

Parole Process Procedures 1

I. DOC Reporting Responsibilities to Establish Dockets..... 2

 A. Initial Classification 2

 B. Weekly Reporting Responsibilities 2

 C. Medical Parole..... 2

II. DOC Responsibilities Prior to an Inmate’s Parole Docket Date 5

 A. Global Satellite Position Surveillance Program (GPS) 5

 B. Waivers 6

 C. Reporting of Significant Information 6

 D. Official Dockets 7

III. Pardon and Parole Board Meeting 8

 A. Facility Representation 8

 B. Preparation of Inmates 9

 C. Disciplinary Problems 9

 D. Waivers 9

 E. Global Position Satellite Surveillance (GPS) Inmates 9

 F. Host Facility 9

IV. DOC Responsibilities Following the Pardon and Parole Board Meeting 10

 A. Inmate Notification..... 10

 B. Parole Programs (Home and Employment Offers)..... 10

 C. Parole Certificates 11

 D. Commutations and Leaves of Absence..... 12

 E. Authority to Parole..... 12

 F. Parole Stipulations 12

 G. Reporting of Significant Information 13

V. ODOC Responsibilities Concerning Paroles Granted by the Pardon and Parole Board or the Governor 15

 A. Parole Authorization 15

 B. Paroles to Detainers..... 16

VI. ODOC Responsibilities Concerning Commutations and Leaves of Absence Granted by the Governor 16

 A. Commutations (Time Cuts)..... 16

 B. Leaves of Absence 16

VII. DOC Responsibilities Concerning Paroles and Commutations Denied by the Governor 17

VIII. References 17

IX. Action 17

 Referenced Forms..... 18

 Attachments 18

Section-06 Classification and Case Management	OP-060205	Page: 1	Effective Date: 09/15/2016
Parole Process Procedures	ACA Standards: 2-CO-4B-01, 4-4304, 4-APPFS-2A-14, 4-APPFS-2C-01, 4-APPFS-2C-02		
Joe M. Allbaugh, Director Oklahoma Department of Corrections		Signature on File	

Parole Process Procedures

The following procedures outline the process for facilities/districts in providing required information regarding the Pardon and Parole Board meetings. The facility head/district supervisor ensures compliance with this procedure.

For the purpose of this procedure, the term “inmate” applies to anyone under the custody or care of a prison or community-based facility operated by or contracted with the Oklahoma Department of Corrections (ODOC). Additionally, the term “inmate” when used in this procedure, applies to GPS, PPCS or any other inmate program.

I. DOC Reporting Responsibilities to Establish Dockets

The Pardon and Parole Board establishes criteria to determine the eligibility of inmates for clemency consideration. These criteria are found in the Pardon and Parole Board Manual. The Department of Corrections (ODOC) will assist the board in the clemency process by providing adequate office space at all facilities/districts for use by board investigators and providing access to inmate records.

A. Initial Classification

The administrator of Classification and Population at the Lexington Assessment and Reception Center (LARC) will provide the Pardon and Parole Board investigator with reasonable and timely access to inmates’ files during the assessment and reception process. Information regarding the parole process will be provided to each inmate processed at the applicable assessment and reception center.

B. Weekly Reporting Responsibilities (2-CO-4B-01)

In accordance with [OP-060211](#), Section XVI, entitled “Sentence Administration,” the records officer at each facility/district will provide the Pardon and Parole Board executive director with required information on a weekly basis using the “Notice of Offender Status Change” form ([DOC 060211O](#)).

C. Medical Parole

Per O.S. 57§332.18, an inmate who is dying or near death or whose medical condition has rendered the inmate no longer an unreasonable threat to public safety may be considered for medical parole. The “Oklahoma Department of Corrections Medical Services Medical Parole” form ([Attachment E](#), attached) is used to document the medical parole request. Inmates with sentences of Life Without Parole and Death are not eligible for medical parole.

1. Submission of Medical Parole Request

- a. The facility medical unit will document the following: diagnosis, prognosis, functional ability, treatment regimen, plan for continuity of care, and resources available (e.g., home offer, community/family support, benefits such as Veteran’s

Administration, Indian Health Services, Social Security Insurance) if a medical parole was to be granted. This information will be documented in the “Medical Parole Clinical Recommendation” and the “Medical Parole/Discharge Residence and Medical Resources” in the electronic health record (EHR).

- b. The inmate must sign an authorization for release of their health information ([DOC 140108A](#)) entitled “Authorization for Release of Protected Health Information.”

The form should indicate the following person(s) who will be receiving the requested disclosure:

- (1) Oklahoma Department of Corrections staff involved in the Medical Parole Process;
 - (2) Oklahoma Pardon and Parole Board staff and Board members;
 - (3) Governor and Governor’s staff involved in the Medical Parole Process; and
 - (4) Acknowledgement that the inmate understands that their medical record may be discussed in an open Pardon and Parole Board meeting.
- c. The chief medical officer will be notified of the facility medical provider’s recommendation. Upon receipt of the recommendation, the chief medical officer will review the documentation. This will normally occur within three (3) working days of receipt of the recommendation. A denial will be supported by documentation stating the reason. If the chief medical officer supports the recommendation for parole, he will forward the partially completed “Medical Parole Evaluation” form ([Attachment E](#)) to the administrator of Sentence Administration and Offender Records.
- d. The administrator of Sentence Administration and Offender Records will:
- (1) Determine if the inmate is eligible for medical parole;
 - (2) Run a current National Crime Information Center (NCIC) report;
 - (3) Review the “Consolidated Record Card(s)”; and
 - (4) Complete the sections involving criminal history, disciplinary information, risk assessment and case plan needs and any additional relevant information on the

“Medical Parole Evaluation” form ([Attachment E](#)) and attach the current NCIC report and a copy of the inmate’s “Consolidated Record Card(s)” ([DOC 060211H](#)).

Review by the administrator of Sentence Administration and Offender Records will normally be completed within five (5) working days of receipt of [Attachment E](#) from the chief medical officer. If the inmate is eligible for medical parole, the form will be forwarded to the facility head, the parole process unit and the chief medical officer. If the inmate is not eligible for medical parole, the form will be returned to the chief medical officer.

- e. The facility head will determine whether the inmate presents an unreasonable threat to public safety should the inmate be medically paroled. If the facility head does not believe the inmate poses an unreasonable threat to public safety, he/she will indicate “Yes” on the “Medical Parole Evaluation” form ([Attachment E](#)). If the facility head believes the inmate poses an unreasonable threat to public safety he/she will indicate “No” and the reason(s) he/she believes the inmate poses an unreasonable threat to public safety on the “Medical Parole Evaluation” form. The facility head will normally complete their review within three (3) working days of receipt of [Attachment E](#) from the administrator of Sentence Administration and Offender Records. Once these sections are complete, the form will be forwarded to the appropriate division manager.
- f. The division manager will review the recommendation made by the facility head. If the division manager agrees with the recommendation of the facility head, he/she will indicate “Yes” on the “Medical Parole Evaluation” form ([Attachment E](#)). If the division manager does not agree with the recommendation of the facility head, he/she will indicate “No” and state the reason(s) for disagreement on the “Medical Parole Evaluation” form. The division manager will normally complete their review within three (3) working days of receipt of [Attachment E](#) from the facility head. Once this section is complete, the form will be forwarded to the chief medical officer.
- g. The parole process unit will forward the information regarding the proposed home offer to the appropriate probation and parole district for verification. The district will normally verify the home offer within three (3) working days of receipt.
 - (1) If the home offer is denied, the parole process unit will contact the health service administrator who will work with relevant facility staff to obtain a new home offer that is suitable based upon the inmate’s medical needs.

This information will be provided to the facility case manager for submission to the parole process unit and the appropriate probation/parole district.

- (2) If the proposed home offer is out of state, the parole process unit will forward the information to the facility case manager who will submit a transfer request on the Interstate Compact Offender Tracking System (ICOTS). This will normally occur within three (3) working days. Once the request has been submitted, the case manager will notify the parole process unit.

Once the home offer has been approved, or the out of state home offer has been submitted, the parole process unit will forward the information to the chief medical officer.

Once the out of state home offer has been approved, the parole process unit will notify the chief medical officer and/or the pardon and parole board.

- h. The chief medical officer will review the documentation and will forward the approved request to the director. This will normally occur within three (3) working days.
- i. The director will consider the facility head, division manager and the chief medical officer recommendations and either approve or deny the request for medical parole. Denied requests will be returned to the chief medical officer.
- j. Approved requests will be submitted by the director's office to the Pardon and Parole Board.
- k. The "Medical Parole Algorithm" ([Attachment B](#), attached) provides an outline of this process. Medical services will maintain a database of the requests for medical paroles and the outcome of all requests. Medical services will be responsible for notification of the outcomes and notifying the case manager/designated staff and the inmate that the request has or has not been forwarded to the Pardon and Parole Board.

II. DOC Responsibilities Prior to an Inmate's Parole Docket Date

The Pardon and Parole Board staff will enter parole docket dates into the computer system through the Offender Management System (OMS). The case manager IV/unit manager/team supervisor will ensure the following is completed prior to each inmate's docket date.

- A. Global Satellite Position Surveillance Program (GPS)

Inmates on GPS will automatically be processed for parole in their normally scheduled parole docket month or the month of their mandatory 1/3 date. GPS inmates may not waive parole consideration. If an inmate on GPS is denied parole by the Governor, the inmate will remain on the program and their file will automatically be resubmitted to the Governor at their next scheduled parole docket month.

B. Waivers

1. If an inmate elects to waive parole consideration, the case manager/supervising officer will notify the parole investigator by completion of the "Waiver of Parole Form" ([Attachment 004-6A](#), attached). If the investigator is unable to obtain a waiver due to the inmate's location, the investigator may request the case manager/supervising officer to obtain and witness the inmate's signature and then forward the waiver to:

Pardon and Parole Board Administrative Office
2915 N. Classen Blvd. , Suite 405
Oklahoma City, Oklahoma 73016

2. Waivers must be executed at least two weeks prior to the beginning of the Pardon and Parole Board meeting or after the board meeting has been adjourned.
 - a. Waivers executed during the board meeting are void.
 - b. Waivers may not be executed after the parole certificate has been signed by the Governor and filed with the Secretary of State.

C. Reporting of Significant Information (2-CO-4B-01, 4-4304)

The following information for inmates on any docket will be reported to the Parole Process Unit beginning on the date listed on facility docket rosters and continuing until the Pardon and Parole Board meeting. This is to be recorded on "Parole Status Report" ([DOC 060205B](#), attached) unless otherwise indicated.

1. Misconduct information, to include GPS violations, will be sent on the "Parole Status Report." The information listed below will be attached:
 - a. Date of misconduct;
 - b. Title of misconduct;
 - c. Class of misconduct; and
 - d.. Copy the misconduct and hearing action form.

Section-06 Classification	OP-060205	Page: 7	Effective Date: 09/15/2016
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2. Escapes;
3. Law violations;
4. New or changed medical/psychological treatment or commitment that affects parole consideration;
5. Program completion, failure, or removal date will be recorded on "Parole Stipulation Report" ([DOC 060205C](#), attached);
6. Misconduct expungements;
7. Movements to and from court and expected date of return; and
8. Any pertinent information that the case manager/ supervising officer needs to bring to the attention of the Pardon and Parole Board and any circumstances that may change the Board's recommendation.

Any of the above actions that occur during the week immediately prior to the meeting will be reported by phone or fax to the Parole Process Unit. This includes any misconducts that are pending and may not be completed before the Board meeting. Upon receipt of any status changes, the Parole Process Unit will forward that information to the Pardon and Parole Board for appropriate action utilizing the "Notice of Offender Status Change" form ([DOC 060211O](#)).

D. Official Dockets

Approximately 20 calendar days prior to each Pardon and Parole Board meeting, the dockets will be available on the Pardon and Parole Board's website (<https://www.ok.gov/ppb/>). Supplemental dockets will be available on the same website approximately ten calendar days prior to the actual Pardon and Parole Board meeting. The official dockets list the inmates to be considered by jacket review or personal appearance. The personal appearance list will also be available on the OMS system. The Pardon and Parole Board will provide facilities with a meeting schedule. The meeting schedules are also located on the Pardon and Parole Board website.

Ten days prior to the Pardon and Parole Board meeting, the case manager IV/team supervisor will ensure the following is completed:

1. Facility personnel and inmates on all dockets will be notified of the dates and locations of the meeting and the time for their consideration by the Pardon and Parole Board.
 - a. The inmate will sign the Pardon and Parole Board form "Waiver of Parole" ([Attachment 004-6A](#), attached) or the "Notification of Parole Hearing Date" form ([Attachment F](#), attached).

Section-06 Classification	OP-060205	Page: 8	Effective Date: 09/15/2016
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- b. The original will be placed in the inmate's field file and a copy given to the inmate.
 - c. The Pardon and Parole Board and Parole Process Unit will be provided a copy of all waivers.
 2. Delegations consisting of no more than two persons for inmates on any docket may appear before the board in accordance with instructions on the meeting schedule.
 - a. Only one person will be allowed to address the board.
 - b. The delegates must call the Pardon and Parole Board to obtain a confirmation number to appear as a delegate for any inmate.
 3. Affected inmates will be notified whether they are to be considered by jacket review (indicated on the parole docket by "No") or personal appearance (indicated on the parole docket by "Yes"). The final personal appearance list is not available until 10:00 a.m. on the last working day preceding the Pardon and Parole Board meeting.
 4. A copy of the investigator's report will be placed in the inmate's field file.
 5. Inmates on the "Special Review Docket" will be notified of the reason for the review and that the Board's decision will supersede their previous action.
 6. Arrangements will be made for an interpreter to assist any inmate appearing before the Board who is not fluent in speaking or understanding English or who is hearing impaired. The ODOC Human Resource Unit maintains a list of employees who have interpreting abilities, and they may be contacted for assistance. The Pardon and Parole Board and the affected facility will be notified about the use of an interpreter in advance.
 7. The case manager IV/team supervisor will flag the file and notify the receiving facility and the Parole Process Unit by phone of any inmates scheduled for personal appearances who happen to transfer during the week immediately prior to the Board meeting. The Parole Process Unit will then notify the Pardon and Parole Board.

III. Pardon and Parole Board Meeting

A. Facility Representation

Each facility/district with inmates scheduled for personal appearances will attend the Pardon and Parole Board meeting in person, or through video conferencing, according to the meeting schedule located on the Pardon and Parole Board website.

A minimum of two staff members will be present; one member is to stay with the inmates at all times and one is to act as a representative of the agency during the board meeting. At least one staff member will be familiar with each inmate in order to answer board inquiries or present facts concerning the inmate's incarceration.

B. Preparation of Inmates

Prior to the Pardon and Parole Board meeting, each facility/district will prepare the inmates for personal appearances to include, but not be limited to, appropriate dress and a briefing of what to expect.

C. Disciplinary Problems

1. Inmates who are placed in segregated housing because of misconduct or for security reasons immediately prior to the meeting will not appear or be transported to the meeting; rather, a copy of the misconduct, pending charges, or other appropriate documentation will be provided to the Pardon and Parole Board staff at the meeting.
2. For inmates who refuse to appear or be transported on the scheduled day of their Board appearance, a "Request for Jacket Review" ([Attachment 007-1-A](#), attached) will be completed and signed by the inmate, witnessed by staff and provided to the Pardon and Parole Board. If the inmate declines to complete such, a signed statement, witnessed by the transporting officer or other facility/district personnel, will be obtained and provided to Pardon and Parole Board staff during the meeting.
3. Inmates placed in segregated housing for protective custody will be reported to the Parole Process Unit prior to the meeting date. A determination concerning personal appearance will be made on a case-by-case basis by the Pardon and Parole Board executive director.

D. Waivers

Inmates who waive parole within the mandated time frame outlined in II.B.2., but are not indicated as waived on the official docket, will not appear/be brought to the meeting. The Pardon and Parole Board will be notified of the waiver.

E. Global Position Satellite Surveillance (GPS) Inmates

The supervising officer will inform GPS inmates, both in person and in writing, of the date, time, and location of the meeting.

F. Host Facility

The facility hosting the meeting will provide sufficient personnel to coordinate movement of inmates to and from the meeting room and will provide additional security as needed.

IV. DOC Responsibilities Following the Pardon and Parole Board Meeting

Within seven calendar days following each monthly Pardon and Parole Board meeting, the official docket results reflecting the board's recommendation on each inmate will be posted to the Pardon and Parole Board website and OMS. Within seven calendar days of the official docket results, the case manager IV/team supervisor will ensure that the following procedures are completed:

A. Inmate Notification

Each inmate will be notified in writing of the Board's recommendation including all stipulations given and any special conditions of parole. The inmate will acknowledge receipt of this notification through his/her signature on "Notice of Pardon and Parole Board Hearing Results" ([DOC 060205D](#), attached). The original will be placed in the inmate's field file, section 5 and a copy given to the inmate.

B. Parole Programs (Home and Employment Offers) (4-APPFS-2C-02)

1. Within seven calendar days of an inmate being recommended for parole by the Pardon and Parole Board, the case manager will complete a "Home/Employment Offer" for the inmate and submit it on OMS.
 - a. Prior to sending the home offer to the probation and parole district, the case manager will make every effort to contact the home offer by telephone to ensure the responsible party is willing to accept the inmate in their home. However, this verification should not delay sending the home offer to the probation and parole district for investigation.
 - b. The probation and parole district will return the request within ten calendar days to the Parole Process Unit.
2. If the inmate wishes to parole out of state, a transfer request will be entered on Interstate Compact Offender Tracking System (ICOTS) in accordance with [OP-160108](#) entitled "Interstate Compact for Probation/Parole." Once the transfer is accepted, the case manager will notify the Parole Process Unit of the acceptance.
3. If a proposed residence is denied by the probation and parole district, the host facility will be notified of the denial by the Parole Process Unit. Within 24 hours, the case manager will meet with the inmate to obtain a new home offer. If an out of state transfer is denied, the case manager will meet with the inmate within 24 hours to obtain a new home offer.

4. If the inmate is unable to provide a valid home offer, the case manager will provide the inmate with a list of available transitional housing and will assist the inmate in obtaining such housing.
5. Once an approved home offer is received and any stipulations are completed, the Parole Process Unit will forward the inmate's parole file, normally within seven (7) calendar days, to the Pardon and Parole Board for processing.
6. Case managers/supervising officers will monitor proposed parole plans in reference to the following guidelines:
 - a. The job offer will be employment that the inmate is physically able to perform. Disability income should be verified if the inmate is handicapped and cannot work. Failure to have an employment offer will not delay sending in the employment and residence verification request.
 - b. If no other home offer is available, financial resources of \$2,500.00 or more may be used as a substitute only if the inmate has a valid employment offer. The amount must be available to the inmate at the time of parole, and the prospective city of residence will be provided.
 - c. Complete information will be obtained for each offer of residency or employment including name of person, address, and phone number. The name of apartment complex and apartment number, if applicable, is to be included, as well as directions to the residence if the address is a rural route or box number.
 - d. Parole program development is not required for inmates on PPCS/GPS. Supervising officers will forward the current approved address to the Parole Process Unit within five calendar days.
 - e. The Pardon and Parole Board will be notified any time the inmate is unable to secure a valid home offer within six months.

C. Parole Certificates

1. Parole certificates for each inmate receiving a favorable parole recommendation are to be prepared and forwarded to each facility by the Pardon and Parole Board. The facility records officer will check the parole certificate for accuracy. Parole certificates will be signed by the inmate, witnessed, and dated.
 - a. The signed certificate will be returned to the Pardon and

Parole Board within five calendar days.

- b. For medical paroles, the signed certificate will be returned to the Pardon and Parole Board the same business day.
2. If the inmate has been recommended for parole to a detainer and prior to signing of the parole certificate, the records officer will ensure the inmate is taken before a district court judge to execute a waiver of extradition if the detainer is from a foreign jurisdiction.
 - a. A copy of the waiver of extradition will be sent with the parole certificate to the Pardon and Parole Board.
 - b. If the inmate refuses to waive extradition, the records officer will submit a "Parole Status Report" within five calendar days.
3. Prior to signing the parole certificate, the case manager/supervising officer will ensure the inmate reads and understands all standard rules of parole and any special conditions.

D. Commutations and Leaves of Absence

Immediately following the meeting, the Pardon and Parole Board will prepare and forward Executive Orders to the Governor for those inmates recommended for commutation of sentence (time cuts).

E. Authority to Parole

Non-violent inmates, as determined by the Pardon and Parole Board, may be granted parole by the Pardon and Parole Board. Inmates determined to be violent by the Pardon and Parole Board will be forwarded to the Governor's office for final decision.

F. Parole Stipulations

1. Inmates who are recommended for parole with a stipulation must complete the stipulation before the inmate's file is sent to the Pardon and Parole Board for processing.
2. Within seven calendar days following facility notification of the official parole docket results, transfer/classification packets will be completed for inmates recommended with parole stipulations of community level and/or work release.
3. If the inmate is stipulated to a security level for which they are not eligible, and the inmate is deemed violent by the Pardon and Parole Board, the transfer packet will not be submitted until the facility is notified that the inmate is tentatively approved for parole by the Governor.

4. If an inmate is not eligible for a program, does not have time to complete a stipulated program, or the program is not offered at the facility, the case manager will submit a "Parole Stipulation Report" ([DOC 060205C](#)) within seven calendar days. The Parole Process Unit will then notify the Pardon and Parole Board.

G. Reporting of Significant Information

The facility head or designee will submit a monthly report as to the status of all inmates with parole recommendations. Facilities will submit the report to the parole process coordinator by the fifth day of each month. Information will be recorded on the "Pending Parole Tracking Report" ([DOC 060205E](#), attached).

The following significant information will be reported to the Pardon and Parole Board on an ongoing basis from the time of the inmate's recommendation until the time of final action concerning parole:

1. Once a stipulation has been completed, the "Parole Stipulation Report" ([DOC 060205C](#)) is sent to the Parole Process Unit by the facility within two working days.
2. Sixty days prior to the completion of a stipulation, the case manager will submit a "Home/Employment Offer" on OMS to the appropriate probation and parole district.
3. Information that may result in the automatic withdrawal of the parole recommendation will be reported on the "Parole Status Report" ([DOC 060205B](#)) and will include:
 - a. Escapes;
 - b. Law violations;
 - c. Misconducts for escape or law violation. A copy of the misconduct and hearing action form will be included with status report;
 - d. Misconducts that result in time to serve on disciplinary segregation;
 - e. If the inmate is transferred to a mental health facility, or to a DOC mental health unit for treatment or evaluation or is placed under psychiatric care due to a deteriorating mental condition, utilizing the "Oklahoma Department of Corrections Mental Health Services Treatment Recommendations Upon Parole" ([Attachment G](#), attached); or
 - f. If the Board recommendation is "To the Detainer or Void," and the inmate refuses to waive extradition to the detaining

jurisdiction. In such case, the inmate's signature will be witnessed and dated.

If a parole recommendation is withdrawn due to one of the above criteria and the basis for the withdrawal is later expunged or dismissed, the confining facility/district office will report this information to the Parole Process Unit immediately.

4. Information that will result in the special review of a parole recommendation will be recorded on the "Parole Status Report" ([DOC 060205B](#)) and will include the following circumstances:
 - a. An inmate requests through his/her case manager, a modification of an out-of-state parole stipulation to an Oklahoma parole program.
 - b. An inmate requests through his/her case manager, a waiver of a parole stipulation or special parole condition due to unavailability of the program or unavailability of a substitute.
 - c. An inmate is removed from stipulated programs. The reason for removal will be immediately reported upon occurrence, along with copies of any applicable misconducts.
 - d. Misconducts or other negative information that were not properly reported prior to the meeting.
 - e. If an inmate was recommended "To the Detainer or Void," and the detainer is later determined to be invalid.
 - (1) All inmates with detainers who are to be considered at the meeting will be checked by the records officer for validity prior to the meeting to avoid this situation.
 - (2) If the detainer is dismissed, documentation of the dismissal will be forwarded to the Pardon and Parole Board.
 - f. If an inmate was recommended to a consecutive case, and the case is modified to run concurrently with existing cases.
5. Information that the Board's executive director will utilize to determine if special review is appropriate is reported on the "Parole Status Report" ([DOC 060205B](#)) and will include:
 - a. The basis of an automatic withdrawal is overturned or dismissed. The executive director may decide on automatic

reinstatement, to special review the case, or based on other negative information, to take no action.

- b. An inmate is denied parole by the Board and misconduct(s) or new charges are later expunged or dismissed. The executive director may decide to special review the inmate, or based on other negative information, to take no action.
- c. An administrative error affects clemency consideration or implementation of parole, commutation, or other clemency.
- d. A special condition or recommendation requires review by the Board based on newly obtained information.

6. Information that the Board's executive director may utilize to modify parole stipulations will be recorded on the "Parole Stipulation Report" ([DOC 060205C](#)) unless otherwise indicated:

- a. An inmate requests through his/her case manager a waiver of vocational training or other educational program based on verification of prior completion or an acquired skill. Supporting documentation must be attached.
- b. A request for substitution of a program required by parole stipulation when the original program is unavailable.
- c. An inmate is unable to complete a parole stipulation due to illness, mental limitation, or other hardship (does not include financial or family problems). Supporting documentation will be attached.

7. Information that will automatically modify the parole recommendation will be recorded on the "Parole Status Report" ([DOC 060205B](#)) and will include:

- a. An inmate receives a consecutive case based on a previous charge or a suspended sentence known to the Pardon and Parole Board (e.g., indicated on the "Investigator's Report"). Upon receipt of the report, the parole will be modified to the consecutive case.
- b. An inmate receives a detainer based on a previous charge or conviction known to the Pardon and Parole Board (i.e., indicated on "Investigator's Report"). Upon receipt of the report, the parole will be modified to the detainer.

V. ODOC Responsibilities Concerning Paroles Granted by the Pardon and Parole Board or the Governor

A. Parole Authorization

1. Upon notice from the Pardon and Parole Board of those inmates tentatively approved for parole by either the board of the Governor's office, commutation of sentence, or leave of absence; the Pardon and Parole Board will contact the affected records officer for information regarding misconducts or other relevant events that have occurred since the Board's recommendation but have not yet been reported.
2. GPS inmates will be located immediately upon a notification of parole. If the inmate cannot be located, the team supervisor will contact the Pardon and Parole Board before the end of the day.
3. Typically on the following day, official authorization to release/rebill those inmates granted clemency will be given by the Pardon and Parole Board to the affected records officer. The authorization will be provided by computer message to the records officer.

B. Paroles to Detainers

1. Prior to authorization for parole, the following procedures must be completed:
 - a. The detaining authority will be notified that the inmate is ready to be released to their custody and arrangements will be made for pickup.
 - b. The Pardon and Parole Board will be notified in advance of the pickup arrangements.
 - c. Upon official authorization from the Pardon and Parole Board, the inmate will be released to the detaining authority.

VI. ODOC Responsibilities Concerning Commutations and Leaves of Absence Granted by the Governor

A. Commutations (Time Cuts)

The Pardon and Parole Board will forward three copies of the "Executive Order of Commutation of Sentence" to the facility: one copy for the inmate, one copy for the field file, and one copy for the legal document file. Upon receipt of the commutation order, the inmate's records will be modified to the commuted length of sentence.

B. Leaves of Absence

1. Upon official authorization from the Governor, the inmate will be released according to the terms of the leave. If supervision is ordered, the probation and parole district office responsible for the county of residence will commence supervision of the inmate according to the terms of the leave.

2. The Pardon and Parole Board will forward three copies of the "Executive Order of Leave of Absence" to the facility: one copy for the inmate, one copy for the field file, and one copy for the legal document file.

VII. DOC Responsibilities Concerning Paroles and Commutations Denied by the Governor

Upon notice from the Governor's office of those inmates denied parole or commutation, the Pardon and Parole Board will notify the affected records officer by a computer message. The records officer/team supervisor will immediately notify the inmate and provide written notice utilizing the "Notice of Pardon Parole Board Hearing Results" form ([DOC 060205D](#)) following verbal notification.

VIII. References

Policy Statement No. P-060100 entitled "Classification and Case Management of Offenders"

OP-060211 entitled "Sentence Administration"

OP-160108 entitled "Interstate Compact for Probation/Parole"

Pardon and Parole Board Manual

57 O.S. § 332, 332.7, 333.7a, 332.8, 332.18, 347, and 358

IX. Action

The facility head/district supervisor is responsible for compliance with this procedure.

The division manager of Field Services is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-060205 entitled "Parole Process Procedures" dated December 2, 2014

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 060205B	"Parole Status Report"	Attached
DOC 060205C	"Parole Stipulation Report"	Attached
DOC 060205D	"Notice of Pardon Parole Board Hearing Results"	Attached
DOC 060205E	"Pending Parole Tracking Report"	Attached
DOC 060211H	"Consolidated Record Card"	OP-060211
DOC 060211O	"Notice of Offender Status Change"	OP-060211
DOC 140108A	"Authorization for Release of Protected Health Information"	OP-140108

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment	"Waiver of Parole-004-6A" (Pardon and Parole Board form)	Attached
Attachment	"Request for Jacket Review-007-1-A" (Pardon and Parole Board form)	Attached
Attachment A	"Parole Residence and Employment Verification Request"	Attached
Attachment B	"Medical Parole/Commutation Algorithm"	Attached
Attachment E	"Oklahoma Department of Corrections Medical Services Medical Parole/Commutation Evaluation"	Attached
Attachment F	"Notification of Parole Hearing Date"	Attached
Attachment G	"Oklahoma Department of Corrections Mental Health Services Treatment Recommendations Upon Parole"	Attached

