000 =	\$96,000
	Fiscal Technician (Clerk IV)	\$26,346
	Estimated Benefits, (5) employees @ \$20,000 =	\$100,000
	<b>Estimated Salaries &amp; Benefits</b>	<b>\$267,346</b>
	Alcohol Highway Safety School Workbooks	\$5,000
	Community Service Program Liability Insurance	\$7,000
	Operating Supplies/Equipment	\$8,000
	<b>Estimated Operating Expenses</b>	<b>\$20,000</b>

**TOTAL PROJECTED EXPENDITURES: \$287,346**

The additional funds will be earmarked to offset the costs for security at Penn Place during evening and weekend hours.