


<p>Commonwealth of Pennsylvania</p>  <p>Pennsylvania Board of Probation and Parole</p>	<p>Volume III Chapter 3</p> <p>Procedure 3.02.11</p>	<p>Replaces: 3.10A Eff. 5/25/06; 3.02.11 Eff. 2/09/12 06/19/14 05/22/15</p>
<p>Chapter Title CASE RECORDS, DECISIONAL PROCESSING</p>		<p>Date Issued 12/21/16</p>
<p>Subject CASE REVIEW AND RELEASE PROCESSING VIDEOCONFERENCING</p>		<p>Effective Date 01/01/17 PUBLIC</p>

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 assist decision makers in their interviews of violent offenders.

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 videoconferencing (VC) is done in a timely and efficient manner.

VI. PROCEDURE

A. Cases Subject to Videoconference Interviews

Videoconferencing will be used for all violent offenders in an SCI, when practical, with the exception of:

1. Those interviewed in-person by a panel consisting of two decision makers.
2. Other inmates due to their physical or cognitive limitations.
3. Those who cannot access the videoconference location due to special inmate housing.
4. RRR/Rebuttable burglaries regardless of grading.

B. Preparing Cases to be Interviewed via Videoconference

1. The number of videoconference days per month are based on the number of violent offenders who can be interviewed via videoconferencing.
2. Institutional parole staff will determine the cases to be interviewed on a scheduled videoconference day.
3. The priority is to have all violent cases interviewed in panels consisting of two (2) board members.
4. Board members may choose to participate in panel interviews either by videoconference from central office or by a "point to point" VC session (institution to institution, district office to institution) panel interview format.
5. Institutional parole staff should schedule no less than 7 or more than 14 offenders per day. If there are not enough violent cases available to fill the schedule, institutional parole staff shall not supplement sessions with nonviolent cases, nor shall institutional parole staff add violent cases without consulting with the executive office staff.

If there are less than seven (7) cases, a notification must be made by the institutional parole supervisor to the board secretary, board secretary's administrative assistant and to the institutional parole manager. The email request will include the reasons why there are fewer than seven (7) cases available. A decision on whether or not to cancel the VC day will be made by the Board Secretary's Office.

6. Institutional parole staff will email the list of offenders to be video-conferenced two (2) weeks in advance to the board's executive office. Institutional parole staff shall forward all available materials to the executive office at this time.

Institutional parole staff will forward materials that are unavailable through ICMA or DOC Info via UPS to: Executive Office, 1101 S. Front St., Suite 5100, Harrisburg, PA 17104. For further details, reference Procedure 3.02.04 Interview Preparation.

7. Institutional parole staff will receive the central office file for assembly of the interview packet. For the document order, reference Procedure 3.02.04 Interview Preparation.
8. Upon completion of the interview, the in-person vote will be recorded by institutional staff, interview packet will be placed in board files and mailed to the executive office, Suite 5100 or board member will return file to central office.

C. The Day of the Interview/Review

1. On the morning of an interview, a VC communication connection will be established from the off-site location to the facility housing the offender.

2. Preparation for the VC shall include institutional parole staff verifying that the VC equipment is turned-on and that the scheduled offenders are available for interview. Offenders are seated and positioned so that confidential conversations cannot be overheard.
3. Institutional parole staff shall permit offenders to present any materials to the decision maker at the interview.

D. Post Interview Responsibilities

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. NOTE: 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 on non-face-to-face victim testimony cases 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. Executive office staff shall enter the votes of the in-person decision maker in AFLS for face-to-face victim testimony cases.
3. The off-site decision maker will return the videoconference packet to the executive office staff for recording of their vote in AFLS once files are received.

E. Videoconferencing for Panel Hearings

At their discretion, board members may choose to conduct panel hearings via videoconference. In these cases institutional parole staff shall follow the procedures set forth in 3.3.04, § VI, D. 4.

F. Videoconference Equipment Failure / Cancellation

If the videoconference equipment fails, and the connection cannot be reestablished, the in-person decision maker will decide whether to complete the interviews, terminate the interview for future rescheduling, or continue the interview until information can be discussed with the off-site decision maker.

1. In cases of an institutional emergency, the institutional parole manager may request that the VC be cancelled if the emergency situation will interfere with the VC session. Notifications regarding the status of the VC session must be made as soon as possible to the decision maker, institutional parole manager as well as to the Board Secretary's Office **PM, OBS Case Management**.
2. If a decision maker has an emergency situation, which would prevent him/her from coming to the institution, notifications should be made as soon as possible to the designated staff member in the Board Secretary's/Chief Hearing Officer's Office to ensure that all parties are notified in a timely

manner. Board secretary's/chief hearing officer's staff shall notify institutional staff of any cancellations.

E.

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

None

c. American Correctional Association

A-APPFS-2C-01

d. Management Directives

None

e. Report of the Reentry Policy Council

None