

<p>Commonwealth of Pennsylvania</p>  <p>Pennsylvania Board of Probation and Parole</p>	<p>Volume III Chapter 3</p> <p>Procedure 3.02.09</p>	<p>Replaces: 2.D & 3.8 2/26/02 4/30/04 1/23/12</p>
<p>Chapter Title CASE RECORDS, DECISIONAL PROCESSING</p>		<p>Date Issued 11/01/13</p>
<p>Subject: CASE REVIEW AND RELEASE PROCESSING MONTHLY INSTITUTIONAL REPORTING</p>		<p>Effective Date 11/15/13 PUBLIC</p>

I. AUTHORITY

The chairman of the board is granted the authority to “[d]irect the operations, management and administration of the board” and to “[p]erform all the duties and functions of chairperson, 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 provide direction on how to compile required monthly reports.

III. APPLICABILITY

This procedure is applicable to all board staff.

IV. DEFINITIONS

See Procedure 3.02.01 Glossary.

V. POLICY

It is the policy of the board to ensure the timely receipt of institutional parole offices’ reports.

VI. PROCEDURE

A. Parole Release Pending Report

1. Parole and Reparole

- a. When an offender has been granted parole or reparole and is eligible to be released, but is not released by the end of the month, the status and reason why the offender has not been released is identified in the parole release pending report (PRPR).
- b. The PRPR will contain the offender’s name, parole number, institution number, case type, effective date of parole, sex offender or hard to place

designation, board action date, max date, primary reason delaying release and historical narrative.

- c. The historical narrative section shall be specific as to why the offender has not been released and what attempts have been made to facilitate the release.
- d. This end of the month report is to be submitted to the regional institutional parole manager **as directed by chain of command**.
- e. **Institutional parole managers shall E-mail a copy of the report to designated DOC and PBPP central office staff.**

B. Cases Not Seen Report

This report can be generated through ICMA and will include the offender's name, parole and institution numbers, institution, violence indicator, number of times moved, and the primary reason that an inmate is not seen. This information must be jointly reviewed with the CCPM and the parole supervisor. The prior month's data will be entered in ICMA by the close of business on the second business day of the following month; i.e., data for September 2011 will be entered by the C.O.B. the 2nd business day of October 2011. The regional institutional parole manager will review and submit a monthly memo to the **deputy executive director of the Reentry and Quality Assurance Office** describing any persistent or reoccurring reasons that cases are not seen by a decision maker.

C. Monthly Status Report

1. This report is a monthly summary of docket and other workload related activities submitted by the Institutional parole manager.
2. The monthly status report form and categories must be completed by the institutional parole manager **as directed by chain of command** forwarded to the **deputy executive director of the Reentry and Quality Assurance Office** for review.

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

None

2. State

- a. 61 Pa.C.S. § 6112
- b. 61 Pa.C.S. § 6137
- c. 61 Pa.C.S. § 6137(e)(1)
- d. 61 Pa.C.S. §§4506-4507
- e. 42 Pa.C.S. § 9718.1
- f. 18 P.S. § 11.1101(b)(1)

B. PBPP Policies

None

C. American Correctional Association

None

D. Management Directives

None

E. Report of the Reentry Policy Council

None