The Parole Handbook

Your Guide to Success in Prison and in the Community

October 2020

[Logos for Pennsylvania Department of Corrections and Pennsylvania Parole Board]
Find Out Information on a Board Action/Decision

The initial parole and re-parole decisions generally take 6 weeks to process from the date of the parole interview. Recommitment decisions generally take 12 weeks from the hearing date (or the waiver date).

Currently, the Parole Board does not have an online inquiry service. Family members, friends and attorneys should check with the inmate FIRST to learn if they have received their Board Action.

FOR INMATES: If it has been three months since the date of your parole interview or recommitment hearing (or waiver date), YOU NEED TO CHECK DIRECTLY WITH YOUR INSTITUTIONAL PAROLE AGENT. Please DO NOT have a family member, friend or your attorney call the Inmate Inquiry Unit on your behalf before this time.

FAMILY MEMBERS, FRIENDS AND ATTORNEYS FOR ALL INMATES:

www.parole.pa.gov
Go to the bottom of the page. Select the dark blue icon CONTACT US. Submit your request.

STEP 1
AFTER the inmate has checked with the institutional parole agent AND it has been 3 months after the date of the parole interview or recommitment hearing (or waiver date) go to the homepage for the Parole Board’s website.

STEP 2
Write a letter to the Parole Board’s Inmate Inquiry Unit
AFTER the inmate has checked with the institutional parole agent AND it has been 3 months after the date of the parole interview or recommitment hearing (or waiver date).

Parole Board
Office of Board Secretary
Inmate Inquiry Unit
1101 South Front Street
Suite 5300
Harrisburg, PA 17104-2517

STEP 3
Call the Parole Board’s Inmate Inquiry Unit AFTER the inmate has checked with the institutional parole agent AND it has been 3 months after the date of the parole interview or recommitment hearing (or waiver date). You may be required to leave a message.

717.772.4343

PLEASE BE PATIENT. The length of time needed to process a Board Action depends on each individual case.
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As a person who wants to leave your criminal past behind and rebuild your life, it is important that you realize that returning home to your community is a process that begins from the day you enter prison.

**Don’t wait until the last minute to prepare for your release.**

Put your time to good use. It is up to you to follow the correctional plan that has been developed specifically to meet your needs. The Department of Corrections (DOC) will assign you a counselor who will monitor your progress in specific programs or treatment.

It is up to you to take advantage of educational and vocational programs that will help you after you are released. Talk to your counselor about a GED or college diploma, vocational training, parenting classes, basic life skills courses, and how you can get involved in other positive programs or activities within the prison.

**Returning home successfully requires work, but it will be rewarding.**

For you to be successful when you leave prison, it is important that you maintain connections to your family, religious or community organizations that are willing to assist parolees with reentry into the community. They will help you find solutions to problems and help you to live a safe and healthy life.

This network of support may help you find a place to live and a job, two very important parts of the reentry process. Employment will enable you to support yourself and your children, if any, and keep you on the track to a new lifestyle.

Get in touch with those individuals and organizations that you kept in contact with while in prison that can support your positive reentry into society. They can help you after you return home. Find ways to give back to your community. Be involved in local organizations. Avoid individuals and organizations who might encourage you to get re-involved in criminal activity.

**Your parole agent can help you and your family after you are released.** The goal is to help you be successful. After you are released on parole supervision, talk to your parole agent about your activities and get his or her support.

Remember - there are many agencies, programs and people waiting to help you succeed!
Highlights of the Parole Process
The parole process is best described as a series of steps for both the inmate and the Parole Board.

Approximately 8 months prior to minimum date
PREPARATION OF CASE FILE
Required documentation is gathered and prepared for the parole interview.

Approximately 5 months prior to minimum date
INSTITUTIONAL PAROLE AGENT
Inmate works with institutional parole agent to develop a reentry plan and prepare for interview.

Approximately 4 months prior to minimum date
PRE-INTERVIEW CASE REVIEW
Board Members/hearing examiners review file and reentry plan.

BOARD INTERVIEW
Conducted either in person by a Board Member or hearing examiner or by a panel of two decision makers or by video conference. Sex offenses and Murder 2 and 3 require a majority vote of the Board.

Approximately 3 months prior to minimum date
POST INTERVIEW
Final Board decision to grant or deny parole. A grant of parole includes conditions and release of parole and starts the home plan investigation and release process.

SUPERVISION
Parolee reports to the district office or community corrections center within 24 hours of release. Conditions of parole are reviewed with the field agent.
It is recommended that you keep this handbook during the entire time you are incarcerated and on parole until you have completed supervision and your maximum sentence.

*This book belongs to YOU!*  
It is provided to help you complete the information as you receive it.

NAME:

PA Inmate #_______________  PA Parole #_______________

Controlling Offense ____________________________________________

Sentence _____ years _____ months  TO _____ years _____ months

Commitment Date __________________

Minimum Sentence (MIN) Date __________________

Maximum Sentence (MAX) Date __________________

Expected First Parole Interview Month _____________  
(Four months prior to Minimum Date)

Next Expected Review Date (If not paroled at minimum)

______  ____  ______  _____  ______  _____  ______

Release Date __________________
(This is **NOT** automatically your Minimum Date)

Parole Supervision End Date _________________
(Same as Max or Recomputed Max Date)

**PAROLE VIOLATORS – GO TO PAGE 22**
Important Points for Success

- Parole preparation is your responsibility.
- You do not have a right to parole under Pennsylvania law.
- Your institutional parole agent and institutional counselor are your best sources of information while you are in prison.
- You need to remain misconduct free.
- Developing a home plan that can be approved is your responsibility.
- You do not have a right to be paroled before completing treatment.
- Parole release is not immediate when you receive a decision granting you parole.
- Inmates convicted of a violent crime must successfully complete violence prevention programming to be released on parole.
- Sex offenders must successfully complete sex offender treatment to be considered for parole.
- Abide by your parole conditions and you will successfully complete your time on community supervision.
- Your parole agent is your best source of information when you are released to parole.

**CALL YOUR PAROLE AGENT FIRST WHENEVER YOU HAVE A QUESTION OR PROBLEM WHILE ON PAROLE.**

Call 2-1-1 for Help

When you want to find help and connect with community services in your area, **Dial 2-1-1** for free information and referrals. You have several options to obtain this information/services:

**Dial 2-1-1**

**Text your zip code to 898211**

**Visit the 2-1-1 website at [https://pa211.communityos.org](https://pa211.communityos.org) to search on your own.**

**PA 2-1-1** is a comprehensive health and human services information and referral service. A database of information about these areas is available: counseling, housing services, health concerns, veteran services, clothing, employment, mental health, domestic violence, heating assistance, child care, drug and alcohol programs, food, support groups, reentry information and much more.

Phone calls are free. Accessible-translation is provided for all languages and services for the deaf and hearing impaired through the PA relay service. All calls are confidential. Calls are answered 24/7. **PA 2-1-1** is a program of CONTACT Helpline funded in part by the United Way.

**FOR EMERGENCIES ONLY: 1.800.932.4857**
ZERO TOLERANCE POLICY

It is the policy of the Department to prohibit any form of sexual abuse and/or sexual harassment of an inmate. The Department has zero tolerance for sexual abuse or sexual harassment of any individual under the supervision of the Department. Anyone who engages in, fails to report, or knowingly condones sexual abuse or sexual harassment of an inmate shall be subject to disciplinary action, up to and including termination, and may be subject to criminal prosecution. An inmate, employee, contractor, or volunteer of the Department is subject to disciplinary action and/or sanctions, including possible dismissal and termination of contracts and/or services, if he/she is found to have engaged in sexual abuse or sexual harassment of an inmate. A claim of consent will not be accepted as an affirmative defense for engaging in sexual abuse or sexual harassment of an inmate.

WHAT IS SEXUAL ABUSE?

Sexual Abuse - As defined by the National Standards to Prevent, Detect, and Respond to Prison Rape includes sexual abuse of an inmate by another inmate, detainee, or resident by another inmate, detainee, or resident; and sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer.

1. Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:
   a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
   b. Contact between the mouth and the penis, vulva or anus;
   c. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object or other instrument; and
   d. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

2. Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer includes any of the following acts, with or without the consent of the inmate, detainee, or resident:
   a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
   b. Contact between the mouth and the penis, vulva, or anus;
   c. Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
   d. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
e. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;

f. Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described above in paragraphs (a)-(e) of this section;

g. Any display by a staff member, contractor, or volunteer of his/her uncovered genitalia, buttocks, or breast in the presence of an inmate; and

h. Voyeurism by staff member, contractor, or volunteer.

**WHAT IS SEXUAL HARASSMENT?**

Sexual Harassment - As defined by the National Standards to Prevent, Detect, and Respond to Prison Rape

1. Repeated and unwelcome sexual advances, requests for sexual favors or verbal comments, gestures, or actions of a derogatory or offensive sexual nature, by one inmate, detainee, or resident directed toward another; and

2. Repeated verbal comments or gestures of a sexual nature to an inmate, detainee, or resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

**UNDERSTANDING CONSENT**

Sexual abuse happens when consent is not given freely such as when sexual favors are provided in exchange for commissary or protection, someone is manipulated, threatened, or intimidated into a sexual act or a threat or attempt of or physical violence is used.

If someone is engaging in a “relationship” with someone, it does not mean that they are agreeing to sexual acts with that person or any other person. Even if someone has agreed to sexual acts previously, it does not mean that they are agreeing in the future. Anyone can stop or change their mind during a sexual act. If this happens, both parties should stop.

**WHAT TO DO IF YOU HAVE BEEN SEXUALLY ABUSED**

After being sexually abused, it can be difficult to know what to do or feel. It is normal to have a lot of different feelings. It is important to know that this is not your fault and you are not alone. But, there are a few things you can do after being sexually abused to be safe.

1. Tell any staff member as soon as possible to immediately report the incident and maximize the potential for preservation of evidence.

2. Although it may be difficult, seek medical attention **BEFORE** you shower, eat, drink, change clothing, brush your teeth, or use the bathroom. This is to preserve evidence.

3. Save any other evidence of the abuse.

4. Give as much information as possible to the questions you are asked. Share any concerns for your safety with staff, including threats of retaliation.

5. Use outside rape crisis center services for counseling and support.
Victims of sexual abuse have access to support services free of charge. Write to:

Pennsylvania Coalition Against Rape (PCAR)
P.O. Box 400
Enola, PA 17025

You may also contact your facility’s PREA Compliance Manager to arrange for access to this service with the facility’s local rape crisis center.

HOW YOU CAN REPORT SEXUAL ABUSE OR SEXUAL HARASSMENT

1. Tell any staff member to immediately report the incident.
2. Tell any supervisor or manager to immediately report the incident.
3. Make a written request to any staff member, supervisor, or manager.
4. Send a written a report to the third-party reporting address established with the Office of State Inspector General (OSIG).

   ATTN: PREA Coordinator
   Office of State Inspector General
   555 Walnut Street, 8th Floor
   Harrisburg, PA 17101

5. Have your family call to notify the facility or contact OSIG.

Reports can be made anonymously and by third parties.

NOTE: Written reports require processing time and may not prompt immediate action. If you need immediate attention, please notify a staff member or have your family contact the facility or OSIG.
Employees from the Department of Corrections (DOC) and the Pennsylvania Parole Board (Board) will work with you throughout your time in prison.

**Arrival at the Department of Corrections**

Upon arrival at the DOC you will be provided with an orientation, evaluated for physical and mental health needs, and evaluated to determine what factors contribute to you making decisions that lead you to commit crimes. When this is done you will be given a prescribed program list and assigned to a home institution.

You will then be transferred to your home institution. It is very important that you pay attention during this time period so that you understand what you must do to complete your sentence successfully.

**What do I need to know when I first arrive at prison?**

You were convicted in a court of law. Neither the DOC nor the Parole Board can change your conviction. **They are required to make decisions based on your conviction.** It is your right to appeal your conviction. If you are appealing, be aware the appeal does not affect DOC and Parole Board decisions. You must follow DOC’s rules, do your prescribed programs, and not receive misconducts in order to best prepare for your parole interview.

**What are MY responsibilities?**

Start planning for your eventual reentry into society. Complete your required programming. Do not receive any misconducts while incarcerated.

**What are DOC responsibilities?**

DOC’s primary responsibility is to ensure public safety by confining you for the duration of your incarceration. DOC is also responsible for providing opportunities for you to rehabilitate yourself so you are more likely to become a law abiding, productive member of society upon your release.

**Why is DOC asking me so many questions and putting me through tests?**

DOC conducts evaluations to determine treatment and programming and health needs. DOC needs to know your health needs so they can provide adequate care during your incarceration. DOC needs to know what factors contributed to you making decisions that lead you to commit crimes so you can be encouraged to take programs that will reduce your risk of committing new crimes after you are released.

**Why do I need to do DOC’s prescribed programs?**

Because completing programming increases your chance to be paroled on your minimum date. Your prescribed program list is based on DOC’s tests to determine your treatment needs.

If you do not make an effort to complete your prescribed programs before your minimum date, the Parole Board is less likely to grant you parole at your minimum date.

**Sex Offenders:** If you are convicted of a sex offense and you are not involved in programming, you will not be seen by the Parole Board until such time as you are in programming according to Act 98 of 2000.
How do I get into programs?
You will be placed on a waiting list at your institution for your prescribed programs. Priority for programs is given to those inmates closest to their minimum sentence date.

Why is remaining misconduct-free important to parole?
The Parole Board uses misconducts as an indicator of whether or not you have successfully adjusted to prison and can abide by rules governing your conduct. Serious misconducts may affect your chances for parole. The Parole Board reviews your misconduct record prior to your interview. Even if your misconducts are several years old, it may lead to the Parole Board imposing stricter conditions of parole on you if they decide to release you.

Why wouldn’t I be released on my minimum date?
There is no right to parole in Pennsylvania. Your minimum sentence date represents the minimum amount of time you must be incarcerated under DOC’s control. You become eligible for parole release when you have served your minimum sentence. It is the Parole Board’s responsibility to determine whether you deserve to be on parole for any part of your sentence between your minimum and maximum sentence dates. The Parole Board’s main consideration is whether or not you have reduced your risk of committing a new crime and can safely be supervised and managed in the community.

If I am aware of a DOC or Parole Board staff member violating the law or abusing their position, how may I report this confidentially?
You may document the incident giving the date, time, and detailed description of what occurred and stating the names of those involved and send it to the address listed below.

PA Department of Corrections | Bureau of Investigations and Intelligence
1920 Technology Parkway | Mechanicsburg, PA 17050

My original sentence minimum and maximum dates are wrong. Who do I contact?
Submit a request for sentence review to DOC’s inmate records office.

I believe I’m innocent. What can I do?
You may talk with your private attorney or public defender and appeal your conviction.

How do I apply for a pardon?
See your DOC counselor for a pardons application. You may write the Board of Pardons to request an application.

PA Board of Pardons | 333 Market Street, 15th Floor | Harrisburg, PA 17101

Parole Consideration

What are the responsibilities of the Department of Corrections and the Parole Board?
The primary responsibilities are to ensure public safety by deciding which inmates are ready for release to parole and to provide adequate supervision for those released for the duration of their sentence.
When should I be seen by the Parole Board?
The Parole Board tries to interview every inmate approximately 4 months prior to your minimum date or 3 months prior to when you become eligible for re-parole. If you are within 4 months of, or past, your minimum date when you arrive at prison, you will be placed on the next available docket (the Parole Board’s schedule of interviews each month).

Will transfers to another prison affect when I get interviewed for parole?
The Parole Board is notified every time you are transferred within DOC. You will be placed on the next available interview schedule at any state correctional institution. If you are sent to a county prison for court appearances, your interview may be delayed until you return and the court provides new sentencing information.

Parole interview preparation starts approximately 8 months prior to your minimum date. Institutional parole staff will contact you approximately 5 months prior to your minimum date to do a pre-interview. They will ask you questions in order to make sure your parole file is complete prior to the interview with the Parole Board member or hearing examiner. This pre-interview will require you to provide your written version of the circumstances of your offense – what happened and why.

Interview Preparation and Expectations
Parole interviews are held with one or more members of the parole staff face to face with you in the room. Usually this will consist of one Parole Board Member or hearing examiner. A second person, usually a Parole Board Member, will be video-linked to the interview if you are an inmate convicted of a violent crime. You are to treat the video-linked person as if they were present in the room with you.

What will the Parole Board look for when they interview me?
The Parole Board is required by law to consider the following factors:

- The nature and circumstances of the crime for which you were convicted, as well as your entire criminal history including any juvenile arrests or adjudications;
- Information regarding your general character and your background;
- Sentencing hearing testimony notes;
- Your physical, mental, and behavioral condition and history;
- History of family violence (if any);
- The recommendation of your sentencing judge and prosecuting attorney;
- Input from the victim and the victim’s family (if any); and
- The recommendation from the warden or superintendent of the facility where you are incarcerated.

Some of the specific things they may ask about in relation to these factors are: your involvement in drug and alcohol programs if you have a drug or alcohol conviction; your participation in sex offender programs if you have a sex offense conviction; specifics regarding any misconducts; what you learned from each of your educational programs; and what you have done in your institutional job(s). You will be asked what you learned in the programs you attended.
If you have done your programming, received no misconducts and are honest, you have an increased probability of being paroled. You will always receive a fair interview. This is your opportunity to explain why you should be paroled.

**What is the Parole Board’s voting process?**

For voting purposes, the Parole Board uses three groups based on the inmate’s current offense:

**Group 1 – Majority Vote Cases (i.e. homicide, sex offenses, aggravated assault and involuntary/voluntary manslaughter)**

The majority of the Parole Board Members must vote YES for an inmate to be paroled. These inmates are interviewed jointly by two Parole Board Members, or one Parole Board Member and one Hearing Examiner. [Typically, these case take longer to process Board Actions because of the individual reviews that must be done by a majority of the decision makers.]

**Group 2 - Other Violent Crimes**

Two decision makers must vote YES for an inmate to be paroled. These inmates are usually interviewed jointly by a Parole Board Member and a Hearing Examiner.

**Group 3 - Non-Violent Crimes**

Non-violent offenders need one YES vote from a Hearing Examiner and one YES vote from a Parole Board Member. These inmates are usually interviewed by a Hearing Examiner.

**Group 4 – Recidivism Risk Reduction Incentive (RRRI)**

RRRI-eligible inmates may be paroled if they receive a YES vote from a Hearing Examiner.

**The Voting Process**

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<th>MAJORITY OF BOARD TO PAROLE</th>
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<tbody>
<tr>
<td><strong>PANEL</strong></td>
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<tr>
<td>2 decision makers to parole</td>
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| Non-violent Offenses        |
| Hearing Examiner            |
| Parole Board Member         |

| Violent Offenses            |
| 2 Parole Board Members*     |

| Sex Offenses                |
| 2nd and 3rd Degree Murder   |
| Special Cases at Board Request |

*Violent inmates in SCIs with the exception of inmates in punishment status. Hearing examiners may interview.

**What should I say and how should I act at my interview?**

You should tell the truth when answering any question by the Parole Board member or hearing examiner interviewing you. You should act respectful and keep your tone of voice calm and be polite.

**What should be my expectations in my parole interview?**

Show the Parole Board Member or Hearing Examiner you have reduced your risk of re-offending. You do this by taking responsibility for your crime(s). Complete your prescribed programming. Work on finding a job or secure one. Secure a place to live upon your release that will help you be successful on parole. Show you have adjusted to prison by having no misconducts and receiving DOC’s recommendation for parole. Pay any victim restitution and costs and fines to the greatest extent possible while incarcerated.
I’m past my minimum sentence date and have been told I cannot see the Parole Board. Why?
You may be ineligible to see the Parole Board if you: are in Restricted Housing Unit (RHU) status; have
not participated in or completed sex offender treatment as required by 42 PA. C.S. § 9718.1(A) (Act 98
of 2000); or your file lacks a needed document such as an official version of your crime, psychological
test results, or other documentation.

Will I be paroled? What are my chances for parole?
Your chances for parole depend on several factors. Your institutional parole agent and DOC counselor
cannot answer this question. Only Parole Board members and hearing examiners have the authority to
to vote to grant or deny parole. Your answer will be in your Board Action or Board Decision that you will
receive after your interview.

What should I have completed before my parole interview?
You should have successfully completed as many of your prescribed programs as possible. Make sure
the institutional parole agent is given documentation to show this. You should have submitted a
proposed home plan, employment plan, paid your Crime Victims Compensation Fund fees, secured an
official photo identification card, and paid as much victim restitution as possible.

<table>
<thead>
<tr>
<th>Crime Victims Compensation Fund Payment Date</th>
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<tr>
<td>Amount Paid</td>
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Your Crime Victims Compensation Fund payment amount will depend on the date your offense was
committed. This payment must be paid or you will not be released.

Date _______ Amount _______ Date _______ Amount _______
Date _______ Amount _______ Date _______ Amount _______
Date _______ Amount _______ Date _______ Amount _______
Date _______ Amount _______ Date _______ Amount _______

Official Photo Identification Card Receipt Date

Home Plan Submission Date

(4 months prior to your minimum date or scheduled month of review) See page 32 for a copy of a home
plan form.

How far back does the Parole Board look at misconducts?
The Parole Board looks at all misconducts, but concentrates on those that occurred within the past two
years.

I’ve been requesting to get into programs for some time and I have not been placed into my
needed program yet. Can I still get paroled?
Yes. If the Parole Board decides that you can be safely supervised on the street and the programming is
available at either a community corrections center (CCC) or from a private provider, they may parole you
and add the needed programming as a condition of your parole.
If my programs are not complete because I was recently transferred, will this affect my parole?
It depends on your risk and the type of programming needed. If you are currently in the program, the Parole Board may parole you upon completion of the program.

If my programs are not complete because I have been on the waiting list for a long time or not entered programs through no fault of my own will this reduce my chance of being paroled?
It depends on your risk and the type of programming needed. If the Parole Board decides that you can be safely supervised on the street and the programming is available at either a CCC or from a private provider, they may parole you and add the programming as a condition of parole.

How long does it take to receive a Board Action/Decision?
It depends. The initial parole and re-parole decisions generally take 6 weeks to process from the date of interview. Recommitment decisions generally take 12 weeks from the hearing date (or the waiver date).

Is there any place online that an inmate’s family can check the status of the Board Action?
No. The Parole Board does not have an online inquiry service at this time. Family members, friends and attorneys should check with the inmate FIRST to learn if they have received their Board Action BEFORE calling the Inmate Inquiry phone line.

FOR INMATES: If three months have gone by since the date of your parole interview or recommitment hearing (or waiver date), YOU NEED TO CHECK DIRECTLY WITH YOUR INSTITUTIONAL PAROLE AGENT. Please DO NOT have a family member, friend or your attorney call the Inmate Inquiry Unit on your behalf.

FAMILY MEMBERS, FRIENDS AND ATTORNEYS FOR ALL INMATES:

<table>
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<tr>
<th>STEP 1</th>
<th>STEP 2</th>
<th>STEP 3</th>
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<td>Write a letter to the Parole Board’s Inmate Inquiry Unit AFTER the inmate has checked with the institutional parole agent AND it has been 3 months after the date of the parole interview or recommitment hearing (or waiver date). Parole Board Office of Board Secretary Inmate Inquiry Unit 1101 South Front Street Suite 5300 Harrisburg, PA 17104-2517</td>
<td>Call the Parole Board’s Inmate Inquiry Unit AFTER the inmate has checked with the institutional parole agent AND it has been 3 months after the date of the parole interview or recommitment hearing (or waiver date). You may be required to leave a message. 717.772.4343</td>
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PLEASE BE PATIENT. The length of time needed to process a Board Action depends on each individual case.
Home Plans

When will my home plan be checked out?
Home plan investigations may be submitted at the time of your parole consideration. Investigations typically take up to 45 days to complete for an in-state (Pennsylvania) home plan. See page 32 for a full copy of a home plan form.

How do I apply to live in another state after release?
Interstate home plans must be submitted through your institutional parole agent. Interstate transfer applications require a non-refundable application fee of $125 at the time of application. If you submit plans for more than one state, each application needs the $125 fee. The fee applies to each application whether the home plan is accepted or not approved. The person in the other state who will be your home provider will need to submit a letter of financial responsibility stating they will provide for your food and housing needs until you are able to provide for yourself.

If I am a sex offender will I be able to live with my family?
It depends. Home plans for sex offenders must comply with the Parole Board’s sex offender protocol. As an example, if your sex offense involved a minor victim, your home plan cannot be within close proximity of a daycare, school, playground, or other place that minors gather. Note: Agents may impose additional conditions on a case by case basis.

Can I stay in a home if someone living there is already on parole or probation?
Maybe. It depends on the other person’s relationship to you and whether or not their presence would increase your risk of re-offending.

Can a home plan be to a residence with a dog? Can we get a dog after I am living there?
This depends on the type and number of dogs and their personalities. The parole agent’s safety is the primary consideration regarding whether a specific dog is allowed. This decision will be made by the parole agent who inspects the home or who supervises you after your release. Always ask your parole agent before adding a dog to a residence so that you are not forced to get rid of the dog or move to a new residence in order to comply with your parole supervision.

Understanding Your Board Action

Your Board Action, also called a Board Decision (previously referred to as a “green sheet”, because they were printed on green paper, but now are printed on white paper), will tell you whether you are granted or denied parole and the reasons for the decision. It does not guarantee your release from prison.

If you are granted parole, the Board Action will state the special conditions of parole you must comply with after your release. Special conditions of parole are rules you need to live by the entire time you are under parole supervision. These rules are not the same for every parolee. They are tailored specifically to you and your risks. These special conditions are in addition to the general conditions of parole all parolees must obey. The general conditions are listed on page 33.
The Parole Board frequently clarifies the misunderstanding that the minimum sentence date is the parole release date. Public perception is they are one and the same. It is crucial that all incarcerated individuals in Pennsylvania understand the minimum sentence date represents the minimum amount of time a person must be incarcerated under DOC’s control. An inmate becomes eligible for parole release after they have served their minimum sentence.

**Explanation of Parole Denial**
If the parole denial contains a general statement the inmate does not demonstrate a motivation for success, it means that neither the completion of programs nor the interview statements show the inmate seems prepared to succeed as a law-abiding citizen.

If the parole denial contains a general statement regarding risk and needs assessment, it means the inmate has a high risk of re-offending according to his/her evaluations.

If the parole denial contains a general statement regarding lack of remorse or not taking responsibility for the crime(s), it means the statements and actions during the parole interview, including the inmate’s written statement, gave the impression the inmate does not care about the impact of his/her actions on other people and society.

**Explanation of Parole Approval**
If the parole decision grants parole, it will highlight the reasons for the approval. The Board Action also spells out the individual’s parole conditions.

Parole to detainer means the inmate is not being released. It is a grant of parole to a detainer sentence, which is a sentence separate from the one the inmate is currently serving. The detainer ensures that when the inmate has been paroled on the present sentence, the inmate will be turned over to the authority imposing the detainer sentence to serve the next sentence, rather than being released from confinement. It means the inmate is allowed to start serving the other Pennsylvania sentence while on parole or will be sent to the other jurisdiction, which lodged the detainer, to address that situation.

Parole release is not immediate when an inmate receives a Board Action granting parole. There are several things that need to occur before the inmate is released to parole supervision. After parole is granted, the inmate needs to work with the institutional parole agent to determine what criteria must be met before release.

If the Board Action/decision contains conditions that must be fulfilled before an inmate is released, they must complete them before any release processing will begin. Inmates must also remain misconduct free. Any detainers or new charges may delay or invalidate an inmate’s parole.

**Can I appeal a Board Action denying parole?**
No. Under Pennsylvania law, parole is a privilege not a right. Courts have consistently stated that a denial of parole is not able to be appealed.

**Why should I accept responsibility for crimes if I’m innocent?**
If you believe you are innocent, you need to pursue relief through the court appeals process. The Parole Board must accept your conviction as fact and base its decision on what you have done to rehabilitate yourself so that you will not re-offend in the future. Any claim of innocence could be viewed as a denial
of responsibility and a lack of remorse. If you are appealing your conviction, simply state that to the interviewer.

**Can I appeal a condition of parole or ask for it to be lifted at a later date?**
Yes. You may request that the Parole Board reconsider any condition if circumstances change. This appeal process is internal to the Parole Board. You must ask your parole agent to submit a ‘Memo to the Board’ requesting the change and giving your justification. The decision of the Parole Board is final. You cannot appeal a special condition of parole through the court system. It is more likely that the Parole Board will consider lifting a condition of parole if you have served at least one year under parole supervision with no violations.

If you are still in prison and you have documentation to prove a condition may not be applicable to you, you may provide a copy to the institutional parole agent and ask them to send the information to the Parole Board for consideration. However, realize that while your request is being considered, all work on your release processing will be delayed until a decision is made by the Parole Board regarding the request.

**Who determines what programming I have to do after release from the SCI?**
Your community programming is determined in two ways:

- If a parole Board Member, as a result of your parole interview determines you are in need for programming in the community, the Parole Board Member may impose this programming in the form of a Parole Board imposed condition of parole. This programming is considered “Mandatory” and only a Parole Board Member who imposed the condition may remove it. You must comply with any Parole Board imposed conditions of parole, or you may be held in violation.

- Your supervising agent will, on an annual basis, conduct a risk and needs assessment. This assessment will become part of your overall supervision plan and contribute to determining your level of supervision and identify any treatment and/or other areas of need requiring a community intervention or programming. Your supervising agent will make the necessary referrals to community providers, if appropriate, issue you an instruction or impose a field condition of parole regarding the identified area of need. Your supervising agent will monitor your progress and make any necessary adjustments to your supervision plan on a recurring basis.

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**The Parole Release Process**

**What Happens After Parole Is Granted?**
Parole release is not immediate when you receive your Board Action granting you parole. There may be several things that need to occur before you are released to parole supervision. Your institutional agent will go over what steps apply to your case when you are given your Board Action. You will also be given an estimate of how long the process may take.

When you receive a Board Action/Decision granting parole, you must then meet other release requirements which take up additional time – some are listed below. You may have others stated in your Board Action. Ask your institutional parole agent to verify which ones apply to you.
What do I need to know after I have a Board Action granting me parole?

If your Board Action/Decision contains conditions that must be fulfilled before you are released, you must complete them before any release processing will begin. You must also remain misconduct free. Any detainers or new charges may delay or invalidate your parole.

Release checklist

- Crime Victims’ Compensation Fund Payment
- DOC RRRI Certification
- Victim Awareness Class Completion (if applicable)
- DNA Sample (if you have a past or present felony conviction)
- Sex Offender’s Law Registration (if required)
- Completed Programming (if noted)
- Urinalysis
- Executive Deputy Secretary Certification (CERT) (final review of a violent inmate’s file. Must be done to verify all legal requirements for parole release have been met. Release orders may only be issued after the Executive Deputy Secretary has signed this certification.)
- CCC Bed Date
- Approved Home Plan
- Release Orders from the Parole Board
- Release Date from DOC

Note: An in-state (Pennsylvania) home plan is valid for 150 days. An out-of-state home plan is valid for 120 days. A urine test is good for 45 days.

How long until I get released?

It depends. Legally you cannot be released on parole prior to your minimum sentence date. If you have completed all required programming, have an approved home plan or CCC bed date, and have no detainers, release will occur within a reasonable time frame.

My family needs me out to help now, why aren’t my family needs considered?

An inmate may not be released until all legal requirements are met. Release is not allowed to be determined based on outside events, but only when all requirements are met.

What does a “when available” Board Action/Decision mean?

“When available” means that the Parole Board cannot consider you for parole because you have outstanding criminal charges or a new conviction that must be disposed of before your current sentence (and parole status) can be finalized. You are determined to “be available” when the Parole Board receives an official version of the disposition of charges (records from the court).

What fees must be paid before I’m released?

It depends on your offense.

Crime Victims Compensation Payment Required  □Yes  □No  Amount $________________

(Acts 27, 35, 85, 86, or 96)
Crime Victims Compensation Payment Date
(Two months prior to your Minimum Date)

Why should I get a photo ID before I am released?
Most employers will require you to have a government-issued photo ID. You also need a government-issued photo ID to access all government programs including social security, medical assistance, and welfare. You can, and should, authorize DOC to allow money to be deducted from your inmate account to obtain a copy of your birth certificate and a photo ID card. Your inmate ID is not acceptable when you walk out the gate.

How do I get into a half-way house?
A community corrections center (CCC), often called a halfway house, is a residency under the jurisdiction of the DOC. To be placed in a CCC, DOC’s Bureau of Community Corrections (BCC) must approve your placement and provide a bed date. This will be requested for you by institutional parole staff if your Board Action/Decision states you are paroled to a CCC. The DOC is responsible for placing inmates at community corrections centers. The Parole Board encourages each inmate to work with his institutional parole officer to develop an approved home plan in order to expedite placement.

When will I get a bed date and what CCC will I go to?
The BCC controls the location and times for bed dates. You may check with your corrections counselor or the institutional parole agent if you have not received a bed date within one month of receiving your paroling Board Action.

Parole Supervision

How does supervision work?
Your institutional agent will review your parole conditions with you before you are released. Once you report to your supervising district office, these conditions will be reviewed with you a second time. Each time you must sign a document stating that you understand the conditions. You must abide by the law and follow all of your parole conditions. Supervision will end when your maximum sentence date arrives.

Within 24 hours of release from prison, you must appear in person at the district office where your parole agent reports if you are going directly to a home plan. If you are paroled to a CCC, you will be seen by the agent assigned to the CCC and told when to report to the district office.

Your agent is your first point of contact regarding any problems you encounter while on parole. Your agent is responsible for helping guide you in making decisions which will keep you out of prison. The agent is also responsible for enforcing your conditions of parole. You and your agent need to develop a relationship based on honesty and respect.

You are expected to work and complete all required programs while you are on parole. If you are unemployed, you are expected to actively look for work or be attending school.

If you are arrested for a crime while on parole or you are accused of assaultive behavior against another person or possession of a weapon, you will most likely be returned to prison. Other violations of your
parole may or may not result in re-incarceration depending on what the violation is and if it’s a repeat behavior. All violations will result in a sanction ranging from curfew, increased urine testing, or attending programming to being placed in an in-patient treatment or technical parole violator center.

What happens if I stop reporting to my agent?
If you stop meeting with your agent, you are considered a parole absconder. When you are declared an absconder, the Parole Board will issue a nation-wide warrant for your arrest. You may lose all credit or “street time” from the time when you were released from prison until the time you are re-arrested. This time may be added back to your sentence if you are returned to prison. If you are convicted of a new crime while on parole, you may lose all of the time you were on the street.

How do I file an appeal or request to have a condition of supervision changed or removed?
If you are under parole supervision, you submit a request for the change of condition to your parole agent. If your parole agent denies your request, you may appeal it to the agent’s supervisor. If the supervisor denies your request, you may appeal it to the district director, regional director and the Deputy Secretary of Field Services. If it is a mandatory condition placed on you by the Parole Board, the appeal request must go to the Parole Board for removal.

What must I do to successfully complete parole?
You must comply with all of your conditions of parole and not commit a new crime.

Am I allowed to contact my local, state and federal elected officials regarding parole issues?
Yes. You may contact these officials regarding any issue. You do not need to tell your parole agent of this contact nor may the agent retaliate in any way due to such contact.

May I vote while on parole?
Yes. You may register and vote in any local, state, or national election while on parole in Pennsylvania.

I have served my maximum sentence. Why am I being told I will be supervised by a state parole agent?
You are a county “special probation” case. You have a county probation sentence that follows your state prison sentence. Judges are allowed to ask the Parole Board to supervise any county probation or county parole case if certain conditions exist. Inmates serving such sentences must abide by any conditions the judge sets on their case. These will, at a minimum, include the Parole Board’s general conditions of parole.

There are two types of state parole violators: convicted and technical.

Convicted Parole Violator (CPV)
A parolee who violates parole by committing a new crime while on parole. For a parolee to be recommitted as a CPV:
(1) The crime must be committed during the period of parole or while delinquent on parole;
(2) The crime must be punishable by imprisonment; and,
(3) Parolee must be convicted or found guilty by a judge or jury, or plead guilty or nolo contendere in a court of record or
(4) of any misdemeanor of the third degree and certain summary offenses.¹

Technical Parole Violator (TPV)
A parolee who violates probation or parole terms and conditions, other than a new misdemeanor, felony conviction, or certain summary offenses. Examples include: missed curfew, being unsuccessfully discharged from a CCC or CCF, leaving the district without permission, failing to report as instructed etc.

Key Points About the Parole Violation Process
1. If a parolee is arrested for a crime while on parole, the parolee will most likely be returned to prison. Other parole violations may or may not result in re-incarceration, depending on what the violation is and if it is a repeat behavior. All violations will result in a sanction ranging from curfew, increased urine testing, or attending programming to be placed in an in-patient treatment or technical parole violator center. The Parole Board may also impose a period of brief detention as a form of sanction.

2. If a parolee is arrested on new criminal charges, the Parole Board has the authority to lodge a detainer against the parolee, which will prevent his/her release from custody, pending disposition of those charges, even though the parolee may have posted bail or has been released on his/her own recognizance from those charges.

3. If a parolee violates a condition of parole/reparole and, after the appropriate hearing(s), the Parole Board decides the parolee is in violation of a condition of parole/reparole, the individual may be recommitted to prison for a time specified by the Parole Board.

4. If a parolee is convicted of a crime committed while on parole/reparole, the Parole Board has the authority, after an appropriate hearing, to recommit the parolee to serve the balance of the sentence or sentences the parolee was serving when paroled/reparoled, with no credit for time at liberty on parole.

5. A hearing is required before parole may be revoked. The parolee is entitled to assistance of counsel at revocation and violation hearings and to free counsel if indigent. The Parole Board does not appoint counsel. A public defender of the county in which an indigent parolee is incarcerated provides counsel. Rules of Criminal Procedure do not apply. Parole Board regulations govern proceedings. A parolee also has a right to waive all hearings.

Violation Hearings
Parolees have a right to both a first and second level hearing as part of their due process rights. A parolee may also choose to waive these rights.

FIRST LEVEL HEARING - Preliminary Hearings
What is a Preliminary Hearing?
A first level hearing that determines whether or not there is probable cause that the parolee violated the conditions of his/her parole.

¹ Possession of a Firearm in a Court Facility; Harassment; Retail Theft; Disorderly Conduct; Public Drunkenness; Cruelty to Animals; Aiding or Abetting a Minor to Commit Truancy; Selling or Furnishing Non-Alcoholic Beverages to Minors
Why is this hearing held?
This hearing is required to be held pursuant to the United States Constitution and the Parole Board’s regulations, which provide that a hearing must be held before a parolee can be detained for a violation of parole.

When are these hearings held?
They are held within 14 days of the person’s detention on the Parole Board’s warrant.

Who makes the decision in this type of hearing?
A hearing examiner. A Hearing Examiner is a Parole Board decision maker empowered to sit on parole revocation panels, conduct parole hearings in lieu of panels and conduct parole interviews on behalf of the Parole Board.

What is the burden of proof?
Probable cause

Does the person have legal rights at this hearing?
At each type of hearing, individuals are given their rights verbally and in writing. Individuals have the right to:
- Disclosure of evidence in support of the violations charged against them.
- Speak, have voluntary witnesses appear on their behalf and present affidavits and other evidence.
- Cross-examine adverse witnesses.
- Be represented by counsel. If a person cannot afford counsel, they may request counsel from the public defender of the county in which they are incarcerated. There is no penalty for requesting counsel.
- Request a continuance of the hearing for a good cause.

What happens after the hearing is held?
One of the following decisions will be reached:
(1) probable cause established – continue on parole
(2) probable cause established – detain and schedule violation hearing or
(3) probable cause not established – continue on parole.
*Charges can be re-filed if dismissed at this level.

Continuing on parole after first level hearings means the decision maker did not find a probable cause to conclude the parolee violated the conditions of parole or the circumstances did not warrant detaining the parolee.

How long does it take to reach a decision?
If the hearing is held, the Hearing Examiner provides a written decision on whether probable cause is established at the conclusion of the hearing. However, the decision on whether to continue on parole or proceed to a second level hearing is not made until the Hearing Examiner completes the hearing report. The hearing report is required to be completed within 10 business days after completion of the hearing per current Parole Board procedure.
How is the decision given to the inmate?
A Board Action is typically not issued following a preliminary hearing. If the Hearing Examiner finds that none of the alleged violations were supported by probable cause, the parolee shall be released as soon as possible. If the Hearing Examiner determines that probable cause exists, a violation hearing will be scheduled to determine if the parolee is guilty of the violations.

FIRST LEVEL HEARING - Detention Hearings
What is a Detention Hearing?
A first level hearing that determines whether or not there is probable cause to believe that the parolee has been charged with a new criminal offense that would constitute a violation of parole.

Why is this hearing held?
This hearing is required to be held pursuant to the United States Constitution and the Parole Board’s regulations, which provide that a hearing must be held before a parolee can be detained for a violation of parole.

When are these hearings held?
They are held within 30 days of the person’s detention on the Parole Board’s warrant. However, a detention hearing is not required to be held by the Parole Board if a district justice conducts a criminal preliminary hearing or the parolee waives a criminal preliminary hearing and the new charges are held for court. Also, if the parolee has already been convicted of the new criminal offense, a hearing is not required to be held.

Who makes the decision in this type of hearing?
A hearing examiner conducts this hearing. A Hearing Examiner is a Parole Board decision maker empowered to sit on parole revocation panels, conduct parole hearings in lieu of panels and conduct parole interviews on behalf of the Parole Board. The final decision requires a second vote from a Parole Board member.

What is the burden of proof?
Probable cause

Does the person have legal rights at this hearing?
At each type of hearing, individuals are given their rights verbally and in writing. Individuals have the right to:

- Disclosure of evidence in support of the violations charged against them.
- Speak, have voluntary witnesses appear on their behalf and present affidavits and other evidence.
- Cross-examine adverse witnesses.
- Be represented by counsel. If a person cannot afford counsel, they may request counsel from the public defender of the county in which they are incarcerated. There is no penalty for requesting counsel.
- Request a continuance of the hearing for a good cause.

What happens after the hearing is held?
One of the following decisions will be reached:
(1) probable cause established – continue on parole
(2) probable cause established – detain pending disposition of criminal charges or
(3) probable cause not established – continue on parole.

*Charges can be re-filed if dismissed at this level.

Continuing on parole after first level hearings means the decision maker either did not find sufficient evidence to meet the burden of proof or the circumstances of the new offense did not warrant detention pending disposition of the charges.

**How long does it take to reach a decision?**
Unfortunately, an exact date or time when a Board Action will be finalized and given to the inmate is difficult to calculate because of multiple factors. However, recommitment decisions (following parole violation hearings) generally take up to 12 weeks from the hearing or waiver date.

**How is the decision given to the inmate?**
The Parole Board will send notice of its determination to the inmate directly and to the attorney who represented the inmate at the hearing. All decisions are mailed to the inmate or attorney through the U.S. mail system. Because the mail must go through the Department of Corrections’ mail screening process, this will add extra time to the inmate’s receipt of the decision. According to policy, the inmate must receive a copy of the final Board Action first before it can be released to the general public, even if those requesting a copy are family members, loved ones or friends.

**SECOND LEVEL HEARING - Violation Hearings**

**What is a violation hearing?**
It is a second level hearing to determine whether or not a parolee violated the general or special conditions of their parole.

**Why is this hearing held?**
This hearing is required to be held pursuant to the United States Constitution and the Parole Board’s regulations, which provide that a parolee is entitled to due process before they can be recommitted for a violation of parole.

**When are these hearings held?**
This hearing is held within 120 days of the preliminary hearing. A parolee may waive this hearing.

**FICTIONAL EXAMPLE:** If John had his preliminary hearing on 01.02.2020 or waived it on that day, the Parole Board has 120 days from that date to hold his violation hearing (i.e. 05.01.2020). If the 120th day falls on a legal holiday or a weekend, the last day to hold the hearing is the next business day. Please note: This is a general rule. Some limited exceptions may change this timeframe.

**Who makes the decision in this type of hearing?**
The hearing is presided over by a Hearing Examiner OR a panel consisting of a Hearing Examiner and a Board Member. The decision is made in panels of two. If there is a disagreement in the revocation panel, the case is decided by Board Members appointed by the Chairman or the Chairman’s designee with two of the Board Members not on the original hearing panel.

**What is the burden of proof?**
Preponderance of the evidence
Does the person have legal rights at this hearing?
At each type of hearing, individuals are given their rights verbally and in writing. Individuals have the right to:

- Disclosure of evidence in support of the violations charged against them.
- Speak, have voluntary witnesses appear on their behalf and present affidavits and other evidence.
- Cross-examine adverse witnesses.
- Be represented by counsel. If a person cannot afford counsel, they may request counsel from the public defender of the county in which they are incarcerated. There is no penalty for requesting counsel.
- Request a continuance of the hearing for a good cause.

What happens after the hearing is held?
One of the following decisions will be reached:

1. Preponderance established – continue on parole
2. Preponderance established – recommit or
3. Preponderance not established – continue on parole.

Definitions:
CCC: Community Corrections Center | CCF: Community Corrections Facility
CCJ: Contracted County Jail | PVC: Parole Violator Center | PV: Parole Violator
SCI: State Correctional Institution

Continuing on parole after second level hearings means the decision maker did not find a preponderance of the evidence to conclude the parolee violated parole or the circumstances did not warrant revoking parole. Additionally, the decision maker has the option to continue on parole, but may add additional parole supervision requirements.

If recommitted, a parolee shall be detained in a CCC, CCF, or any secured facility operated or contracted by the DOC.

Technical parole violators sent to a CCC or CCF will usually serve between 60 and 120 days, depending on their satisfactory adjustment while at the center. The maximum length of recommitment to a CCC or CCF is 6 months. The PV will be released on automatic reparole at that time unless he or she is not in “good standing with the Parole Board.”

TPVs returned to a CCJ or an SCI will serve up to 6 months for the first violation, up to 9 months for the second violation and up to 12 months for the third and subsequent violations before being automatically reparoled, without having to be interviewed or reviewed by the Parole Board.

However, if the parolee has: 1) committed disciplinary infractions involving assaultive behavior; 2) committed a sexual assault; 3) had possession of a weapon or controlled substance; 4) has spent more than 90 days in segregated housing due to one or more disciplinary actions; or, 5) has refused programming or work assignments, the PV is not entitled to automatic reparole. The PV will be listed for review at a later date to go before the Parole Board for a parole interview.

Continuing on parole after a second level hearing means either the decision makers did not find enough evidence to suggest the parolee violated parole OR it could mean there was enough evidence to
recommit the parolee to prison, but the decision makers determined the parolee could be safely returned to the street without being recommitted to a CCC, CCF, or secured facility.

Recommitment means the parolee was found to have violated the conditions of their parole, and the decision makers chose to return the parolee to a CCC, CCF, or secured facility.

If a parolee waives his/her hearing rights, the Parole Board will examine the facts of the case and make a decision based on the waiver, admission (if applicable) and any reports or evidence that are made available. The Parole Board will then make a decision on whether recommitment is warranted based on that information and issue one or more Parole Board actions reflecting that decision.

**How long does it take to reach a decision?**
Unfortunately, an exact date or time when a Board Action will be finalized and given to the inmate is difficult to calculate because of multiple factors. However, recommitment decisions (following parole violation hearings) generally take up to 12 weeks from the hearing or waiver date.

**What does the date listed in the Board Action mean?**
In the Board Action, a line in the document will state: NOT ELIGIBLE FOR REPAROLE UNTIL [a date listed by mm/dd/yyyy]. This date is the automatic reparole date. A technical parole violator will be released no later than the automatic reparole date unless their automatic reparole is rescinded.

**How is the decision given to the inmate?**
The Parole Board will send notice of its determination to the inmate directly and to the attorney who represented the inmate at the hearing. All decisions are mailed to the inmate or attorney through the U.S. mail system. Because the mail must go through the Department of Corrections’ mail screening process, this will add extra time to the inmate’s receipt of the decision. According to policy, the inmate must receive a copy of the final Board Action first before it can be released to the general public, even if those requesting a copy are family members, loved ones or friends. The inmate has 30 days from the date mailed to appeal this decision to the Parole Board.

**SECOND LEVEL HEARING - Revocation Hearings**

**What is a revocation hearing?**
A hearing held for parolees who committed a criminal act while on parole or while delinquent on parole and are convicted or found guilty by a judge or jury, OR the parolee pleads guilty or no contest in a court of record of a crime punishable by imprisonment. Hearings are required by the U.S. Constitution and the Parole Board's regulations.

**Why is this hearing held?**
This hearing is required to be held pursuant to the United States Constitution and the Parole Board’s regulations, which provide that a parolee is entitled to due process before they can be recommitted as a parole violator.

**When are these hearings held?**
This hearing is held either within 120 days from the date the Parole Board receives verification of the plea of guilty, no contest plea or guilty verdict at the highest trial court level or within 120 days of the date the Parole Board receives official verification of the parolee’s return to a state correctional institution depending on the circumstances. The 120-day “clock” for official verification begins when the
Parole Board receives the paperwork that verifies an individual was convicted – NOT when the person goes back to prison on the violation. A parolee may waive this hearing.

**FICTIONAL EXAMPLE:** John returned to an SCI on 01.02.2020 and is sent out on writ (formal written document used to elicit a hearing by the court) to the county prison on 01.30.2020. John is convicted of Robbery (F1) on 01.31.2020 and returned to the SCI on 01.31.2020. The supervising agent learns of the conviction on 02.07.2020 but does not receive paperwork attesting to the conviction from the court until 02.12.2020. Based on these facts, the Parole Board has 120 days from the date the agent received the paperwork attesting to the conviction to conduct the revocation hearing (i.e. 06.11.2020). If the 120th day falls on a legal holiday or a weekend, the last day to hold the hearing is the next business day. Please note: This is a general rule. Some limited exceptions may change this timeframe.

**Who makes the decision in this type of hearing?**
The hearings can be presided over by a Hearing Examiner alone or a panel consisting of a Hearing Examiner and a Parole Board Member. Decisions are made in panels of two persons. If there is a disagreement on the final decision by the revocation panel, the matter is decided by Parole Board Members appointed by the Chairman or the Chairman’s designee with two of the Parole Board Members not on the original hearing panel.

**What is the burden of proof?**
Preponderance of the evidence

**Does the person have legal rights at this hearing?**
At each type of hearing, individuals are given their rights verbally and in writing. Individuals have the right to:
- Disclosure of evidence in support of the violations charged against them.
- Speak, have voluntary witnesses appear on their behalf and present affidavits and other evidence.
- Cross-examine adverse witnesses.
- Be represented by counsel. If a person cannot afford counsel, they may request counsel from the public defender of the county in which they are incarcerated. There is no penalty for requesting counsel.
- Request a continuance of the hearing for a good cause.

**What happens after the hearing is held?**
One of following decisions will be reached:
(1) preponderance established – continue on parole
(2) preponderance established – recommit or
(3) preponderance not established – continue on parole.

Definitions: CCC: Community Corrections Center | CCF: Community Corrections Facility
CCJ: Contracted County Jail | PVC: Parole Violator Center | PV: Parole Violator
SCI: State Correctional Institution

Continuing on parole after second level hearings means the decision maker did not find a preponderance of the evidence to conclude the parolee violated parole or the circumstances did not warrant revoking parole. Additionally, the decision maker has the option to continue on parole, but may add additional parole supervision requirements.
If recommitted, a parolee will be placed in an SCI.

Convicted parole violators will be returned to an SCI and will stay there until they are granted parole. The Parole Board can recommit a CPV to serve the balance of his or her original sentence with no credit for time at liberty on parole. The Parole Board has discretion in determining whether to award credit for the time spent at liberty on parole to parolee’s convicted of certain crimes.

Continuing on parole after a second level hearing means either the decision makers did not find enough evidence to suggest the parolee violated parole OR it could mean there was enough evidence to recommit the parolee to prison, but the decision makers determined the parolee could be safely returned to the street with additional sanctions.

If a parolee waives his/her hearing rights, the Parole Board will examine the facts of the case and make a decision based on the waiver, admission and any reports or evidence that are made available. The Parole Board will then make a decision on whether recommittal is warranted based on that information and issue one or more Parole Board actions reflecting that decision.

**How long does it take to reach a decision?**
Unfortunately, an exact date or time when a Board Action will be finalized and given to the inmate is difficult to calculate because of multiple factors. However, recommittal decisions (following parole violation hearings) *generally* take up to 12 weeks from the hearing or waiver date.

**What does the date listed in the Board Action mean?**
In the Board Action, a line in the document will state: NOT ELIGIBLE FOR REPAROLE UNTIL [a date listed by mm/dd/yyyy]. This date is NOT the date when the inmate is being released on reparole. It is the date when the recommittal term imposed by the Parole Board in the prior Board Action ends. The Parole Board may review the inmate again on or after that date, but it does not create any right to be released on that date. After the review by the decision makers, another Board Action must be generated that will either grant or deny parole to the inmate.

**How is the decision given to the inmate?**
The Parole Board will send notice of its determination to the inmate directly and to the attorney who represented the inmate at the hearing. All decisions are mailed to the inmate or attorney through the U.S. mail system. Because the mail must go through the Department of Corrections’ mail screening process, this will add extra time to the inmate’s receipt of the decision. According to policy, the inmate must receive a copy of the final Board Action first before it can be released to the general public, even if those requesting a copy are family members, loved ones or friends. The inmate has 30 days from the date mailed to appeal this decision to the Parole Board.

**How and when may I appeal violation recommittal decisions?**
You may appeal a decision by sending a letter stating the reasons for your appeal to the Parole Board. You must appeal a recommittal and or recalculation decision within 30 days of the mailing date stamped on the decision. The appeal should be sent to:

Pennsylvania Parole Board | Office of Chief Counsel – Appeals
1101 South Front Street | Harrisburg, PA 17104
## DISTRICT PAROLE OFFICE LOCATIONS AND TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Region</th>
<th>Office Name</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Western Region</td>
<td>Western Region Office</td>
<td>8362 Sharon-Mercer Road Mercer, PA 16137</td>
<td>724.662.2380</td>
</tr>
<tr>
<td></td>
<td>Altoona District Office</td>
<td>Cricket Field Plaza 1304 7th Street – Rear Altoona, PA 16601</td>
<td>814.946.7357</td>
</tr>
<tr>
<td></td>
<td>Erie District Office</td>
<td>221 East 18th Street Erie, PA 16503</td>
<td>814.871.4201</td>
</tr>
<tr>
<td></td>
<td>Mercer District Office</td>
<td>P.O. Box 547 Creekside Office Complex Suite 102</td>
<td>724.662.2380</td>
</tr>
<tr>
<td></td>
<td>Butler Sub Office</td>
<td>207 Sunset Drive</td>
<td>Suite 1 Butler, PA 16001</td>
</tr>
<tr>
<td></td>
<td>Franklin Sub Office</td>
<td>50 Gibb Road Franklin, PA 16323</td>
<td>814.437.7531</td>
</tr>
<tr>
<td></td>
<td>Pittsburgh District Office</td>
<td>134 Enterprise Street Pittsburgh, PA 15206</td>
<td>412.365.3540</td>
</tr>
<tr>
<td></td>
<td>Greensburg Sub Office</td>
<td>333 Harvey Avenue Suite 100 Greensburg, PA 15601</td>
<td>724.832.5369</td>
</tr>
<tr>
<td>North Shore Region</td>
<td>North Shore Sub Office</td>
<td>1121 West North Avenue Pittsburgh, PA 15233</td>
<td>412.442.5840</td>
</tr>
<tr>
<td></td>
<td>Central Region Office</td>
<td>1101 South Front Street Suite 5950 Harrisburg, PA 17104</td>
<td>717.787.5699</td>
</tr>
<tr>
<td></td>
<td>Allentown District Office</td>
<td>2040 South 12th Street Allentown, PA 18103</td>
<td>610.791.6157</td>
</tr>
<tr>
<td></td>
<td>Reading Sub Office</td>
<td>State Office Building 633 Cherry Street Reading, PA 19602</td>
<td>610.378.4331</td>
</tr>
<tr>
<td></td>
<td>Wernersville Sub Office</td>
<td>350 Sportsman Road (Rte 422 &amp; Sportsman Road) Wernersville, PA 19565</td>
<td>610.670.4315</td>
</tr>
<tr>
<td></td>
<td>Harrisburg District Office</td>
<td>1130 Herr Street Harrisburg, PA 17103</td>
<td>717.787.2563</td>
</tr>
<tr>
<td></td>
<td>Lancaster Sub Office</td>
<td>39 East Chestnut Street</td>
<td>Suite B Lancaster, PA 17602-2701</td>
</tr>
<tr>
<td></td>
<td>York Sub Office</td>
<td>785 Vogelsong Road York, PA 17404</td>
<td>717.812.0263</td>
</tr>
<tr>
<td></td>
<td>Scranton District Office</td>
<td>430 Penn Avenue Scranton, PA 18503</td>
<td>570.963.4326</td>
</tr>
<tr>
<td></td>
<td>Williamsport District Office</td>
<td>450 Little League Boulevard Williamsport, PA 17701</td>
<td>570.327.3575</td>
</tr>
<tr>
<td>Eastern Region</td>
<td>Eastern Region Office</td>
<td>2630 North 13th Street Suite 100 Philadelphia, PA 19132</td>
<td>215.560.6594</td>
</tr>
<tr>
<td></td>
<td>Chester District Office</td>
<td>701 Crosby Street</td>
<td>Suite C Chester, PA 19013</td>
</tr>
<tr>
<td></td>
<td>Norristown Sub Office</td>
<td>1961 New Hope Street Norristown, PA 19401</td>
<td>484.250.7580</td>
</tr>
<tr>
<td></td>
<td>Philadelphia District Office</td>
<td>2630 North 13th Street Suite 100 Philadelphia, PA 19132</td>
<td>215.560.6594</td>
</tr>
<tr>
<td></td>
<td>Philadelphia County Wide Division</td>
<td>2630 North 13th Street Suite 200 Philadelphia, PA 19132</td>
<td>215.560.2082</td>
</tr>
<tr>
<td></td>
<td>Philadelphia Northwest Division</td>
<td>334 East Chelten Avenue Philadelphia, PA 19144-5752</td>
<td>215.560.4685</td>
</tr>
</tbody>
</table>
# Home Plan Form

![Pennsylvania Parole Board Logo]

<table>
<thead>
<tr>
<th>Reentrant</th>
<th>DOC #</th>
<th>Parole #</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Potential Home Provider Information (To be filled out by reentrant)

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Phone #</td>
<td></td>
</tr>
<tr>
<td>Landlord Name</td>
<td></td>
</tr>
<tr>
<td>Landlord Phone #</td>
<td></td>
</tr>
</tbody>
</table>

Questions to Ask the Potential Home Provider (To be filled out by parole staff)

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you own any firearms you are not willing to relinquish while the reentrant is residing in your home?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- If YES, do not submit the plan for investigation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you reside in Section 8 or receive any federal housing assistance?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- If YES, is the reentrant formally listed on the lease agreement?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- If NOT on the lease agreement, do not submit for investigation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the owner/landlord of the property aware the reentrant wants to reside at this property and have they been made aware of the reentrant’s current criminal conviction and criminal history?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- If YES, contact the owner/landlord</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- If NO, advise home provider that they are to inform the owner/landlord of the situation prior to the investigation being conducted. Do not submit home plan until this is verified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does anyone in the residence have open (felony) criminal charges or a bench warrant in place?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- If YES, do not submit home plan</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1st Attempt:  
Message left via:  

2nd Attempt:  
Message left via:  

Information verified by:  
Date:  

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General Conditions of Parole

- Must be under the supervision of a district office or sub-office and not leave that district without prior written permission of the supervising parole agent.

- Must obtain prior written permission of the supervising parole agent in order to change residence.

- Must maintain regular contact with the parole agent by:
  1. Reporting regularly as instructed and following written instructions of agent.
  2. Notifying agent within 72 hours of an arrest, receipt of a summons, citation or offenses punishable by imprisonment.
  3. Notifying agent within 72 hours of a change in status including employment, on-the-job training and education.

- Must comply with all municipal, county, state and federal criminal laws, as well as the provisions of the Vehicle Code (75 Pa C.S. § 101 et seq.), and the Liquor Code (47 P.S. § 1-101 et seq.)

- Must:
  - Abstain from the unlawful possession or sale of narcotics and dangerous drugs and abstain from the use of controlled substances within the meaning of the Controlled Substance, Drug, Device, and Cosmetic Act (35 P.S. § 780-101 et seq.) without a valid prescription;
  - Refrain from owning or possessing any firearms or other weapons; and
  - Refrain from any assaultive behavior.

- Must pay fines, costs, and restitution imposed on you by the sentencing court. You shall establish with appropriate county authorities within thirty (30) days of your release from prison a payment schedule for the fines, costs and restitution owed for those cases for which you are now on state parole. Thereafter, you shall:
  - Pay these obligations according to the established payment schedule or as ordered by the court;
  - Provide proof of such payment to parole supervision staff; and
  - Keep the parole supervision staff and the court informed of any changes in your financial ability to pay fines, costs and restitution.

- You shall comply with the special conditions of parole imposed by the Parole Board and with special conditions imposed by the parole supervision staff.

If problems arise or questions occur concerning the conditions of your parole/reparole, consult with the parole supervision staff. They will help you in the interpretation of the Conditions of Parole/Reparole.
If you are arrested on new criminal charges, the Parole Board has the authority to lodge a detainer against you which will prevent your release from custody, pending disposition of those charges, even though you may have posted bail or been released on your own recognizance from those charges.

If you violate a condition of your parole/reparole and, after the appropriate hearing(s), the Parole Board decides that you are in violation of a condition of your parole/reparole, you may be recommitted to prison for such time as may be specified by the Parole Board.

If you are convicted of a crime committed while on parole/reparole, the Parole Board has the authority, after an appropriate hearing, to recommit you to serve the balance of the sentence or sentences which you were serving when paroled/reparoled, with no credit for time at liberty on parole.

If you think that any of your rights have been violated as a result of your parole supervision, you may submit a timely complaint in writing, first to the district director of the district office through which you are being supervised. If your complaint is not resolved to your satisfaction, you may then submit your complaint in writing to the Pennsylvania Parole Board, Office of Parole Field Services, 1101 South Front St. Suite 5400, Harrisburg, PA  17104-2520

In consideration of being granted the privilege of parole/reparole by the Pennsylvania Parole Board, I hereby agree that: if I am ever charged with a parole violation arising out of my conduct while in a jurisdiction other than the Commonwealth of Pennsylvania, the revocation of my parole for that violation may be based solely on documentary evidence and I hereby waive any right to confront or cross-examine any person who prepared any such documentary evidence or who supplied information used in its preparation.

I expressly waive extradition to the Commonwealth of Pennsylvania from any jurisdiction in or outside of the United States, where I may be found, and shall not contest any effort by any jurisdiction to return me to the United States or to the Commonwealth of Pennsylvania; and I expressly consent to the search of my person, property and residence, without a warrant by agents of the Pennsylvania Parole Board. Any items, in the possession of which constitutes a violation of parole/reparole shall be subject to seizure, and may be used as evidence in the parole revocation process.
Inmate Version
(The Parole Board requires all inmates to hand write their version of all offenses they are currently incarcerated on, including parole violations. Please write clearly.)

_____________________________________________________________________________________
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_____________________________________________________________________________________  

Inmate Name ____________________________ Inmate Signature ____________________________ Inmate Number ____________________________ Date ____________________________
Take notes...