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Parole Information Project

2014

Parole Board Preparation Training

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PAROLE BOARD PREPARATION TRAINING

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PAROLE BOARD REPORT

STATE OF NEW YORK DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION
PAROLE BOARD REPORT

CORRECTIONAL FACILITY

PAROLE BOARD TYPE/ DATE: TYPE MONTH YEAR

NAME: <input type="checkbox"/>	RECEIVED DATE: <input type="checkbox"/>	CMC: A <input type="checkbox"/>	B <input type="checkbox"/>
DOB: <input type="checkbox"/>	DIN: <input type="checkbox"/>	NYSID: <input type="checkbox"/>	FBI: <input type="checkbox"/>
PE DATE: <input type="checkbox"/>	CR DATE: <input type="checkbox"/>	ME DATE: <input type="checkbox"/>	

PRS: years PV NT: Yes No TIME ON PAROLE: TIME SERVED: months

CRIMES OF COMMITMENT, FELONY CLASSES, SENTENCE, PLEA OR VERDICT

EEC: ISSUED DENIED NON-CERTIFIABLE INELIGIBLE / N/A

OFFICIAL STATEMENTS: JUDGE - Yes No DA - Yes No DEF ATTY - Yes No

SENTENCING MINUTES: Yes No IF NO, DATE(S) REQUESTED:

PAROLE BOARD REPORT

CO-DEFENDANT: NAME/NYSID **STATUS**

█

DETAILED PRESENT OFFENSE: █

OFFENDER STATEMENT: █

CRIMINAL HISTORY: Warrant: Yes No ICE: Yes No

IF YES, EXPLAIN: █

NEW YORK STATE – [CLICK HERE](#)

JUVENILE: Yes No OUT OF STATE: Yes No FEDERAL: Yes No

IF YES, EXPLAIN: █

CERTIFICATE OF RELIEF: Eligible Ineligible Youthful Offender

INTERPRETER NEEDED: Yes No IF YES, LANGUAGE: █

PROPOSED RESIDENCES:

PRIMARY: █

ALTERNATE: █

PROPOSED EMPLOYMENT: █

[Drop Down List, ORC](#)

Date:

[Drop Down List, SORC](#)

Date:

PAROLE BOARD REPORT HEADER

Use the drop downs to fill in the Parole Board type, month and year.

Fill in all information. Information may be copied from the FPMS Overview.

CMC A and CMC B cases need to be identified. New policy effective 7/18/14 for Noteworthy cases is in your folders.

PAROLE BOARD REPORT HEADER

- The Name and Date of Birth must be the ones displayed on the FPMS screen (Sentence and Commitment).
- If the inmate gives you different information, note it in Supervision and Investigation Concerns.
- The PE, CR and ME Date should be taken from the Current Time Computation and match the front of the Community Supervision folder. If they don't, the SORC and/or IRC must be notified.

NOTEWORTHY CASE REPORT

- Noteworthy cases included inmates whose instant offense caused the death of a victim who was:
 - Law enforcement (employees of any criminal justice authority)
 - 18 years of age or younger
 - 65 years of age or older
 - Tortured

Noteworthy Cases

- Inmates with multiple victims (“serial killers”)
- Assault cases involving torture
- Assaults on law enforcement employees resulting in SPI
- Inmates whose IO is a sex offense and whose victim was:
 - 18 years of age or younger
 - 65 years of age or older
 - Tortured

Noteworthy Cases

- Sex offenders with a history of repeated sex crimes – “serial rapists or offenders”
- CMC and non-CMC cases that are noted in the file as generating widespread media attention at the time of the IO.

PRS/PVNT/TIME ON PAROLE/ TIME SERVED

- Indicate the amount of Post Release Supervision (PRS) from FPMS 05 screen.
- PVNT – Parole Violator New Term – a parolee who is sentenced to a new prison term.
- Time on Parole – If he is a PVNT, indicate how long the inmate was on Parole. This will involve a time computation.

TIME ON PAROLE SAMPLE

Time on Parole = Delinquency Date – Release Date.

- Dates are found in FPMS 01, 05 and the Overview Screen from the Prior Bid or in the folder.
- Delinquency Date: 2013 09 23
- Release Date: 2012 06 15
- Time on Parole = 1 03 08

Time Served

- All time served should be written years, months, days. EX: 02-03-04.
- For PIE and Reappearance cases - use the Parole Board Date.
- For Merit - use Merit Eligibility Date.
- For Initial - use the Earliest Release Date.

TIME SERVED SAMPLE

Date of Board Appearance:	2013	11	05	
<u>Date Received:</u>	--	2012	08	05
			1	03 00
<u>Jail Time (Days)</u>	270 days	+	0	09 00
(270/30 = 9 months)			1	12 00
(Convert 12 months or more to years)				
Time Served	=	2-0-0		

CRIMES OF COMMITMENT, FELONY CLASSES, SENTENCE, PLEA OR VERDICT

- Verify all information regarding the crime and sentence by checking the Sentence and Commitment.
- You may copy and paste the crime information from the FPMS Overview page into the Report – if more than 3 convictions, you will need to type.
- You will need to add the Sentence, Date , Plea or Verdict, County of Commitment and whether Concurrent (CC) or Consecutive (CS).

Sample Crime of Commitment

Criminal Sale Controlled Substance 3rd B 1-0-0/3-0-0 9/23/13 Plea NY County

Criminal Possession Controlled Substance 3rd B 1-0-0/3-0-0 9/23/13 CS Verdict NY County

Aggregate Sentence: 2-0-0/6-0-0

Aggregate terms should always be written under the instant offenses. The aggregate term may be found on the FMPS Overview Screen in the same spot, under the instant offense.

EARNED ELIGIBILITY CERTIFICATES

- Inmates who are serving an indeterminate sentence with a minimum term of incarceration of eight (8) years or less are eligible for EEC consideration.
- Each facility needs to have a procedure in place to ensure every eligible inmate has an EEC at least one to two weeks before the Parole Board.

EARNED ELIGIBILITY CERTIFICATES

- Most months, unscheduled EEPs will be required as a result of add-ons to the parole board schedule.
- Notify Central Office to advise us if you have an add-on, **especially** the week of your Parole Board.
- If an appearance is postponed, an unscheduled EEP is required.

EARNED ELIGIBILITY CERTIFICATES

For example:

Inmate schedules for an EEP in September for a December Parole Board appearance. If the Parole Board postpones the appearance until January, an unscheduled EEP must be done.

DO NOT use the December EEP for the January Parole Board!

Official Statements

- Must be requested from the Judge, DA and Defense Attorney
- Requests should be made as soon as the folder is received at your facility
- Copies of request letters with address go in Section III B of Community Supervision file – identify them with tabs
- Request must have been sent at least 30 days prior to Parole Board appearance

SENTENCING MINUTES

Why do we Request Minutes?

- Minutes are requested for discretionary release cases.
- These are cases where the Parole Board controls the release decision.
- *Sentencing minutes may contain recommendations from the Judge, DA, Defense Attorney, or victims or other helpful information that may not appear in any other place.*

What types of Cases?

- Minutes are requested for cases that have a Parole Eligibility Date (PED). This includes:
 1. These case types include: Initials, Initials or Earlier (INOE), Reappearances, Reappearances or Earlier (REOE), Merits, Merits or Earlier (MEOE), LCTA, etc.
 2. Parole Violator Cases that owe time on a Previous sentence and have a PE date.
 3. Mixed sentence cases with and indeterminate and determinate sentence who have a PE date.

PROCEDURE

- When the ORC receives the case, check the Community Supervision folder and IRC to confirm the status of the Sentencing Minutes and/or requests.
- If the Sentencing Minutes are in the Community Supervision folder, they should be filed above the PSR and tabbed for the Parole Board.

DOB [REDACTED] DIN NYSID FBI
REGISTERED N RISK LVL REG EXP DT
SEX OFFENDER: IO 0 NO PRIOR OTHER
DNA Y ELIG DOCS ACTN 1 SAMPLE TAKEN 06 / 13 / 12 NYSP SMPL CRIME 06/21/12
ERIT DATE PH DATE/TYPE TENT RLSE DT PE DATE TAC DTE/TYPE CR DATE ME DATE
/ / 08/2013 CRC / / / / / APPR 10/25/2013 02/09/2014
***** CRIME 1 ***** LCTA DATE:

04/25/2013

COURT: SUPREME COUNTY: [REDACTED] BRONX JUDGE:
INDICTMENT NUMBER: CJ TRACKING NUMBER
OFFENSE DATE: 08 07 09 CONVICTION: P PLEA 01 23 12 VFO
ATT: Y CRIME: 2108 CRIM POSS WEAP 2ND CRIME CLASS: D COUNTS: 001
HATE: N TERROR: SEX MOTV FEL:
MIN TERM: 00 00 00 MAX TERM: 02 00 00 PRS: 02 00 00 N NOT SILENT
CCCS: TYPE: F DT1VFO

SENTENCING DATE: 03 28 12 **SENTENCING MINUTES: Y YES 06 12 12**

ARRESTING AGENCY: NYCPD ARREST DATE: 08 07 09

CRIME LOCATION: NYC JAIL TIME: 0122

DA PCKT RECVD: PRIOR CCCS:

JAIL TIME USED IN DATE COMP 0122

*** INQUIRY ONLY ALLOWED ***

ENTER> <PF3> EXIT <PF7> BKWD <PF8> FWD <PF9> CRM RELATE <CLEAR>

FPMS SCREEN 01

- The highlighted line will show *Request 1 and the date or Request 2 and the date.*
- If the minutes are on file in IRC, it will show Y and the date received.
- *The ORC needs to verify that copies of the requests and or the minutes are ACTUALLY IN THE FILE!*

Sentencing Minutes on the IJ Portal

- Class and Movement is now responsible for assigning minutes received in the portal to the facilities.
- An e-mail will be sent indicating which minutes have been assigned to that facility and will provide a link for you to sign in, retrieve and print the sentencing minutes.
- A Search option is also available and is detailed in the instructions sent on 2/13/14.

Sentencing Minutes Received

- Document that the minutes have been received on the Parole Board report.
- *It is up to the ORC to read the minutes and note on the Parole Board report if the Judge, DA , Defense Attorney, or victim has made any recommendation regarding release. USE TABS!!*
- File the minutes in the Community Supervision file on top of the Pre-Sentence Report.
- Tab the minutes so the Parole Board Commissioners can easily find them.

CO-DEFENDANTS

- Check the Pre-Sentence Report/Sentencing Minutes for information re: Co-Defendant's
- Ask the inmate as well
- Check FPMS, CMS for information re: Co-Defendant's
- Enter the Co-Defendant's name, NYSID and current status

DETAILED PRESENT OFFENSE

- Should include the who, what, where , why and how of the offense. Be specific. Include the date, time and location of the crime.
- **Should NOT be an exact copy of the description in the PSR.**
- If there is more than one crime or one crime has involves more than one scene or act , use more than one paragraph. If they are from separate indictments, include the indictment numbers.

EXAMPLE: On November 30, 2003 at approximately 4:10 a.m. while located in front of 565 Fulton Avenue, Hempstead, New York, the subject intentionally assaulted victim E. O. by stabbing her with a knife five times in the back and once in the abdomen causing serious wounds which required immediate medical attention.

According to investigative information, the inmate and victim had engaged in an argument at the victim's place of employment earlier in the day in question in Hempstead, NY. The subject had been escorted from that establishment. He then proceeded to the victim's residence armed with a knife and awaited her arrival.

OFFENDER STATEMENT

- Be sure to **advise the offender** regarding this statement, **especially if the conviction is by verdict, and he has appeals pending**, that anything he says in this interview, could be used in further proceedings.
- Ask the offender if there is anything they would like the Parole Board to know about their offense. Ask for their version of what happened.

OFFENDER STATEMENT

- This statement should be brief. Use their statements if you can. If you use their words, quote them.
- This is the offender's statement. Please note if the current statement differs from the PSR or reception intake interview.
- If he tells you that he doesn't want to change his last statement, don't state "Same as last time" – rewrite the statement. This will save the Parole Board Commissioners time from searching elsewhere.

CRIMINAL HISTORY

- The PBCHR saves the ORC significant time.
- All open felony cases and felony cases with no disposition or information available should be followed up with a letter, allowing sufficient time (minimum 30 days prior to the Board) for response. Ideally these letters should be sent when folders are received.
- Status of Felony warrants are requested. Misdemeanor warrants are not required.

CRIMINAL HISTORY

- If the subject was sentenced to a Federal Sentence, is this concurrent with the state sentence? Will he serve time with them later? Is there a detainer on file? Check with IRC.
- ICE Warrants? Latest information is available with the inmate's A# and by calling the Automated ICE # 1-800-898-7180. If being deported, list country and A# and current type of detainer on file. *Example: Inmate is a native of Mexico with a Final Deportation order. A#099999999.*

CRIMINAL HISTORY

- Juvenile history is always placed in the Confidential section. Juvenile history will include any JD (Juvenile Delinquency) or PINS (Person in Need of Supervision) adjudication heard in Family Court.
- Descriptions of these offenses can sometimes be found in the PSR Legal History section.

Out of State Criminal History

- Needs to be written out. See Sample Below.

<u>Date</u>	<u>Arrest</u>	<u>Court/Place</u>	<u>Disposition</u>
9/17/91	Voluntary Manslaughter	South Carolina	No Date – YO (Voluntary Manslaughter) Sent: 1-0-0/6-0-0
9/29/94	Poss. Loaded Gun Poss. Crack/ Cocaine	Charleston, South Carolina	12/15/94 – YO (Poss. Crack/ Cocaine) Sent: 5-0-0
10/1/94	Assault 2 nd	Charleston, South Carolina	10/2/94 – Assault 3 rd Sent: 1 year jail

CERTIFICATE OF RELIEF

- Please refer to Directive 8400 for eligibility for Certificates of Relief.
- Note eligibility only – deferments are not determined by the Superintendent until **after** the inmate is approved for release.

INTERPRETER

- If inmate does not speak English, check yes and indicate language. Must arrange for interpreter.

PROPOSED RESIDENCES

- **Should not** be proposing residences with victims of the IO or past crimes unless this has been discussed this with the SORC and Field PO and SPO.
- Proposed residences should include the name of the person whose residence he prosposed, the relationship he has to the inmate, the city where the residence is located. Exact address information should ONLY be placed in the Confidential Section.

PROPOSED RESIDENCES

- Alternate addresses should include all the information you would include for proposed residences.
- Interstate transfer requests should always be listed as alternate addresses.
- Undomiciled referrals should also include the last known address, as this is likely where they will enter the shelter system. They will return to the Area Office where they were last supervised, the County of last residence, or the Precinct of last arrest, in that order.

PROPOSED RESIDENCES

- Undomiciled referrals – Although the ORC can suggest where the inmate would like to go, the ORC cannot make that decision. The decision for placement in a program or shelter is SOLELY up to the Field Parole Officer and his Supervisor.

SOH 220 Special Condition

- 3 criteria:
 - Currently on the SOR as a Level 3 offender
 - Currently serving time for a specified offense or a Sexually motivate felony (SMF), including any attempts, where the victim was under age of 18 at the time of the offense or we do not know the age of the victim;
 - Serving a sentence that requires registration as a sex offender, but for whom the risk level is not known.

Upcoming Board Appearance

- Complete Pre-Release Worksheet
- Board will impose SOH 220 special condition.
- Requirement for this special condition will be noted on the special condition sheet
- Inmate is to be notified of the imposition of the special condition
- When the Condition is imposed, SORC will enter it in GES and it will be noted on the Prep in CMS.

ME Case with 1st Release to PRS

- SORC completes the Pre-Release worksheet
- Review cases that have not obtained residence verified to be outside of school grounds.
- Forward a written request to the Secretary to the Board of Parole for possible imposition of RTF 220 that places the inmate in a Residential Treatment Facility.
- SORC enters the condition in GES and notifies the Field Office via CMS entry.

PV and PRS Violators NNT

- Commissioner has the authority, upon the person's re-release to community supervision, to establish a RTF as the person's residence.
(no residence in a location outside of school grounds)
- SORC prepares paperwork and submits to Superintendent of the Facility for review and recommendation to the Commissioner or his designee.

Cases Requiring Continuation of RTF Placement

- Parolee's placed under RTF 220 and otherwise scheduled for release to the community.
- Superintendent at RTF advises Commissioner no later than 5 months after parolee's participation if no appropriate residence has been developed.
- Commissioner has the authority to extend the placement in RTF until an approved residence has been identified.

PROPOSED EMPLOYMENT

- List specific place of employment if the inmate has a Letter of Reasonable Assurance. List any employment the inmate might suggest as a possibility.
- Letters of Reasonable Assurance are filed in IIB of the Community Supervision folder.
- If the inmate has a work history, is a union member, or has a skilled trade or profession, list that here.

CONFIDENTIAL REPORT

CONFIDENTIAL REPORT:TYPE MONTH YEAR

OFFENDER NAME: [REDACTED] DIN: [REDACTED] NYSID: [REDACTED]

Confidential File: Yes No

Supervision and Investigation Concerns: [REDACTED]

Active Orders of Protection: Yes No
If Yes, Dates of OOP: [REDACTED], Expiration Dates: [REDACTED]
Name(s)/Relationship(s): [REDACTED]

Past Behaviors: [REDACTED]

History of Community Supervision: [REDACTED]

Intelligence Information: Gang affiliation / tattoos: [REDACTED]

Sex Offender History: Yes No If Yes, Risk Level: [REDACTED]

Mental Health: Level [REDACTED] OMH Evaluations (dates/ diagnosis): [REDACTED]

Medical Concerns: Yes No Level [REDACTED]
If Yes, Explain: [REDACTED]

Family Information: [REDACTED]

DOMESTIC VIOLENCE HISTORY: [REDACTED]

Active or Prior Orders of Protection: Yes No
If Yes, Dates of OOP: [REDACTED], Expiration Dates: [REDACTED]
Name(s)/Relationship(s): [REDACTED]

FINANCIAL INFORMATION: [REDACTED]

VICTIM INFORMATION: Check all applicable.

Stranger: Adult 65 and Over Under 18 Under 13
Non-stranger: Adult 65 and Over Under 18 Under 13
Non-stranger's Victim's Relationship to Offender:
Grandparent Parent Spouse Child Sibling
Aunt Uncle Cousin Girlfriend/Boyfriend
Non-Stranger Other: (This could mean a person's neighbor/employer/friend.)
Law Enforcement:
Multiple Victims:
Unknown:

ENEMIES NOTED: [REDACTED]

GUN OFFENDER REGISTRATION ACT (GORA) FORM COMPLETED AND ON FILE (NYC only): Yes No

SUMMARY/EVALUATION [REDACTED]

CONFIDENTIAL FILES

- INMATE SHOULD NOT EVEN KNOW A CONFIDENTIAL FILE EXISTS!
- INMATE SHOULD NEVER BE GIVEN A CONFIDENTIAL FILE!
- CONTENTS OF A CONFIDENTIAL FILE SHOULD NEVER LEAVE THE GUIDANCE OFFICE, EXCEPT TO GO TO THE PAROLE BOARD!

CONFIDENTIAL FILES

- Anyone who reviews a confidential file, is required to sign off on the sheet inside the file.
- The ORC and SORC should be reviewing the Confidential File. This may have an impact on proposed residence and programming. SORC's should ensure that the sign off sheets and exhibit sheets are updated.

CONFIDENTIAL FILES

- Files should be placed in **very large manila envelope** and placed inside the front cover of the folder, so that they are easily identified and found in the same place at every facility.

SUPERVISION AND INVESTIGATION CONCERNS

- Originally intended for the Field Parole Officer.
- Highlights information that may impact the safety of the Officer in the Field and Public Safety.
- Proposed Residences: list names, ages and relationships of others in the residence.

SUPERVISION AND INVESTIGATION CONCERNS

- Include information regarding the proposed residence if anyone is known to keep weapons at the residence and whether or not anyone at the residence is now or has ever been on Parole or Probation.
- Also note whether there are any pets at the residence or any dangerous animals of any kind.

ACTIVE ORDERS OF PROTECTION

- Note who the order is for and the dates.
- Note whether this is for the victim of the IO, if this is for the victim of another crime, or if it is a Family Court order from another type of proceeding.
- Do NOT assume all orders are Domestic Violence related!

PAST BEHAVIORS

- Think of this as “If I were going to supervise this inmate, what would I want to know about him?”
- List anything you might want the Field PO or public to know. Such as “has been known to carry knives” ... “has hidden a .380 caliber pistol in his wheelchair” “historically has refused to stop for police and has been involved in three high speed chases.”

HISTORY OF COMMUNITY SUPERVISION

- List dates of supervision and whether or not he was successfully discharged or violated and returned to incarceration.

INTELLIGENCE INFORMATION

- List gang affiliations and ranks, tattoos (all), defining features, known associates, known MO's (modus operandi).

SEX OFFENDER HISTORY

- Check the box, provide the Risk Level if registerable offense. If this is a Potential Discretionary Sex Offender case, state the reason why he is to be considered as such.
- Review all Tier III tickets, Criminal History, YO and JD offenses for potential sex offenses.

MENTAL HEALTH

- State DOCCS Risk Level. List any OMH Evaluations and Hospitalizations. List any known diagnoses and medications. Look at the PSR and Sentencing Minutes for any past history of treatment and hospitalizations.
- All OMH Level 3's, 2's and 1's require that a Mental Status Exam be requested for the Parole Board.
- Mental Status exam documenting changes from Level 1 or 2 to Level 6 in proximity to the hearing should be requested from OMH.

MEDICAL CONCERNS

- A memo or letter should be sent to the Nurse Administrator requesting a Comprehensive Medical Summary for the purpose of a Parole Board Appearance and/or Discharge Planning.
- State DOCCS Level. List any diagnoses if known and medications if known.

FAMILY INFORMATION

- List known family and what the status of contact is between the inmate and the family.
- State if family members are willing to provide a residence or other assistance upon release.

DOMESTIC VIOLENCE HISTORY

- Note the Orders of Protection in detail.
- Note if the victim has been visiting at the facility.
- Note if there are children involved.
- Note whether or not the inmate wanted to propose residence with the victim and had the residence denied by Field Parole staff.

FINANCIAL INFORMATION

- Note if there is restitution owed.
- Note if the inmate has some financial resources from a settlement of some type.

VICTIM INFORMATION

- Check all that apply.

SUMMARY /EVALUATION

NO SUMMARY EVALUATION IS NEEDED ON CRC CASES!

The Summary/Evaluation section of the Confidential Report should contain the following information:

- Age of the offender
- Terms of incarceration (number of state terms)
- Notable history on supervision (i.e. Instant Offense committed while under supervision, history of violations of supervision)
- Age when became criminally involved
- Overall institutional adjustment (i.e. Program accomplishments or lack thereof, significant disciplinary issues)

SUMMARY /EVALUATION

- Significant family court/juvenile/out of state history
- History of mental health issues
- History of domestic violence issues
- Sex offenses (either I.O., prior, pattern)
- Significant prior offenses (Violent, sophisticated, vulnerable victims, sexually based)
- Gang affiliations
- Anything noteworthy or of concern about his behavior

SUMMARY SAMPLE

Subject is a 45-year old male serving his 3rd state bid. The instant offense is the continuation of a violent history that includes a prior conviction for manslaughter. His history also notes significant family court involvement. His institutional adjustment is mixed as he has completed all recommended programming, but had some significant disciplinary issues including a ticket for possessing a weapon. Prior history under supervision has resulted in numerous violations. It is noted that the IO was committed while the subject was on parole for the manslaughter conviction.

SUMMARY SAMPLE

Subject is a 41 year old male convicted of Assault 1st, CPW 2nd, CPW 3rd, Bail Jumping 2nd and Att. Promoting Prison Contraband 1st and sentenced to an aggregate term of incarceration of 14-4-08 to 16-6-0. The instant offenses of Assault and CPW 2nd and 3rd involved the subject shooting the victim seven times with a handgun, seriously wounding him. The subject admitted involvement in the offense, claiming he was angry because the victim had injured him previously. In the Promotion of Prison Contraband offense, the inmate again possessed a weapon, this time a razor/knife.

The subject's criminal history began in 1993, at the age of 23, with the violent felony offense of Robbery 1st, for which he was given a sentence of Probation and 6 months jail. He has one other conviction for Criminal Possession of Stolen Property Fourth, a D Felony, for which he again received a sentence of Probation, before he committed the instant offenses. This is his first term of state incarceration.

(Continues on next slide)

SUMMARY SAMPLE (cont'd)

The inmate's criminal behavior has continued while incarcerated, as evidenced by his conviction for Att. Promotion Prison Contraband 1st. In addition, he has been consistently unable to follow the rules of the facility, resulting in numerous Tier 3 and Tier 2 disciplinary violations. The subject has spent the larger portion of his sentence in SHU and has a recommendation for the loss of all his good time.

The subject's ability to program, has, at various times, been affected by his disciplinary status. However, he has completed most recommended programming and has obtained his GED.

The subject has little support in the community and will be undomiciled upon release. He has no employment plans and states he will take any job available.

PAROLE BOARD PACKET

- ORDER OF MATERIAL IN PACKET: (** = Two copies)
- Memo's about the case
- Parole Board Report **
- Confidential form **
- PBCHR (RAP) **
- Disciplinary History (FPMS 23)**
- Program Assignments (FPMS 12)**
- Program Eligibility Screening and Monitoring(FPMS 13)
- Time Computation (FPMS 05)
- Special Condition Sheet (Recommendations)

IS A NEW PAROLE BOARD REPORT NEEDED?

- If it has been six months or less since the last Parole Board Appearance, no new Parole Board Report is required. Attach a Memo to the last PBR to notify the Commissioners of any updated information.

Sample Memo

To:
From:
Date:
Subject:

The above named inmate made a Merit appearance before the 4/12 Board, as which time he was denied release and held to PED. The subject is now making his Initial Appearance before the 9/12 Board.

Since his Merit Appearance, the inmate has completed HIV/AIDS Facilitator Training and ASAT. He has maintained outside clearance and is currently assigned to a work crew.

The subject's plans now involve pursuing a career as a HIV/AIDS counselor and seeking outpatient Substance Abuse Treatment.

All other information remains the same as in the 4/12 Merit Parole Board Report.

IS A NEW COMPAS NEEDED?

- If a Re-Entry Assessment has been completed in the last 12 months, no new assessment is required!

SECTION 3A

- Status Memo, De Novo Memo, Refusal, Postponement (PP) request
- Parole Board Report
- PBCHR
- COMPAS
- Prior Parole Board decisions, minutes, reports
- Sentencing Minutes/Requests
- PSR
- Rap sheet

SECTION 3B

- Blank Decision Sheet
- Psychiatric/Psychological Reports/request
- Judge/DA/Defense Attorney letters/request
- ICE/Deportation Orders
- Orders of Protection
- Sentence and Commitment

Inmate Notification/Copies

- The inmate must receive a notice regarding the Parole Board Appearance, even if they are not appearing in person (paper case). It should include the Month/Year and type of Parole Board Hearing.
- They should also receive copies of the Parole Board Report, FPMS screens 05, 12, 13, and 23, Special Conditions recommendation, and the Re-Entry COMPAS (with redactions of questions 24, 29, and 30 and the corresponding Narrative sections for these questions).

QUESTIONS?