

<p>Commonwealth of Pennsylvania</p>  <p>Pennsylvania Board of Probation and Parole</p>	<p>Volume III Chapter 3</p> <p>Procedure 3.02.08</p>	<p>Replaces: Ch. 2 C.8.9 3.10 02/26/02 3.7/3.10 Eff. 4/30/04, 3.02.08 Eff. 3/26/12, 3/18/13, 03.02.08-1 Eff. 06/01/2016</p>
<p>Chapter Title CASE RECORDS, DECISIONAL PROCESSING</p>		<p>Date Issued 8/07/15</p>
<p>Subject: CASE REVIEW AND RELEASE PROCESSING RELEASE PROCEDURES</p>		<p>Effective Date 6/01/16 PUBLIC</p>

I. AUTHORITY

The chairman of the board is granted the authority to “direct the operations of the board and fulfill the functions established by the act... including organizing, staffing, controlling, directing, and administering the work of the staff.” 61 Pa.C.S. § 6112 (a)(1) & (a)(4).

II. PURPOSE

The purpose of this procedure is to set forth practices by which offenders are released from incarceration.

III. APPLICABILITY

This procedure is applicable to all PBPP staff.

IV. DEFINITIONS

See Procedure 3.02.01 Glossary.

V. POLICY

It is the policy of the board to ensure that all release procedures are conducted in a timely and efficient manner.

VI. PROCEDURE

A. Review of Release Requirements

Once an offender has received a paroling action, all of the following release requirements shall be attended to/maintained in order to effectuate the release at the earliest possible date:

1. Review the Order to Release on Parole/Reparole (PBPP-10) and Conditions Governing Parole/Reparole (PBPP-11).
2. Check for an approved home plan or Bureau of Community Corrections (BCC) acceptance letter.

3. Obtain verification of the Crime Victims Compensation Fund payment. If the offender is being reparaoled, verification is not required.

The Department of Corrections sometimes loans offenders the money to pay the CVCF if they deem an offender to be indigent. In these cases, institutional parole staff shall issue a special condition requiring the offender to repay the loan. The condition shall state:

“You shall pay the \$_____ Crime Victims’ Compensation **Fund fee through** a money order made payable to the: PA Department of Corrections, Central Office IGWF. Payments shall be mailed to attention:
Crime Victims’ Compensation Fund
Bureau of Community Corrections
1920 Technology Parkway
Mechanicsburg, PA 17050”

4. Registration of Sexual Offenders

During the release process, institutional parole staff (IPS) will determine if the inmate is required to register as a sexual offender based on current offense(s). A list of offenses requiring registration as a Pennsylvania sexual offender is located in the board’s Violent/Sexual Crimes Chart. IPS is responsible to register such offenders being released on parole or special probation/parole supervision through the PA Sex Offender Registry Tool (SORT) accessed through CLEAN or JNET. For additional information, refer to Procedure 4.01.28 Sex Offender Registration.

Any case specific questions regarding the registration of sexual offenders or SORT may be directed to the Pennsylvania State Police (PSP) at 1-866-771-3170. The PSP Megan’s Law Section fax number is (717) 346-7168. Additional information is also available on the PSP Megan’s Law website.

- a. When it is determined that an offender is required to register, IPS shall search the PSP Megan’s Law website or the SORT system to determine if the offender is currently registered.

- 1) If the offender is not registered, IPS shall:

- a) Complete the initial sexual offender registration no earlier than 30 calendar days but no less than 10 calendar days prior to the offender’s release date.

- i. When an offender is being released to a CCC/CCF, IPS shall use the CCC/CCF as the offender’s residential address.

- ii. Special probation offenders who are transient , i.e. they have not provided a place of residence upon release, must provide a city and a list of places they intend to frequent, eat, engage in leisure activity, receives mail and planned destination.

- iii. Capture a full-face digital photograph of the offender, without glasses or headwear using the webcam connected to the state correctional institution (SCI) records office SORT computer.

The captured facial image shall always be in focus from the nose to the ears. The following additional images shall also be captured facial profile, facial with glasses, if applicable; and scars, marks and tattoos.

- iv. Capture the required digital signatures.

- b) Upon completion of the SORT data entry, a registration number will be provided and printed on the registration report. This registration number is needed to populate the SORT data to the LiveScan device.

- i. Take a complete set of the offender's finger and palm prints using the SCI records office LiveScan equipment.
- ii. Verify DNA sample was taken from offender as required by law. If DNA has not been taken, obtain DNA from inmate before release.

2) If the offender is already registered with PSP Megan's Law, IPS shall:

- a) Update the sexual offender's registration information no earlier than 30 calendar days but no less than 10 calendar days prior to the offender's release date.
 - i. When an offender is being released to a CCC/CCF, IPS shall use the CCC/CCF as the offender's residential address.
 - ii. Special probation offenders who are transient , i.e. they have not provided a place of residence upon release, must provide a city and a list of places they intend to frequent, eat, engage in leisure activity, receives mail and planned destination.
 - iii. Capture a full-face digital photograph of the offender, without glasses or headwear using the webcam connected to the SCI records office SORT computer.

The captured facial image shall always be in focus from the nose to the ears. The following additional images shall also be captured facial profile, facial with glasses, if applicable; and scars, marks and tattoos.

- iv. Capture the required digital signatures.

- b) Upon completion of the SORT data entry, a registration number will be provided and printed on the registration report. This

registration number is needed to populate the SORT data to the LiveScan device.

- i. Take a complete set of the offender's finger and palm prints using the SCI records office LiveScan equipment.
- b. After capturing the required digital signatures in SORT, IPS shall print a copy of the PSP sexual offender registration. A copy of the completed registration is given to the offender and serves as PBPP's notice to the offender of his/her duty to update and maintain the PSP registration.
- c. If the offender refuses to participate in, update or complete the registration process, IPS shall notify the offender that he/she shall not be paroled if there is a failure to cooperate.

If the offender is maxing-out on their incarceration term and has a special probation/parole supervision obligation, IPS shall notify the offender that PSP and the sentencing court will be notified of his/her failure to register.

- d. An offender required to register who has not been previously registered shall not be released until his/her registration is completed and PSP verifies that the registration information has been received by PSP. Staff will receive an electronic acknowledgment for these new initial registrants.
 - 1) The PSP registration verification is returned to the ORI where the SORT registration was completed or updated. Two (2) copies of the PSP registration verification shall be printed.
 - 2) Distribution of the registration verifications is described in Section J. Notification and Distribution.
- e. Previously registered offenders who are required to register may be released after registration information has been updated and the offender has signed attesting to the accuracy of the update. No acknowledgment will occur for information updates of offenders who were previously registered.

5. DNA Requirements

- a. DNA samples are required of offenders convicted/sentenced of the offenses listed in the DNA column of the Board's Violent/Sexual Crimes Chart.
- b. Copies of the DNA Sample Collection Tracking Sheet (SP 4-244) are returned to the institutional parole office verifying collection. If these forms are unavailable, verification can be made through the Commonwealth Law Enforcement Agency Network (CLEAN), Master Name Index.

6. Urinalysis Testing is required on all offenders before release.

- a. Parole agents, the Department of Corrections (DOC), or county prison staff administers these tests.
- b. The following procedures will be used to process DOC urinalysis screening:
 - 1) Institutional parole staff will send an email request to SCI parole urinalysis request inbox, ie: **CR-(SCI abbreviation) Parole Urinalysis Request.**
 - 2) The subject line of the email request shall be formatted as follows:
Subject: Urinalysis Request: Offender LN, FN, DOC No., PBPP No.
ie: Urinalysis Request: Smith, John, AB1234, 567ZZ
 - 3) The SCI security office should collect the urine specimen within 72 hours of the PBPP email request.
 - 4) For offenders housed in a contract county jail, institutional staff shall submit the request to the CCJ records staff.
 - 5) For offenders housed in a CCC, CCF or PVC, institutional staff shall submit the request to the center director.
 - a. **Institutional parole staff shall submit requests for urinalysis at the time that the early release checklist request is submitted for Act 122 of 2012 cases being considered for release prior to their automatic re-parole date regardless of where they are housed.**
 - b. **Act 122 of 2012 cases with pending criminal charges that are dismissed must be released by their automatic parole date. If their automatic parole date has already passed, then they must be released within four days. In cases where urinalysis results cannot be secured via the prescribed method by the automatic parole date or the automatic parole date has passed, institutional supervisors shall authorize instant urinalysis tests.**
- c. Seven (7) business days following the specimen collection, institutional parole staff will access the DOC contracted laboratory's web portal to obtain the offender's urinalysis results. The tests are valid for 45 calendar days from the date the specimen was taken.
- d. When a **urinalysis** result is positive for a controlled substance, the release is delayed and a "Memo to the Board" is sent to the Office of the Board Secretary, Division of Case Management at **PM, OBS Case Analysis within five business days.**
- e. If an offender is unable to legitimately provide a urine specimen, the institutional parole manager will be contacted for authority to use

alternative testing methods. In these cases, any positive results from an alternative test must be confirmed as directed by chain of command.

7. Domestic Violence Protocol

After the Board decision to parole but prior to release, if an official version is returned with information that confirms that domestic violence protocol (DV) applies, institutional parole staff shall identify the offender as a DV protocol case. At the time of release, a Special Condition (PBPP-336) "DV Protocol Applies" shall be executed by the inmate and institutional parole staff. Upon release the institutional parole supervisor shall forward a copy of the PBPP-336 to the appropriate field office's PM, BA inbox for example, **PM, BA Allentown**.

8. Certification process/steps (parole and reparole cases)

The following requirements must be completed for violent offenders:

- a. Check the RRRI certification box, if applicable.
- b. Enter the victim awareness class information; if applicable.
- c. Enter data relating to the home plan or CCC/CCF bed date.
- d. Enter the DNA sample collection; if applicable.
- e. Enter the sexual offender registration information; if applicable.
- f. Enter the Crime Victims' Compensation Fund information.
- g. Verify that all requirements have been met to include that there are at least 14 calendar days remaining on the valid home plan and 14 calendar days remain until the urinalysis results expire. Complete the request for certification in the "Client Server → Administrative → CERTS."
- h. The institutional parole supervisor will review the request to make sure all areas have been properly addressed, review the file to make sure all laws and procedures were followed, and then electronically sign off and forward the request to the board chairman for final review and certification.
- i. The completed/approved certification will be sent back electronically. The certification form is printed and attached to the file copy of the release orders.
- j. The release orders, for violent offenders, will be available for printing after certification is obtained.

NOTE: The certification process does not apply to Act 122 of 2012 cases subjected to automatic reparole unless they have been removed from the automatic parole process and placed on the docket.

9. Judge, Clerk of Courts, and District Attorney Notice of Release Letter (PBPP-75)

A letter is required to be sent by the institutional parole staff to the district attorney, judge, and clerk of courts upon release.

10. Victim Awareness Class (Act 143 of 1998) See 61 Pa.C.S. 6137(f)

a. Verify completion of the victim awareness class, if the offender's sentence date is after 2/19/99 and the instant offense is specified in Act 143 of 1998. Reference the Violent/Sexual Crimes Chart.

b. The offender is required to take the class once while incarcerated, regardless of the number of crimes the offender committed. Recommitted violators are not required to take the Act 143 class again. If any offender is convicted of a new Act 143 offense, this class will be taken during service of the new sentence.

11. Special Probation/Parole Cases

a. Institutional parole staff shall check to see if there is a special probation/parole case requiring supervision by the board. This status can be identified by checking for a probation max date in the "Client Server → Master Inquiry → Sentence Profile Display" screen.

b. If a special probation/parole is identified and the Acceptance for State Supervision (PBPP-235) is not available, contact Bureau of Probation Services at [PM-Court Services](#).

c. At the time of release, institutional parole staff shall send the executed copy of the Acceptance for State Supervision (PBPP 234) and Conditions Governing Special Probation/Parole (PBPP 235) to the district office that will be supervising the special probation/parole.

d. Institutional parole staff shall immediately notify the Bureau of Probation Services at [PM-Court Services](#) if the offender refuses to sign the special probation/parole forms. For additional information, refer to Procedure 4.04.01 Probation Services – Bureau, District, Institutional Responsibilities.

12. Office of Victim Advocate Notification

a. Upon receipt of a requested release date memo from the Office of the Victim Advocate (OVA), institutional parole staff will place the memo in the left-hand side of the offender's case folder.

b. Prior to release, institutional parole staff will check the file to determine if there is a memo from OVA requesting notification of the release date. If there is an OVA request, staff will notify OVA by phone and email at [PM](#),

OVA Information of the pending release and immediately destroy the memo.

13. Institution Notification

The institutional parole office notifies the institutional records office when the offender has satisfied all parole requirements for release and a release date is established. The release date must be in conjunction with the requirement to report to the district/sub office within 24 hours.

14. Parole Release Orders

Institutional staff will complete the Order to Release on Parole/Reparole (PBPP-10) by adding the actual date of release, the signed Conditions Governing Parole/Reparole (PBPP-11) the district/sub office address, phone number and the approved residence.

If offender is released to a detainer, institutional parole staff will include the following statement on the PBPP-11 above the district/sub office address:

Upon release from the detainer you must report within 24 hours to:

- a) Offenders not entitled to automatic release, who add any comments/notations or refuse to sign the Conditions Governing Parole/Reparole (PBPP-11) shall not be released. In these cases, institutional parole staff shall immediately submit a memo to the board and postpone the release pending review by the decision maker.
- b) Any offender entitled to automatic release who refuses to sign or adds any comment or notation to his/her signature on the Conditions Governing Parole/Reparole (PBPP-11) shall generally be released. Exceptional cases shall be reviewed with the institutional parole staff's chain of command for further direction.
 - i. **If an offender entitled to automatic release indicates that he/she desires to serve his/her maximum sentence at the time of sign-out, then the institutional parole staff shall stop the release, obtain the offender's signature on the Request to Serve Max (PBPP-17) and submit the form along with a memo to the board as described in 3.02.07, Section C.**
 - ii. **If an offender entitled to automatic release who is recommended for early release refuses to sign Conditions Governing Parole/Reparole (PBPP-11) to effect the release, then the early release shall be stopped and the offender shall be processed for release on the automatic release date.**

15. Bureau of Community Corrections Referrals for Services

- a. Institutional parole staff may refer offenders being prepared for release to reentry services available through Bureau of Community Corrections.

- 1) If institutional parole staff determines that offenders who are being prepared for release are eligible for utilizing these services, they shall include a completed Bureau of Community Corrections Reentry Services Referral form to the supervising district office along with the release paperwork.
 - 2) DOC staff may also complete and submit these referral forms to institutional parole staff to be included in the release paperwork.
- b. Field staff shall receive the completed referral form and determine appropriate action.

B. Release to an Approved Residence

1. Review all release requirements to verify completion.
2. Coordinate the release date with the facility in which the offender is currently detained.
3. Institutional parole staff and the offender review the release orders, district map and conditions of parole. Four (4) copies of the release orders must be signed by the offender and witnessed by staff.
 - a. Conditions of supervision are furnished in writing to offenders. Offenders are required to sign the conditions, indicating understanding and willingness to comply. If the offender is unable to sign their name, place an X for the signature. Pennsylvania law requires that two (2) individuals witness documents signed by an X.
 - b. The conditions are read and explained by institutional parole staff. If a communication problem such as illiteracy prevents an offender from understanding the conditions, institutional parole staff will clearly describe the conditions to the offender and his/her advocate.
 - c. For non-English and non-Spanish speaking offenders, the commonwealth contracted language service is used to assist in translating to the language spoken by the offender.
4. A copy of the Order to Release on Parole/Reparole (PBPP-10) and the Conditions Governing Parole/Reparole (PBPP-11) are distributed to the facility's records office, offender, supervising field office to the following address in central office: Case Management Division, 1101 S. Front St., Suite 5300, Harrisburg, PA 17104.
5. For specific information on which case materials institutional parole staff must forward upon release, refer to the below section titled "Notifications and Distribution."

C. The Quehanna Boot Camp

1. The boot camp is a program which allows eligible offenders to complete a six (6) month period of incarceration in lieu of serving their minimum sentence. Statute requires that the sentencing judge recommend the offender for participation in the boot camp program.
2. The boot camp program is voluntary. Once admitted, an offender may withdraw from the program at which point the offender forfeits the right to immediate parole, transfers to another SCI and is placed on the appropriate docket. Program failures are treated in the same manner.
3. Offenders at the Quehanna Boot Camp program are not considered for parole by the Board. Release is presumptive upon successful graduation from the program. Offenders recommitted as technical or convicted parole violators are not eligible to be returned to the Quehanna Boot Camp Program.
4. Boot Camp Release Process
 - a. Offenders do not have a Parole Board minimum interview.
 - b. Offenders do not receive a Notice of Board Decision (PBPP-15).
 - c. All other applicable release procedures cited herein apply for releases from boot camp.

D. Release to Detainer

The board may grant parole to a detainer. There are differences in the release process, depending on the type of the detainer.

1. Parole to State Sentence Detainer

If the offender is being paroled to a PA state sentence, a home plan is not needed. All other release requirements apply. All case materials are maintained at the institution and the offender will be supervised on constructive parole.

2. Parole to a State Intermediate Punishment (SIP) Sentence

Offenders who are to be paroled on one sentence and have a pending sentence to the SIP program are to be paroled to a state detainer. Institutional parole staff monitors the non-SIP sentence as a constructive parole case until the offender is released to the CCC/CCF (Phase 2) of the SIP program. At that time the constructive parole case is to be transferred to the district office that is responsible for supervising the CCC/CCF where the offender is residing.

2. Parole to a County Detainer

When an offender is paroled to a PA county detainer, the offender is required to have an approved home plan or BCC bed date and satisfy all other release

requirements. Institutional parole staff will send the offender's release materials to the district or suboffice responsible for the area of the approved home plan or CCC/CCF. Prior to release, institutional parole staff will issue the offender a PBPP 348, with instructions to report to the district or suboffice when released from detention.

- E. Parole to Immigration and Customs Enforcement Detainer: See 3.02.15 Releases to Other State, Federal and ICE Detainers, Deported Felons, Interstate Administrative Tracking.

The State Correctional Institution at Camp Hill (SCI-Camp Hill) serves as the release site for all cases released to the ICE detainer. The offender is transferred to SCI-Camp Hill approximately one week prior to pick-up by ICE officials.

1. Upon receipt of a paroling action, follow all requirements for release. Additionally, institutional staff will be required to:
 - a. Ensure that the offender is fingerprinted. The completed fingerprint card is included with the release materials mailed to the Interstate Parole Services Division.
 - b. Offenders paroled to a deportation order only or those who obtain early parole pursuant to a final order of deportation shall be advised that if deportation does not occur, the offender will be returned to an SCI and a rescission hearing will be held. Parole staff does not need to secure a home plan for these cases.
 - c. Release orders will be executed by institutional staff at SCI-Camp Hill.
2. The parent institution will verify whether the inmate has a detainer or deportation order and ensure the board action/release orders correspond.

For ICE detainer cases, institutional parole staff shall include language on the Conditions Governing Parole/Reparole (PBPP-11) directing the offender upon release from the ICE detainer to report within 24 hours to the designated PBPP district or sub-office.

3. If the inmate is subject to sex offender registration, the parent institution will complete the registration to SCI-Camp Hill. See Procedure 3.02.15
4. The parent institution will scan/email the release orders, ICE detainer or deportation order, sex offender registration confirmation (if applicable), OVRT and memo to [PM, BA SCI Camp Hill](#).
5. Once the offender is released, SCI-Camp Hill institutional parole staff will email a copy of the signed release orders and copy of the ICE detainer to the parent institution's PM, BA inbox and to [PM, Interstate](#). An original copy of the signed PBPP-10, PBPP-11, applicable special conditions, fingerprint card and ICE detainer are mailed to the Interstate Parole Services Division.

6. A copy of the signed release order is given to the SCI-Camp Hill Records Office and the original release order is mailed to the parent institution's parole office for disbursement as required per release procedures.

F. Parole to Federal or Interstate Detainer

1. When paroled to a federal or interstate detainer, the offender is required to have a home plan, (unless the board action directs otherwise) and satisfy all release requirements. A copy of the detainer and signed Order to Release on Parole/Reparole (PBPP-10) and Conditions Governing Parole/Reparole (PBPP-11) are sent to the Interstate Parole Services Division at **PM, Interstate** for monitoring of the detainer's disposition. See 3.02.15 Releases to Other State, Federal and ICE Detainers, Deported Felons, Interstate Administrative Tracking.

2. Parole and Awaiting Extradition in a County Prison

All parole release requirements apply in these cases. While in the county prison awaiting extradition, the Interstate Parole Services Division will monitor the offender's extradition to the demanding authority. All case materials are sent to **PM, Interstate**.

3. Other Issues

When the board has issued a decision to parole to a detainer with an approved plan, and the detainer is lifted prior to release, the offender shall be released to the approved home plan without modification of the paroling action. However if the board action is to parole to a detainer 'only', institutional parole staff must send a memo to the board as soon as institutional parole staff is aware of the of said developments and forward to **PM, OBS Case Analysis**.

If the paroling action is to an approved plan, and a detainer is later lodged against the offender, institutional parole staff must submit a memo to the board if the detainer is graded a misdemeanor 2 or higher via **PM, OBS Case Analysis**. Detainers lodged for a violation of probation or parole shall require a memo to the board only if the offender's original conviction included a charge of misdemeanor 2 or higher.

G. Parole / Reparole to a CCC/CCF

1. Referral and Acceptance Process: Once an offender has received a Board Action (PBPP-15) with parole / reparole to a CCC/CCF and has all release obligations satisfied, the referral process can begin by notifying the CCPM with a copy of the board action.

After BCC assigns a bed date, the institutional parole staff will notify the offender. If an offender incurs a misconduct or a situation arises that the offender will be unable to report on a specific date, the institutional parole staff must notify the BCC to cancel the bed date. Notify the board if the misconduct requires board notification per procedure 3.2.07.

A special condition (PBPP-336) is signed stating that the offender will travel directly to the CCC/CCF and obey the BCC / PBPP universal set of rules.

2. Other Types of CCC/CCF Placements

a. Gaudenzia's Mental Health First Program:

1) Parent institutional parole staff responsibilities:

Upon receipt of a paroling action, Board Action (PBPP-15) with parole / reparole to Gaudenzia's Mental Health First Program for seriously mentally ill offenders, the referral process can begin with institutional parole staff notifying the CCPM with a copy of the board action. The institutional parole staff at the parent institution is responsible to ensure that all requirements for release are met. Upon receipt of a bed date, the DOC will arrange for transfer of inmate to SCI-Chester. The parole office of the parent institution will complete all necessary release paperwork and send that information to [PM, BA SCI Chester](#),

Upon notification of release to the Gaudenzia's Mental Health First Program, the parent institutional parole staff shall record the release order distribution dates in ICMA.

2) SCI Chester Responsibilities:

One calendar day prior to the offender's transfer Gaudenzia's Mental Health First Program, SCI Chester institutional parole staff will conduct a final check for misconducts and execute the Order to Release on Parole/Reparole (PBPP-10) and Conditions Governing Parole/Reparole (PBPP-11). Upon the offender's departure, the receiving institutional parole staff will scan a copy of the PBPP-10 and PBPP-11 to the parent institutional parole office (ie: [PM, BA SCI Dallas](#)) and to the Philadelphia county-wide sub-office ([BA County Wide Phila](#)). A signed copy of the release orders are forwarded to the receiving SCI records office and an original copy of the release order is mailed to the parent SCI records office.

b. Tomorrow's Hope:

1) Institutional parole staff pre-transfer responsibilities:

Upon receipt of a bed date to Tomorrow's Hope, the placement process can begin by notifying the CCPM at the parent institution with a copy of the bed date letter. The institutional parole staff at the parent institution is responsible to ensure that all requirements for release are met.

The DOC will arrange for transfer of inmate to SCI Houtzdale. The parole office of the parent institution will complete all necessary release paperwork and send that information to [PM](#),

BA SCI Houtzdale by Wednesday of the week of release. SCI Houtzdale parole staff shall notify the SCI Houtzdale Control Center of the transfer.

Upon notification of release to Tomorrow's Hope, the parent institutional parole staff shall record the release order distribution dates in ICMA.

2) **SCI Houtzdale Institutional parole staff responsibilities:**

One calendar day prior to the offender's transfer to Tomorrow's Hope, the receiving institutional parole staff will conduct a final check for misconducts and execute the Order to Release on Parole/Reparole (PBPP-10) and Conditions Governing Parole/Reparole (PBPP-11). Upon the offender's departure, the receiving institutional parole staff will scan a copy of the PBPP-10 and PBPP-11 to the parent institutional parole office and to the appropriate district/suboffice's PM, BA inbox ie: **PM, BA SCI Dallas; PM, BA Allentown**. A signed copy of the release orders are forwarded to SCI Houtzdale records office and control and an original copy of the release order is mailed to the parent SCI records office.

c. Progress CCC:

Upon receipt of a paroling action, Board Action (PBPP-15) with parole / reparole to Progress CCC the referral process can begin, with the releasing SCI institutional parole staff notifying the CCPM with a copy of the board action. The institutional parole staff at the releasing institution is responsible to ensure that all requirements for release are met. They shall execute the Order to Release on Parole/Reparole (PBPP-10), Conditions Governing Parole/Reparole (PBPP-11), and complete all other necessary release paperwork.

The releasing SCI institutional parole staff shall send all completed release paperwork to the Pittsburgh North Shore Division via **PM, BA North Shore** and record the release order distribution dates in ICMA.

d. Specialized CCC/CCF

1) Although the release procedures for parole to a specialized CCC/CCF are generally the same as parole/reparole to a CCC/CCF, the DOC, when necessary, will assist in the transport of predetermined special needs offenders.

2) In such instances, DOC will transfer the inmate to the closest SCI prior to the established specialized CCC/CCF bed date, and institutional parole staff will have the following responsibilities:

a) Parent institutional parole staff responsibilities:

- i. Upon receipt of a paroling action, Board Action (PBPP-15) with parole / reparole to a specialized CCC/CCF the referral process can begin, notify the CCPM with a copy of the board action. The institutional parole staff at the parent institution is responsible to ensure that all requirements for release are met. Upon receipt of a bed date, the DOC will arrange for transfer of inmate to an SCI near the assigned CCC/CCF. The parole office of the parent institution will complete all necessary release paperwork and send that information to the receiving SCI parole office's PM, BA inbox ie: **PM, BA SCI Pittsburgh**.
- ii. Upon notification of release to the specialized CCC/CCF, the parent institutional parole staff shall record the release order distribution dates in ICMA.

b) Receiving institutional parole staff responsibilities:

One calendar day prior to the offender's transfer to the specialized CCC/CCF, the receiving institutional parole staff will conduct a final check for misconducts and execute the Order to Release on Parole/Reparole (PBPP-10) and Conditions Governing Parole/Reparole (PBPP-11). Upon the offender's departure, the receiving institutional parole staff will scan a copy of the PBPP-10 and PBPP-11 to the parent institutional parole office and to the appropriate district/suboffice's PM, BA inbox ie: **PM, BA SCI Dallas; PM, BA Allentown**. A signed copy of the release orders are forwarded to the receiving SCI records office and an original copy of the release order is mailed to the parent SCI records office.

e. Parole/Reparole to a CCC/CCF and Placed in a County Work Release Center by BCC:

Offenders released to a CCC/CCF may be placed in a county work release facility at BCC discretion. Board institutional parole staff are notified via the BCC referral process of the inmate's placement at a county prison work release site. If the "Bed Date Letter" indicates that the offender is to be instructed to report directly to the work release center, institutional parole staff shall execute release orders prior to departure from the parent SCI. If the bed date letter indicates that DOC will transport the offender, institutional staff covering the work release center will execute the release orders upon completion of the assessment period at the work release center.

1) Institutional parole staff shall:

- a) Review the County Work Release Form (PBPP-403) with the offender. The offender's signature is an acknowledgement that he/she understands the transition from an SCI to a county work release program.

- b) Forward the completed County Work Release (PBPP-403) along with the BCC bed date notification to the appropriate district office institutional unit shared email box, (PM, BA). This will serve as notification to the district office institutional parole staff of the anticipated arrival of the offender at the county prison work release site.
- c) Complete all release requirements as described in Section A Review of Release Requirements.

DOC transports the offender to the SCI support facility which in turn transports the inmate to the county work release program.

- d) Institutional parole staff will not execute the release orders unless the county work release prison does not require an assessment period. If no assessment period is required, the offender shall sign their PBPP release paperwork prior to leaving the institution.
 - i. Once the file and release orders have been reviewed by the parent institution's parole supervisor/designee, the release orders along with the current urinalysis results, and "Chairman's Certification" (if applicable) are forwarded to the appropriate district office institutional parole office's shared email box (PM, BA ...).
 - ii. Execution of the release orders will be completed by the district office institutional parole staff after notification by the county prison work release program staff that the offender has completed the assessment and is officially accepted into the county prison work release program.

Note: In the event that an offender is not accepted by a county to participate in their respective work release program, DO institutional parole staff shall consult with the Bureau of Reentry Coordination to determine the next course of action with the offender. In most cases, BCC will establish an immediate placement into a CCC/CCF which will require DO institutional parole staff to execute the release orders while the offender is at the county work release center.

- iii. Upon notification from district office institutional parole staff of the offender's release, it is the parent institutional parole staff's responsibility to break down the file and send the required packets to central office, the district office, and the respective SCI and county prison records offices.
- 2) Upon notification that an offender has been placed at a county prison work release program, district office institutional parole staff shall:

- a) Contact the county prison work release supervisor to determine when the assessment period will end.
- b) Verify that all release requirements (urine screens, “Chairman’s Certification” if required, etc.) have been entered into the offender’s automated record by SCI institutional parole staff.
- c) Within one (1) business day of being notified that an offender has completed the county prison’s assessment and is accepted into the work release program, execute the offender’s release paperwork.
- d) District office institutional parole staff will forward the offender’s signed release order to the parent institution and parole supervision staff using the appropriate PM, BA mailboxes.

H. Maximum Expiration Cases:

1. Upon receipt of a board action to serve the maximum sentence, institutional parole staff is to check the following three areas: “Client Server → Master Inquiry → Sentence Profile Display screen, Sentence Status Summary (DC-16E) Section 4 “Non-incarcerated Offenses”” and the offender’s file to ensure there are no active or consecutive special probations/paroles.
2. If a special probation/parole is identified and the Acceptance for State Supervision (PBPP-235) **is** not available, contact Bureau of Probation Services at **PM-Court Services**.
3. If the “Client Server → Master Inquiry → Sentence Profile Display” screen probation field indicates a max date of 99/99/9999, contact Bureau of Probation Services at **PM-Court Services**.
4. Institutional parole staff shall review the offender’s file to determine whether the OVA has requested notification. If there is an OVA request, staff will notify OVA by phone and email at **PM, OVA Information** of the date the offender will be released due to expiration of maximum sentence.
5. Lastly, the file should be checked to determine if any other agency has requested notification of the offender’s release.

I. Offenders who Reach Maximum Expiration of Sentence and have a Special Probation Sentence to Follow

Home plans for offenders being released on special probation/parole supervision cannot be rejected. Investigation Requests (PBPP-30) sent to the field in these circumstances are for informational purposes only. Although these type of home plans cannot be rejected, the PBPP-30 serves the legitimate purpose of providing parole supervision staff with advanced notice of the offender’s intended residence. In preparing for the offender’s reentry, parole supervision staff will investigate the residence to the degree determined to be necessary. Additionally, if it is determined that the proposed home plan is unfit, this investigation allows

parole supervision staff the opportunity to plan to address the offender's residential status upon his/her initial report. Institutional parole staff shall notify the court when it is determined that the proposed home plan is unacceptable or when the offender refuses to provide a home plan for investigation. For additional information reference Procedure 3.02.07, Board Actions, Notification to the Court.

1. 120 Calendar Days Prior to expiration of maximum sentence

- a. Institutional parole staff shall meet with the offender and advise him/her to make every attempt to develop a viable release plan. Staff will inform the offender of the court-ordered obligation to comply with the terms and conditions of special probation supervision. If the offender has no home plan, staff shall inform the offender that they will be required to report to the PBPP district office supervising the county where he/she was sentenced to the special probation case.
- b. Interstate home plans: If the offender indicates a desire to reside out of state, the plan will be processed in accordance with the procedure outlined in 3.02.16 Offenders Serving Max who are submitting an interstate home plan for transfer of a special probation/parole sentence.

2. 90 Calendar Days Prior to Expiration of Maximum Sentence

Institutional parole staff submits a pre-parole investigation through the Client Server Investigation Request/Report (PBPP-30) application. The institutional staff will include in the remarks section that the offender will max out MM/DD/YYYY.

If the offender fails to provide a proposed home plan, institutional parole staff shall email the district director responsible for the supervision of the offender to advise that the offender will be given Warning/Instructions (PBPP-3481) to report to the appropriate district office within 24 hours of the offender's release on MM/DD/YYYY.

J. Notification and Distribution:

Prior to release of the offender on parole/reparole, institutional parole staff will meet with the offender to review the conditions of parole and sign four (4) original copies of the release orders. The four (4) originals are distributed to central office, SCI records and to the offender. Institutional parole support staff is then responsible for the release notification process and the distribution of the case file material.

1. Notification Process:

- a. PA home plan or parole to a PA county detainer: Scan/email the Order to Release on Parole/Reparole (PBPP-10), Conditions Governing Parole/Reparole (PBPP-11), and the OVRT to the appropriate field office's PM, BA resource account for ie. **PM, BA Allentown**. Institutional

parole staff format the email 'Subject' line as follows: Rel Orders: Last Name / Parole# i.e.: Rel Orders: Smith / 1234T.

- 1) A notification is not required when an offender is granted parole/reparole to a state detainer sentence.
 - 2) If at the time of release, the offender provides an acceptable reason as to why there will be a delay in reaching their approved home plan or approved program, institutional parole staff will notify the appropriate field office and/or program staff of the reason for the delay, and the approximate time of arrival.
- b. Offenders reaching maximum expiration of sentence with probation to follow:
- 1) Special probation: Scan/email a copy of the Request for Special Probation / Parole Supervision (PBPP-325) and Parole Instructions (PBPP-348I) to the appropriate district office PM, BA mailbox.
 - 2) County probation: Scan/email a copy of the Parole Instructions (PBPP-348I) to the appropriate county chief probation officer.
- c. Parole to a federal or out-of-state detainer, or parole to an ICE detainer or deportation order: Scan/email a copy of the detainer (or deportation order), Order to Release on Parole/Reparole (PBPP-10) and Conditions Governing Parole/Reparole (PBPP-11) to **PM, Interstate**.
- d. Provide the institutional records office with an original copy of the Order to Release on Parole/Reparole (PBPP-10) and Conditions Governing Parole/Reparole (PBPP-11)
- e. Complete the Judge's Letter (PBPP-75) through ICMA.
- f. Mail a copy of the Judge's Letter (PBPP-75), Order to Release on Parole/Reparole (PBPP-10) and Conditions Governing Parole/Reparole (PBPP-11) to the following:
- 1) Sentencing judge(s),
 - 2) County collections agenc(ies),
 - 3) Chief probation officer(s) for the county of conviction.
2. Distribution

At the time of release, all pertinent case material not available electronically or already sent with the home plan investigation will be mailed to the appropriate field office and the central office, case management division.

- a. Parole/reparole to approved PA plan, CCC/CCF, a work release program, or PA county detainer

- 1) The supervising district office packet will include one copy of the most recent:
 - a) Special probation/parole acceptance forms, if applicable.
 - b) Special Conditions of Parole (PBPP-336), if applicable.
 - c) Psychological reports and mental health evaluations (county prison cases).
 - d) Official version and/or PSI.
 - e) ICMA summarization, if applicable.
 - f) PSP sexual offender registration report, if applicable. Only if registration was completed utilizing the PSP paper document.
 - g) PSP sexual offender registration verification, if applicable.

- 2) The central office case management division packet shall include the following:
 - a) Order to Release on Parole/Reparole (PBPP-10) and Conditions Governing Parole/Reparole (PBPP-11); with original signatures.
 - b) Special Conditions of Parole (PBPP-336), if applicable.
 - c) Crime victim compensation fee payment.
 - d) Drug screening lab results.
 - e) DNA Sample Collection Tracking Sheet (SP 4-244), if applicable.
 - f) Judge's, Clerk of Courts, and District Attorney Notice of Release Letter (PBPP-75), parole cases only.
 - g) Victim awareness education class verification (Act 143).
 - h) PSP sexual offender registration report, if applicable. Only if registration was completed utilizing the PSP paper document.
 - i) PSP sexual offender registration verification, if applicable.
 - j) **Transmittal letters (PBPP-331) sent to the court, if applicable.**

b. Parole/Reparole to Approved Interstate Plan:

The central office case management division packet will include the same materials as described above for Pennsylvania plans.

c. Parole/Reparole to Pennsylvania State Detainer

A case paroled to a Pennsylvania state detainer sentence becomes a constructive parole and the entire case file should be converted to a RED folder and a copy of all material placed in the new folder under the new institution number assigned.

- 1) The institutional unit packet should include the following:
 - a) Order to Release on Parole/Reparole (PBPP-10) and Conditions Governing Parole/Reparole (PBPP-11) and certification, if required.
 - b) Sentence Status Summary (DC-16E) or Initial Sentence Status Report (PBPP-102).
 - c) Official version and/or PSI.
 - d) DNA Sample Collection Tracking Sheet (SP 4-244), if applicable.
 - e) Victim awareness education class verification (Act 143).
- 2) The central office case management division packet will include a copy of the detainer and the same materials as described above for Pennsylvania plans.

- d. Parole/Reparole to Federal or Out-of-State Detainer; or an ICE Detainer or Deportation Order

The central office interstate services division packet will include the following:

- 1) PBPP-10 Order to Release on Parole/Reparole and PBPP-11 Conditions Governing Parole/Reparole); with original signatures and certification (if required)
- 2) Detainer.
- 3) If known, name of department or agency that took custody of the offender.
- 4) Sex offender conditions, if applicable.
- 5) Fingerprint card.

VII. SUSPENSION DURING AN EMERGENCY

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

VIII. RIGHTS UNDER THIS PROCEDURE

This procedure creates no rights under law.

IX. RELEASE OF INFORMATION AND DISTRIBUTION OF PROCEDURE

A. This procedure does not contain information that impacts the security of board staff or parolees and may therefore be released to the public.

B. This procedure is to be distributed to all board staff.

X. CROSS REFERENCES

A. Statutes

1. Federal

None

2. State

- a. 18 Pa.C.S. § 1106(c)
- b. 18 Pa.C.S. § 11.212
- c. 18 Pa.C.S. § 11.1101(b)(1)
- d. 18 Pa.C.S. § 11.1102(b)(d)
- e. 61 Pa.C.S. § 3907
- f. 61 Pa.C.S. §§ 4101-4108
- g. 61 Pa.C.S. §§ 4506-4507
- h. 61 Pa.C.S. § 6112
- i. 61 Pa.C.S. § 6132
- j. 61 Pa.C.S. § 6133
- k. 61 Pa.C.S. § 6135(a)(4)
- l. 61 Pa.C.S. § 6137
- m. 61 Pa.C.S. § 6137(e)(1)
- n. 61 Pa.C.S. § 6137(e)(3)(i)
- o. 61 Pa.C.S. § 6138(d)(5)
- p. 61 Pa.C.S. § 6140
- q. 61 Pa.C.S. § 7112
- r. 61 Pa.C.S. § 7115
- s. 42 Pa.C.S. §9718.1
- t. 42 Pa.C.S. § 9728
- u. 42 Pa.C.S. § 9756(b)
- v. 42 Pa.C.S. § 9762(b)(2)
- w. 42 Pa.C.S. § 9771(d)
- x. 42 Pa.C.S. § 9795.1
- y. 42 Pa.C.S. § 9799
- z. 44 Pa.C.S. § 2316(b)

B. PBPP Policies

1. 3.03.04
2. 3.03.05
3. 3.03.07
4. 4.01.25
5. 4.04.01
6. 4.04.04
7. 4.05.03

C. American Correctional Association

1. 4-APPFS-2C-01
2. 4-APPFS-2C-01
3. 4-APPFS-2C-02
4. 4-APPFS-2C-05
5. 4-APPFS-2C-06

D. Management Directives

None

E. Report of the Reentry Policy Council

None