

<p><b>Commonwealth of Pennsylvania</b></p>  <p><b>Pennsylvania Board of Probation and Parole</b></p>	<p><b>Volume III Chapter 3</b></p> <p><b>Procedure 3.02.06</b></p>	<p><b>Replaces: Procedure 3.5</b></p> <p><b>Issued</b> 04/30/04 04/16/06 1/23/12 08/12/14</p>
<p><b>Chapter Title</b> <b>CASE RECORDS, DECISIONAL PROCESSING</b></p>		<p><b>Date Issued:</b> <b>07/29/14</b></p>
<p><b>Subject:</b> <b>CASE REVIEW AND RELEASE PROCESSING</b> <b>INTERVIEW FOR PAROLE PROCESS</b></p>		<p><b>Effective Date</b> <b>10/01/16</b> <b>PUBLIC</b></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 set forth practices for the parole interview.

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 that all parole interviews be conducted in a timely and efficient manner.

VI. PROCEDURE

A. Interviews for parole are conducted in the state correctional institutions and county prisons.

1. Interviews are conducted by board members and/or parole hearing officers according to a monthly schedule published by the Board Secretary’s Office.
2. Violent cases are to be interviewed by a panel of two board members and non-violent cases are interviewed by one parole hearing officer.

**3. Certain RRRRI cases are to be interviewed by the institution’s respective Regional Institutional Parole Director (See procedure 3.2.03, IV, A., e.).**

B. Institutional Staff Responsibilities

1. Preparation of the monthly docket. For further information, refer to Procedure 3.02.03 Docket Management.
2. Request official versions, as needed. **Official versions are required for all violent cases as defined by board's violent crime's chart, driving under the influence offenses, as well as violation of the Uniform Firearms Act for current, overlapping, or underlapping cases. Official versions shall only be requested on other types of cases upon decision maker request.**
3. **Institutional parole staff shall initially check with the Department of Corrections records staff to determine if they have a copy of the official version.**
4. **If the Department of Corrections does not have an official version, institutional parole staff shall use the Request for Information (PBPP-364) to request parole supervision staff assistance in obtaining official offense versions. The PBPP-364 is scanned/emailed to the appropriate field office's BA mailbox; for example, PM, BA Allentown.**
5. When the board requests an official version for an offense committed outside of Pennsylvania or for a federal crime, these requests shall be handled by institutional parole staff.
6. Obtain automated criminal history - Record of Arrests and Prosecutions (RAP) sheet.
7. Collect materials from institutional authorities which may include the following:
  - a. Confidential Integrated Case Summary Application (ICSA) report or for county prison cases, the Institutional Parole Summary (county prison warden's recommendation) (PBPP-245A).
  - b. Sentence Status Summary (DC-16E) or for county cases, Initial Sentence Status Report (PBPP-102).
  - c. Presentence Investigation (PSI).
  - d. Official version of the instant offense.
  - e. Institutional Vote Sheet (DC-46).
  - f. Correctional Plan (DC-43) and program completion verification.
  - g. Psychological reports and mental health evaluation. At the time of interview, the evaluation report date must be less than 24 months.
  - h. Offender Violence Risk Typology (OVRT) and Risk Screening Tool (RST) as prepared by DOC staff.

- i. Misconducts **occurring within the past year and/or since last review.**
- j. Sex Offender Evaluation (**DC-578** if applicable).
- k. Sexual Offender Assessment Board Report (if applicable).**
  - l. Sexually Violent Predator (SVP) status (if applicable).
  - m. Determine ICE immigration status (if applicable). For further information, refer to Procedure 3.02.04 Interview Preparation.
- 8. Secure the offender's written version (PBPP-14) of the current offense and any offender written version(s) of parole violations (if applicable). Please note any variations or discrepancies from previous versions provided by the offender.
- 9. All efforts will be made to interview the offender to obtain information for preparing the ICSA/Summarization Report. Advise the offender of the month they will be interviewed.
- 10. Make physical arrangements with institutional authorities for the parole interview. Schedule county prison interviews with the designated hearing coordinator.
- 11. When necessary, have a language line type service available or an approved interpreter at the interview.

C. Post Interview Issues and Considerations

- 1. If a misconduct is received after the board interview, a copy of the new misconduct(s), a memo to the board and the DOC/county prison recommendation are sent to the Office of the Board Secretary, Case Analysis Division at **PM, OBS Case Analysis**. This information is presented to the decision makers for their review and decision.
- 2. If any other pertinent information is received, which would have a bearing on the parole decision, this information is sent to the Office of the Board Secretary, Case Analysis Division at **PM, OBS Case Analysis**. The information is presented to the decision makers for their review and decision.

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. § 6132
- c. 61 Pa.C.S. § 6137
- d. 61 Pa.C.S. §§ 4506-4507

B. PBPP Policies

3.02.03

3.02.04

C. American Correctional Association

4-APPFS-2C-01

D. Management Directives

None

E. Report of the Reentry Policy Council

None