

 Commonwealth of Pennsylvania Pennsylvania Board of Probation and Parole	Volume III Chapter 3 Procedure 03.02.01	Date Revised: Replaces 3.11 03/11/02 04/30/04
Chapter Title CASE RECORDS, DECISIONAL PROCESSING		Date of Issue 1/26/12
Subject CASE REVIEW AND RELEASE PROCESSING GLOSSARY		Effective Date 2/09/12 PUBLIC

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 explain the terms used in Chapter 3, Section 2.

III. APPLICABILITY

This procedure is applicable to all Board staff.

IV. DEFINITIONS

A. Legislative Acts

- Act 96 of 1984 – Victim’s Crime Compensation Fund 18 P.S. § 11.1101(b)(1)
- Act 97 of 1989 – Preparole urinalysis testing 61 Pa.C.S. § 6137 (e) (1)
- Act 35 of 1991 – Victim’s Crime Compensation Fund 18 P.S. § 11.1101(b)(1)
- Act 27 of 1995 – Victim’s Crime Compensation Fund 18 P.S. § 11.1101(b)(1)
- Act 35 of 1998 – Supervision Fee 18 P.S. § 11.1102(b)(d)
- Act 84 of 1998 – Fines, Costs and Restitution 42 Pa. C.S. § 9728
- Act 143 of 1998 – Victim Awareness Education Class 61 Pa.C.S. § 6135(a)(4)
- Act 18 of 2000 – Megan’s Law Registration 42 Pa.C.S. § 9795.1
- Act 86 of 2000 – Victim’s Crime Compensation Fund 18 P.S. § 11.1101(b)(1)
- Act 98 of 2000 – Sexual Offender Treatment Requirement 42 Pa.C.S. § 9718.1
- Act 85 of 2002 – Victim’s Crime Compensation Fund 18 P.S. § 11.1101(b)(1)
- Act 185 of 2004 – DNA Requirements 44 Pa.C.S. § 2316(b)
- Act 81 of 2008 – RRRI and Place of confinement 42 Pa.C.S. § 9762(b)(2)

B. Abbreviations

AOD: Alcohol and Other Drugs

AOPC: Administrative Office of Pennsylvania Courts

ARD: Accelerated Rehabilitative Disposition

BAC: Blood Alcohol Content

CCC: Community Corrections Center

CF: Contract Facility (DOC)

DOC: Department of Corrections

EME: Electronic Monitoring Equipment

HIP: Hearing/Interview Planner application

ICMA: Institutional Case Management Automation application

ICP: Integrated Correctional Plan

ICSA: Integrated Case Summary Application

IP: Intermediate Punishment

LSI-R: Level of Service Inventory – Revised

OVRT: Offender Violence Risk Typology

PPN or PP #: Philadelphia Photo Number

PVCCC: Parole Violator Community Corrections Center

PVTC: Parole Violators Therapeutic Community

PWV: Probation Without Verdict

RAP Sheet: Record of Arrests and Prosecutions (criminal history)

RHU: Restricted Housing Unit

RRRI: Recidivism Risk Reduction Incentive

RST: Risk Screen Tool

RTAC: Re-entry Transition Accountability Checklist

SIP: State Intermediate Punishment

SMU: Special Management Unit

SOAB: Sexual Offenders Assessment Board

C. Words and Phrases

Application: A written request seeking parole consideration from the Board.

Board Action (PBPP-15) (Green sheet): The written decision rendered by the PBPP following the Parole Board interview/hearing.

Board Detainer: A warrant lodged by the PBPP.

Boot Camp Case: An offender whose minimum sentence is abrogated by law on Boot Camp placement and is released by statute without a minimum interview.

Certification: For any offender who is serving a sentence for a violent offense, the Chairman of the Parole Board must certify that all release requirements have been met, before the offender can be released.

Concurrent Sentences: Sentences imposed to be served at the same time.

Consecutive Sentences: Sentences imposed to be served one after another. State law requires that consecutive sentences be aggregated into one sentence structure with one minimum and one maximum sentence.

Constructive Parole: Service of a sentence on parole while incarcerated on another conviction.

County Detainer: A warrant lodged by a county of the State of Pennsylvania.

Crime Victims Compensation Fund: (Acts 27/86/85/35/96) A law that requires the offender to pay a fee to the County of conviction prior to release on parole.

Deportation Order: An order issued by the Federal Immigration and **Customs Enforcement** authorities to remove the offender from the United States.

Detainer: A written order of the court or paroling agency to hold a person in custody pending further legal action.

Determinate (Flat) Sentence: A sentence that only has a maximum length of time. The offender is eligible for parole at any time. The exception being a mandatory sentence, where an offender must serve the complete sentence in custody. The Board has no authority over these cases.

District Office: One of the ten district field offices of the PBPP, each serving an identified area of the state.

Direct Victim: An individual against whom a crime has been committed or attempted and who as a direct result of the criminal act or attempt suffers physical or mental injury, death or the loss of earnings under this act. The term shall not include the alleged offender. The term includes a resident of this Commonwealth against whom an act has been committed or attempted which otherwise would constitute a crime as defined in this act but for its occurrence in a location other than this Commonwealth and for which the individual would otherwise be compensated by the crime victim compensation program of the location where the act occurred but for the ineligibility of such program under the provisions of the Victims of Crime Act of 1984.

DNA Tracking Sheet: A Pa State Police document supplied to verify that a DNA sample has been drawn from an offender whose specified crime requires a sample to be drawn.

Docket: The docket is a monthly listing controlled by the PBPP Staff of those offenders scheduled for a Board Interview.

Domestic Violence: is a pattern of behavior reinforced by violence and/or the threat of violence, which can include physical, psychological, sexual, economic, and emotional abuse, perpetrated by one person against an intimate partner or family member, with the goal of establishing and maintaining power and control over the victim. Not all acts of domestic violence are necessarily violations of criminal law. However, all incidents of domestic violence should be viewed as a pattern of behavior, not an isolated criminal event. **For purposes of this chapter, the Domestic Violence Protocol applies only to those offenders who commit acts of domestic violence against a current or former intimate partner, whether or not those acts rise to the level of criminal culpability.**

Extra Interview Case: This identifies an offender who was previously interviewed on his minimum sentence and needs to be scheduled for an additional minimum interview (usually as the result of additional information or an additional sentence).

Extradition: The transfer of an offender from one sovereign jurisdiction to another.

Federal Detainer: A warrant lodged by any branch of the Federal Government.

General Sentence: Youthful offenders at one time were committed to the State Correctional Institution at Camp Hill by an adult criminal court with no specific minimum sentence being imposed. Such commitments carried a sentence up to six years and were eligible for parole at any time. This type of sentence is no longer legal in Pennsylvania; however, reference to this type of sentence may be found in old case material.

Green Sheet: Term used by offenders and staff to refer to the Board Action (PBPP-15), the written decision rendered by the PBPP following the Parole Board interview/hearing.

Home Plan: The residence where an offender plans to live upon release from custody.

ICMA: The Institutional Case Management Automation application is a **computer-based** application, which uses data input and controls to monitor cases throughout the paroling process.

ICSA: Integrated Case Summary Application. This computer based application is completed by both DOC and PBPP staff. It is a dynamic report that also contains historic information on the offender. Once created, this document will follow the offender throughout the service of the DOC sentence. If the

offender returns as a parole violator or returns to confinement to serve a new DOC sentence, this report will contain a chronological record of the new data.

Indeterminate Sentence: A sentence with a minimum sentence of confinement which shall not exceed one-half of the maximum sentence imposed.

Interstate Office: A division of the PBPP that has responsibility to administer the Interstate Compact for Adult Offender Supervision between the compact's 53 signatories: all states, District of Columbia, Puerto Rico and the U.S. Virgin Islands.

Initial Sentence Status Report (PBPP-102): The official Parole Board document containing sentencing information on offenders serving their state sentence in a county facility.

ICE Detainer: A warrant lodged by the Immigration and **Customs Enforcement**.

Institutional Parole Summary (PBPP-245A): Summary of the offender's adjustment at a County Facility prepared by the county correctional facility staff for state offenders serving their sentence in a county facility.

LSI-R: Level of Service Inventory Revised is a risk-screening instrument and is part of the Parole Decision Making Guidelines. This instrument is accessed through a link in ICMA.

Minimum Sentence Case: This identifies an offender being considered for parole at their minimum date.

Megan's Law: A law that requires registration of the offender's address, **employment, school, etc.** with the State Police if the offender was convicted of a specified sex offense.

Negative Urine Result: A urinalysis taken for parole **that** shows no usage of controlled substances **unless** medically prescribed for the offender.

Official Version: A narrative of the offense describing in detail the facts of the crime. This information could be obtained from various sources including Affidavit of Probable Cause, Pre-Sentence Investigation, Criminal Complaint or Police/Accident Report.

Other State Detainer: A warrant lodged by a state other than Pennsylvania.

Parent Institution: The **state** correctional facility to which an offender has been classified to serve his/her sentence.

Parole Decisional Instrument (PBPP-361): An instrument used by the Board to assist in the process of parole consideration.

Parole Release Pending Report: A list of offenders, which have a paroling action from the Board, but for some specified reason(s), have yet to be released.

Philadelphia Photo Number (PPN): A unique **seven**-digit number assigned to all offenders arrested in Philadelphia.

Prescriptive Program Plan (DC-43): Treatment document established by the DOC to notify offenders of recommended programming needs.

Rebuttable Parole: A statute designated non-violent offender who has been certified by the DOC based on a good conduct record and nonviolent history.

Reclassification Summary (DC-13A): Summarization of the offender's adjustment prepared by the DOC for state correctional facility cases.

Review Case: This identifies an offender being considered for parole after being previously refused parole. Offenders are eligible for review upon receipt of a Board Action that refuses parole and stipulates a review date.

Recidivism Risk Reduction Incentive (RRRI): A sentence imposed upon a non-violent offender that can allow them the opportunity to reduce their minimum sentence upon completion of recommended programming, and while maintaining a good conduct record.

Sentence Status Summary (DC-16E): An official DOC document containing minimum and maximum dates on all sentences currently being served which includes a listing detainers and non-incarceration sentences for state offenders.

Short Minimum Case: Any offender received at classification centers at the State Correctional Institution at Camp Hill or Muncy are identified as a Short Minimum Case if the minimum sentence is twelve (12) months or less from date of commitment.

SOAB: Sexual Offenders Assessment Board is an independent Board who conducts risk assessments of sexual offenders.

State Identification Number (SID): The identification number initiated and used by the Pennsylvania State Police to identify offenders and is used by the PBPP staff for requesting RAP sheets.

State Intermediate Punishment (SIP): A program designed for offenders convicted of a drug offense. Offenders will serve a flat 24 month sentence. At least 7 months will be served in an SCI and for the remainder of the sentence the offender will be in a community correction center under DOC supervision. The Board has no authority over these cases.

State Sentence Detainer: A warrant for the service of a sentence that is under the release jurisdiction of the Pennsylvania Board of Probation and Parole.

Static 99: A risk-screening instrument used only for sex offenders and is part of the Parole Decision Making Guidelines. This instrument is accessed through a link in the ICMA.

Violator: Offender who is recommitted by the Board based on new convictions while on parole or violation of the Board's technical conditions.

Violator case: This identifies an offender being considered for re-parole after violating parole supervision and being recommitted to prison. Offenders are eligible for a re-parole review if they have been recommitted as a Parole violator and have a Board action that stipulates a review date.

Violent Offender Indicator: A field on the client server docket system that shows whether or not current conviction is a crime of violence.

Violent Offense: Any crime defined as violent **and included on the Board's "Violent /Sexual Crimes chart."**

Vote Sheet (DC-46): The DOC recommendation showing actual vote from DOC staff recommending or not recommending parole.

Wolfe Hearing: A DOC misconduct hearing.

D. Electronic Forms

PBPP-1: Statement of Residence

PBPP-2: Statement of Employer

PBPP-6: Warrant for Arrest of Paroled Prisoner (Permanent Warrant issued by the Interstate Parole Division)

PBPP-10: Order to Release on Parole/Reparole

PBPP-11: Conditions Governing Parole/Reparole

PBPP-11A: Special Conditions – Imposed by the Board

PBPP-14: Offender Version

PBPP-15: Board Action

PBPP-15A: Supplement to Board Decision (Board Notes)

PBPP-17: Request to Serve Maximum Sentence

PBPP-31: Notice of Home Plan Results

PBPP-39: Order to Recommitment

PBPP-72: Combined Waiver/Request Board Hearing

PBPP-72C: Waiver of Revocation Hearing & Admission Form

PBPP-72T: Waiver of Violation Hearing & Admission Form

PBPP-75: Letter to the Judge, etc (Released on parole)

PBPP-102: Initial Sentence Status Report

PBPP-104: PV Center Eligibility Checklist

PBPP-140: Order to Release (from Permanent Warrant)

PBPP-141: Warrant to Commit and Detain (Permanent Warrant)

PBPP-159: Request for Drug Screening Test

PBPP-165C/T: Recommitment Data Sheet

PBPP-227: Return of Parole Violator Report

PBPP-234: Acceptance for State Supervision

PBPP-235: Conditions Governing Special Probation/Parole

PBPP-245A: Institutional Parole Summary (County Cases)

PBPP-257C: Arrest Report – Criminal Charges

PBPP-257H: Supervision History

PBPP-257N: Notice of Charges and Hearing

PBPP-257NR: Notice of Rescission Hearing

PBPP-257T: Arrest Report – Technical Charges

PBPP-259: Record of Interview

PBPP-283: Consent Disclosure of Confidential Information

PBPP-283A: Consent Disclosure of Medical Information

PBPP-336: Special Conditions of Parole

PBPP-336A: Special Conditions Institutional

PBPP-348: Parole Violation Warning Instruction

PBPP-361: Parole Decisional Instrument

PBPP-364: Institutional Parole Office Request for Information

PBPP-382: Summarization Report

PBPP-382R: Review Summarization Report

PBPP-382RR: Reparole Review Summarization Report

SP 4-218: PSP Megan's Law Sexual Offender Registration Notification

SP 4-219: PSP Megan's Law Sexual Offender Address Work Sheet

SP 2-244: PSP DNA Sample Collection Tracking Form

V. POLICY

It is the policy of the Board to use uniform definitions of terms throughout the agency.

VI. PROCEDURE

Apply the definitions, abbreviations and form designations found in this procedure to all procedures within Chapter 3, Section 2.

VII. SUSPENSION DURING AN EMERGENCY

Not applicable.

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
2. State
 - a. **61 Pa.C.S. § 6112**
 - b. **61 Pa.C.S. § 6132**
 - c. **61 Pa.C.S. § 6137**

B. PBPP Policies

C. American Correctional Association

- D. Management Directives
- E. Report of the Reentry Policy Council