


Commonwealth of Pennsylvania  <b>Pennsylvania Parole Board</b>	Volume III Chapter 3  <b>Procedure 03.03.15</b>	Date Revised:
Chapter Title <b>CASE RECORDS, DECISIONAL PROCESSING</b>		Date of Issue: 04.23.2020
Subject <b>SHORT SENTENCE PAROLE – PB 180</b>		Effective Date: 04.16.2020  <b>PUBLIC</b>

#### I. AUTHORITY

The Chairman of the Board is granted the authority to “direct the operations, management and administration of the Parole Board” and to “perform 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

This procedure sets forth the duties and responsibilities for decision makers and Office of Board Secretary (OBS) staff in cases involving short sentence parole.

#### III. APPLICABILITY

This procedure applies to all Parole Board staff.

#### IV. DEFINITIONS

Decision Maker – A Board Member or Hearing Examiner.

Short Sentence Parole (SSP) – The release of a person on parole in accordance with 61 Pa. C.S. § 6137.1.

SSP Packet – A completed SSP Checklist (PB 180), risk-and-needs assessment, and DOC 16E.

#### V. STATEMENT OF POLICY

It is the policy of the Parole Board to release persons eligible for short sentence parole at the expiration of their minimum date or their Recidivism Risk Reduction Incentive (RRRI) minimum date in accordance with 61 Pa. C.S. § 6137.1.

#### VI. PROCEDURE

### Department of Corrections (DOC)

1. Upon reception, DOC staff will evaluate cases for SSP eligibility.
2. Cases excluded from SSP eligibility by 61 Pa.C.S. § 6137(a)(1)-(8) or (b.1) will be docketed for parole review in accordance with the procedures applicable thereto.
3. In the case of a person not excluded from eligibility by 61 Pa.C.S. § 6137(a)(1)-(8) or (b.1), DOC staff will complete and forward a SSP packet to the Parole Board Hearing Division.

### Decision Maker Responsibilities

1. Within three business days of receipt by the Hearing Division, a Decision Maker will review the SSP packet and complete a Parole Board SSP 361.
2. A decision to exclude the person from SSP due to an identifiable risk to public safety or because inclusion substantially jeopardizes the rehabilitative needs of the person shall be based upon the information provided on the SSP checklist.
3. If a Decision Maker determines that a person is not excluded from SSP due to an identifiable risk to public safety or because inclusion substantially jeopardizes the rehabilitative needs of the person, the Decision Maker shall authorize release and establish conditions based on the risk-and-needs assessment provided in the SSP packet.
4. Conditions in SSP cases are limited to those listed on the SSP 361.
5. Decision Makers shall submit completed SSP 361 to the Office of Board Secretary.

### Office of Board Secretary (OBS)

Within three business days of receipt of a SSP 361 authorizing release, OBS staff will record a decision to release the person on their RRR minimum date or minimum date, whichever is earlier.

## VI. SUSPENSION DURING AN EMERGENCY

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

## VII. RIGHTS UNDER THIS PROCEDURE

This procedure creates no rights under law.

## IX. RELEASE OF INFORMATION AND DISTRIBUTION PROCEDURES

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

## X. CROSS REFERENCES