Commonwealth of Pennsylvania Pennsylvania Board of Probation and Parole	Volume III Chapter 3 Procedure 3.02.03	Date Revised: Replaces 3.2 03/11/02 04/30/04
Chapter Title **CASE RECORDS, DECISIONAL PROCESSING**		**Date of Issue** **1/26/12**
Subject **CASE REVIEW AND RELEASE PROCESSING** **DOCKET MANAGEMENT**		**Effective Date** **2/09/12**

I. AUTHORITY

The Chairman of the Board is granted the authority to "direct the operations of the Board and fulfill the functions established by the act… including organizing, staffing, controlling, directing, and administering the work of the staff." 61 Pa.C.S. § 6112 (a)(1) & (a)(4).

II. PURPOSE

The purpose of this procedure is to set forth a process to schedule an offender to be interviewed by the Board.

III. APPLICABILITY

This procedure is applicable to all Board staff.

IV. DEFINITIONS

See Procedure 03.02.01 Glossary.

V. POLICY

It is the policy of the Board to provide a uniform paroling process for eligible offenders.

VI. PROCEDURE

A. Creating a Docket

1. Placing Cases on the Docket

a. Minimum cases

Inmates are added to the docket eight (8) months prior to the minimum sentence date. Offenders are seen for minimum interview with the Parole Board four (4) months prior to their minimum sentence date. Cases are docketed through the Institutional Case Management Automation application (ICMA). For additional information refer to 3.04.01 Docket and Rescheduling.

b. Review cases

Reviews are processed according to the offender's Board Action. The Board action will specify the month and year the offender is to be interviewed. For example, "Refuse/Review on/after July 2011", the offender is placed on the July docket.

c. Reparole Review cases

Reparole Reviews are added to the docket three (3) months prior to the expiration date of the reparole eligibility month. Upon receipt of the Board Action, the offender is added to the docket three (3) months prior to the month/year cited in the Board Action. For example, "Not eligible for reparole until January 2012", the offender is placed on the October 2011 docket.

d. RRRI cases

RRRI cases will be docketed four (4) months prior to the RRRI minimum date if participating in or upon completion of programming (or treatment). Offenders are placed on the docket in accordance with their controlling minimum date of sentence.

1) When institutional parole staff deems an offender both a Rebuttable and RRRI case, docket as a RRRI to honor the earliest minimum date and seek Rebuttable Certification prior to the interview.

e. Rebuttal Parole cases

Offenders with a Rebuttable Eligible tag in the DOCNET banner must be CERTIFIED, DECERTIFIED or determined to be NOT ELIGIBLE prior to interview scheduling. Offenders are placed on the docket in accordance with their controlling minimum date of sentence.

f. Recommit and Review Board actions will be added to the docket three (3) months prior to their parole eligibility date. If the offender is past the parole eligibility date, the offender will be placed on the next available docket.

g. Board Actions to Review Next Available Docket should be placed on the docket no later than three (3) calendar months from the date the Board Action is received at the institution. For example: If the Board Action is received in October then the case should be listed no later than the January docket. Cases can be added to the docket earlier if all required documentation is available.

h. Other Docket Interview Types

Reference the Institutional Clerical Desk Reference, 3.04.01 Docket and Rescheduling, for information on other docket interview types.

2. Special Situations

a. Transfers

Upon notification of transfer, the offender is placed on the docket of the receiving institution three (3) months after arrival or sooner if required documentation is available. In the event of an offender being transferred, the notification of transfer is sent to the receiving institution by email. The institutional file is immediately forwarded to the receiving institution.

b. Parole Applications

Offenders may submit a parole application at any time. The Board Secretary/designee will review the application to determine eligibility. If eligible, the institutional parole staff will be notified to schedule on the next available docket. All applications for parole must be disposed of within six (6) months from the initial date of application.

c. Boot Camp Cases

Offenders incarcerated at the boot camp are released on parole upon graduation from the boot camp program. Even though the offender is not interviewed by the Board for parole, a boot camp offender is entered into ICMA as a “B” type of interview upon receipt at the boot camp, with the month and year of his scheduled release displayed as the date of interview.

B. Finalizing the Docket

Six (6) months prior to the interview month, the tentative docket is printed and distributed to the DOC to serve as notification that the listed offenders are identified to be interviewed.

C. Scheduling the Monthly Docket for Interview

1. Parole Interview Days

Two (2) months prior to the docket month, hearing examiner interview days are requested by the institutional parole supervisor through the hearing coordinator based upon the number of non-violent cases to be interviewed by the docket month. Institutional parole staff should schedule no less than 7 and no more than 15 interviews per day.

2. Panel Hearing Days

The combined number of interviews/hearings scheduled for Panel days should not exceed 15 cases. The cases are prioritized by scheduling panel hearings first, followed by violent five (5) vote cases. Flexibility in scheduling less than 15 cases depends on the complexity and length of time a panel hearing could take to complete.

3. Board Interview Days, Non-Video Conferencing

Institutional parole staff should schedule no less than 7 and no more than 15 interviews per day. If additional days are needed beyond the master Board interview schedule, the institutional parole supervisor shall communicate this need to the Board Secretary's Administrative Assistant two (2) months prior to the docket month.

4. Board Interview Days, Video Conferencing – Reference Procedure 3.03.11

5. Cancellations

   When scheduled decision maker interview days are cancelled, the institutional parole supervisor will immediately contact the Board Secretary's Administrative Assistant to request an additional Board member day. To request an additional hearing examiner day, the institutional parole supervisor will contact the hearing coordinator.

6. Exigent Circumstances

   At the end of the month, if violent two (2) vote cases need to be seen and no Board interview days are available, a request can be made to the Board Secretary and the Board Secretary's Administrative Assistant for permission to allow the hearing examiner to conduct these interviews.

D. Docket Post Interview

1. After the Board interview has been conducted, institutional parole staff must enter the date of the interview and the initials of any and all interviewers (in-person and videoconferencing) into ICMA. This information must be entered by the close of business, the next business day.

2. Prior to returning the Board files to Central Office, the votes of the in-person decision maker must be entered by institutional parole staff into the Automated File Location System (AFLS) by scanning the bar code or manually entering the parole number.

   For videoconference interviews, the Executive Office staff are responsible to enter the decision maker's vote into AFLS.

3. Rescheduling on the Docket

   a. Any offender scheduled, but not interviewed, must be moved to the next docket by entering a new docket date in ICMA and indicating the appropriate reason not interviewed.

   b. Any offender scheduled but not interviewed due to being in Disciplinary Custody status in the Restricted Housing Unit (RHU) must be moved to the next available docket after his scheduled release from the RHU and the Disciplinary Custody reason is entered in ICMA.

   c. Any offender, who is scheduled and is Act 98 of 2000 non-compliant, must be moved ahead twelve (12) months. Act 98 non-compliant is the reason selected in ICMA.

VII. SUSPENSION DURING AN EMERGENCY

This procedure may be suspended during an emergency at the sole discretion of the Chairman.

VIII. RIGHTS UNDER THIS PROCEDURE

This procedure creates no rights under law.

IX. RELEASE OF INFORMATION AND DISTRIBUTION OF PROCEDURE

A. This procedure does not contain information that impacts the security of Board staff or parolees and may therefore be released to the public.

B. This procedure is to be distributed to all Board staff.

X. CROSS REFERENCES

A. Statutes

1. Federal

2. State

a. 61 Pa.C.S. § 6112

b. 61 Pa.C.S. § 6132

c. 61 Pa.C.S. § 6137

d. 61 Pa.C.S. § 3907

e. 61 Pa.C.S. §§ 4506-4507

B. PBPP Policies

3.04.01

C. American Correctional Association

4-APPFS-2C-01

D. Management Directives

None

E. Report of the Reentry Policy Council

None