


Commonwealth of Pennsylvania 	Volume III Chapter 3  <b>Procedure 03.01.10</b>	Date Revised: 12/08/2021
<b>Pennsylvania Parole Board</b>		Date of Issue: 12/16/2021
Chapter Title <b>CASE RECORDS AND DECISIONAL PROCESSING</b>		Effective Date: 01/01/2022
Subject <b>SUBMISSION CRITERIA PM OBS INBOX</b>		<b>PUBLIC</b>

I. AUTHORITY

This procedure is issued by the Chairperson, pursuant to 61 Pa.C.S. § 6112.

II. PURPOSE

This procedure sets forth the manner for submitting Parole Board request forms, time calculation requests and memos to the Parole Board.

III. APPLICABILITY

This procedure applies to Parole Board and Department of Corrections staff that submit requests to the Parole Board for review.

IV. DEFINITIONS

Parole Board Request Form (PB 111): Form for field/institutional staff to utilize when requesting Parole Board/Decision Maker review.

Time Calculation Request Forms (PB 112 CPV and PB 113 TPV): Forms for field/institutional staff to utilize when requesting a time calculation.

Memo to the Board: SCI parole staff generated letter used to advise the Parole Board of inmate status changes.

Memo to Decision Makers: OBS-generated memo to the Decision Makers when a decision needs to be reviewed or updated on a specific case.

V. POLICY

It shall be the policy of the Parole Board to set criteria for the submission of requests to the OBS, Case Analysis Division. All requests must be submitted through the resource account at [REDACTED]

## VI. PROCEDURE

- A. Requests for Parole Board review in cases that involve detain pending disposition of criminal charges, note conviction, or close interest in case. Requests to close interest shall not be submitted until an offender reaches their controlling max date. The following shall be included with the request:
1. PB 111 – Parole Board Request
  2. DC-P 257C – Criminal Arrest Report with recommendation
  3. DC-P 257H – Supervision History (current and up to date)
  4. PB 257N – Notice of Charges and Hearing (when applicable)
  5. A copy of the official version (criminal complaint/affidavit)
- B. Requests to remove or modify a Parole Board imposed mandatory condition must include:
1. PB 111 – Parole Board Request
  2. If a modification of the special condition is being recommended, the PB 111 must include the suggested language change.
  3. DC-P 257H – Supervision History (current and up-to-date)
  4. Completed OVA review memo.
- C. Continue Pending Additional Information Board Actions: Institutional parole staff shall obtain the information requested by the Parole Board and forward required information with a completed PB 111 to [REDACTED]. This information is presented to the Parole Board for their review and decision.

If the information is not received for review by the Parole Board within six months of interview date, a new interview will be required.

- D. Memos to the Board: Memos to the Parole Board are generated by the SCI parole staff to advise the Parole Board of status changes after parole has been granted. Institutional parole staff shall forward the memo with supporting documentation to [REDACTED]. This information is presented to the Parole Board for review and decision.

A memo shall be submitted to the Parole Board:

1. If an offender incurs a class I misconduct, or
  2. If an offender incurs a class II misconduct and DOC changes its parole recommendation.
  3. If a misconduct that resulted in a parole rescission is subsequently reduced or dismissed.
- E. Requests for calculations shall be submitted to [REDACTED] using Time Calculation Forms CPV (PB 112) and TPV (PB 113).
- F. Requests for Delinquency administrative actions will only be processed when received from [REDACTED]. These requests must include the PB 111 and the DC-P 62A.
1. If the request is to cancel the delinquency and close interest in the case, the PB 111 to include the recommendation of field supervision staff to cancel delinquency and close

interest in the case shall be submitted. Subsequently, a memo will be sent to the Parole Board for review of the request.

2. If the request is to cancel delinquency and continue on parole, the PB 111 stating the request to cancel delinquency to include the cancellation date shall be submitted.

#### VII. SUSPENSION DURING AN EMERGENCY

This procedure may be suspended during emergencies at the discretion of the Chairperson.

#### VIII. RIGHTS UNDER THIS PROCEDURE

This procedure creates no rights in any official or employee of the Parole Board or the Department of Corrections.

#### IX. RELEASE OF INFORMATION AND DISTRIBUTION OF PROCEDURE

This procedure is public and may be released to anyone upon request.

#### X. CROSS REFERENCES

##### A. Statutes

None

##### B. Parole Board Policies

None