

148744

PARDON AND PAROLE BOARD MANUAL
CONTENTS - ISSUED 04/15/94

POLICY	PROCEDURE	TITLE	EFFECTIVE
001		Pardon and Parole Board Manual	02/23/94
	001-1	Maintenance and distribution of manual	11/15/93
002		Duties and responsibilities of Pardon and Parole Board	02/23/94
	002-1	Pardon and Parole Board meetings	04/01/94
	002-2	Minutes from Pardon and Parole Board meetings	04/01/94
003		Duties and responsibilities of staff	02/23/94
004		Docketing criteria	02/23/94
	004-1	Calculation of parole consideration dates	11/15/93
	004-2	Computer entry of docket dates and distribution of documents	11/15/93
	004-3	Administrative modification of parole docket dates	11/15/93
	004-4	Docket modification by investigators and supervisors	04/01/94
	004-5	Docket placement by Pardon and Parole Board members	11/15/93
	004-6	Waiver of parole	11/15/93
	004-7	Appeal of parole docket date	11/15/93
	004-8	Special commutation and parole dockets	11/15/93
	004-9	Parole in absentia	11/15/93
	004-10	Pardon consideration	08/24/93
	004-11	Pre-Parole Conditional Supervision	04/01/94
	004-12	Mandatory Parole Review	11/15/93
005		Conditions of parole	02/23/94
	005-1	Parole fact sheets	11/15/93
	005-2	Certificates of parole and parole revocation	11/15/93
006		Investigative reports and documentation	02/23/94
	006-1	Caseloads and district assignments	11/15/93

POLICY	PROCEDURE	TITLE	ISSUED
	006-2	Parole and PPCS investigations	04/01/94
	006-3	Consolidation and distribution of investigations	11/15/93
	006-4	Audits of investigative reports and inmate files	11/15/93
007		Jacket review, personal appearance, special review and administrative review	02/23/94
	007-1	Administrative review of misconduct reports and other information	11/15/93
008		Calculation of 15+12 and 15+24 dates	02/23/94
	008-1	Docketing worksheets	11/15/93
	008-2	Presumptive parole dates	11/15/93
009		Records and information	02/23/94
	009-1	Maintenance of records and release of information	11/15/93
	009-2	Inmate parole files	11/15/93
	009-3	Deposit of documents with Oklahoma Publications Clearinghouse	11/15/93
	009-4	Data processing	04/01/94

148744

**U.S. Department of Justice
National Institute of Justice**

This document has been reproduced exactly as received from the person or organization originating it. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the National Institute of Justice.

Permission to reproduce this copyrighted material has been granted by

Oklahoma Pardon and Parole
Board

to the National Criminal Justice Reference Service (NCJRS).

Further reproduction outside of the NCJRS system requires permission of the copyright owner.

PARDON AND PAROLE BOARD

POLICY 001

EFFECTIVE 2/23/94

- I. TITLE: Pardon and Parole Board Manual
- II. POLICY: Policies will be established which govern clemency eligibility and the responsibilities of the Board and staff.
 - A. Policies may be proposed by a Board member or the Executive Director, and will be considered in accordance with the Open Meeting Act. New policies and modifications will be adopted by majority vote.
 - B. Policies will form the basis for procedures established by the Executive Director. Procedures will implement policies, enforce statutory requirements governing clemency, establish duties of staff, and define agency functions. Each procedure must be based upon a specific policy.
 - C. Policies and procedures will be maintained in the Pardon and Parole Board Manual, which will be routinely distributed to the following:
 - 1. Pardon and Parole Board members
 - 2. Pardon and Parole Board employees
 - 3. Department of Corrections Director
 - 4. Department of Corrections Pardon and Parole Coordinator
 - 5. Department of Corrections facility libraries
 - 6. Office of the Governor
 - 7. Office of the Attorney General
 - 8. Department of Libraries Publications Clearinghouse
 - 9. Other persons or agencies approved by the Executive Director.
 - D. A copy of any policy or procedure will be provided upon request to members of the public in accordance with the Open Records Act.
- III. BASIS FOR POLICY:
 - A. Establishment of policies and procedures for the Pardon and Parole Board.
 - B. Implementation of laws governing the Pardon and Parole Board and its functions.

POLICY 001 - 2/23/94
PAGE 2 OF 2

DATE APPROVED: 2/23/94

Carolyn Crump
CAROLYN CRUMP

Carl B. Hamm
CARL B. HAMM

M Redbird
MARJORIE REDBIRD

Marzee Douglass
MARZEE DOUGLASS

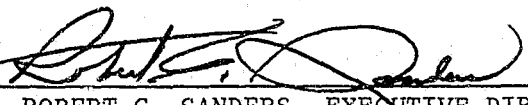
Ray H. Page
RAY H. PAGE

PARDON AND PAROLE BOARD

PROCEDURE 001-1

EFFECTIVE 8/24/93

- I. TITLE: Maintenance and distribution of manual
- II. PROCEDURE: After approval of a policy by the Pardon and Parole Board or issuance of a procedure by the Executive Director, copies of the policy or procedure shall be distributed to persons and agencies designated in Policy 001 or approved by the Executive Director.
- A. The Administrative Officer will revise and distribute agency policies and procedures.
1. The Administrative Officer will assist Board members and other recipients in keeping manuals current.
 2. Each recipient will receive instructions for placement of the policy or procedure and a receipt to be returned to the Administrative Officer.
 3. The Administrative Officer will distribute copies of policies and procedures in accordance with the Open Records Act.
- B. Maintenance of manuals by employees
1. Upon receipt of a new policy or procedure, each employee will complete Form 001-1-A and return it to the administrative office.
 2. Each employee must maintain a current and complete manual.
 3. Each employee must comply with policies and procedures. Conflicting actions are unauthorized unless approved by the Executive Director, Deputy Director or General Counsel in writing. Unauthorized variance from policy or procedure must be immediately reported to the Executive Director.
- III. BASIS FOR PROCEDURE:
- A. Pardon and Parole Board Policy 001 - Pardon and Parole Board Manual.
- B. To ensure maintenance of current manuals by employees.
- C. To ensure that policies and procedures are accessible to other agencies and the public.


DR. ROBERT G. SANDERS, EXECUTIVE DIRECTOR

11/15/93
DATE

PARDON AND PAROLE BOARD

POLICY 002

EFFECTIVE 2/23/94

- I. TITLE: Duties and responsibilities of the Pardon and Parole Board
- II. POLICY: Laws governing the duties and conduct of the Board shall be referenced in policies established by the Board and procedures issued by the Executive Director. The Board will adopt policies to implement clemency requirements or other standards approved by majority vote.
 - A. Legal duties and responsibilities of the Board include, but are not limited to:
 - 1. Attending meetings upon call of the chairman for the investigation and study of candidates for parole, pre-parole, pardon, sentence commutation and leave of absence.
 - 2. Submitting names of candidates recommended for parole and pardon to the Governor.
 - 3. Selecting a chairman and vice-chairman to preside over meetings and administer oaths.
 - 4. Adopting policies to implement constitutional and statutory provisions governing the Board and state agencies.
 - 5. Establishing standard and special conditions of parole.
 - 6. Employing an executive director and establishing the duties of that position.
 - 7. Adopting guidelines for the conduct of meetings and the release of information.
 - B. In addition to duties imposed by law, the Board will adopt policies governing the following:
 - 1. Docketing criteria for clemency consideration.
 - 2. Delegation of duties to the Executive Director and other staff.
 - 3. Guidelines for interviewing of clemency candidates.
 - 4. Other necessary or desirable standards not imposed by law.

POLICY 002 - 2/23/94
PAGE 2 OF 2

III. BASIS FOR POLICY:

- A. Pardon and Parole Board Policy 001 - Pardon and Parole Board Manual
- B. To ensure compliance with the Oklahoma Constitution, Article 6, Section 10, and all statutory provisions governing the Board.
- C. To establish other responsibilities not imposed by law.

DATE APPROVED: 2/23/94

Carolyn Crump
CAROLYN CRUMP

Carl B. Hamm
CARL B. HAMM

M Redbird
MARJORIE REDBIRD

Marzee Douglass
MARZEE DOUGLASS

Ray H. Page
RAY H. PAGE

PARDON AND PAROLE BOARD

PROCEDURE 002-1

EFFECTIVE 4/1/94

- I. TITLE: Pardon and Parole Board meetings
- II. PROCEDURE: The Executive Director will schedule Board meetings in accordance with law and ensure that they are organized and conducted efficiently.
 - A. Compliance with Open Meeting Act
 1. Prior to December 1 of each year, the Executive Director will submit a schedule of Board meetings for the next calendar year to the Secretary of State. If the schedule is modified, the Secretary of State must be notified at least ten days in advance of the rescheduled meeting.
 2. At least 24 hours prior to each meeting, an agenda will be posted at the administrative office. The agenda will include any policy modifications, proposals or issues to be discussed by the Board, and will reference the schedule of appearances on the official docket. Copies of the agenda will be available at the meeting.
 3. Meetings of the Pardon and Parole Board are open to the public as required by law.
 4. Minutes will be recorded for each meeting as required by the Open Meeting Act. Minutes will be available for public inspection at the administrative office during normal working hours.
 - B. Organization and Conduct of Meetings
 1. Prior to each meeting, the Executive Director will coordinate personal appearances of inmates with the Department of Corrections.
 2. The chairman presides over meetings and administers oaths. If the chairman is absent, the vice-chairman presides.
 3. Meetings are open to the public, except when exclusion is allowed by law. Admittance may be limited by security regulations and the capacity of the meeting room.
 4. Each inmate is allowed a maximum of two delegates, unless otherwise authorized by the Board. Only one delegate is allowed to address the Board for a maximum of two minutes.
 5. Delegations for jacket reviews and protesters will address the Board on the designated day. No more than two protesters will be allowed to appear, and one will be allowed to address the Board for a maximum of five minutes in accordance with state law. More protesters may be allowed in cases in which there are multiple victims.

6. Appropriate printed information will be provided to protesters and delegates who attend Board meetings.
7. Smoking is not permitted in the meeting room.

C. Security of Meetings

1. Meetings will be held at Department of Corrections facilities, as arranged by the Executive Director. The Department of Corrections is responsible for the security of inmates and visitors.
2. Admittance to the facility and the meeting room is determined by the Department of Corrections.

D. Cancellation of meetings

1. In the event of inclement weather or other unforeseeable circumstances, the Chairman will determine the appropriate action. The Chairman may cancel a meeting by notifying the Secretary of State, Pardon and Parole Coordinator, Board members and staff, news media and members of the public expected to attend the meeting as soon as possible after the decision made.
2. The Executive Director will assist the Chairman in notifying all appropriate parties.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 002 - Duties and responsibilities of the Pardon and Parole Board.
- B. 57 O. S. 332.2
- C. To provide guidelines for the conduct of meetings.
- D. To ensure compliance with state laws governing Board meetings.

Jari Askins
JARI ASKINS, EXECUTIVE DIRECTOR

4-6-94
DATE

PARDON AND PAROLE BOARD

PROCEDURE 002-2

EFFECTIVE 4/1/94

- I. TITLE: Minutes from Pardon and Parole Board meetings
- II. PROCEDURE: Minutes of each Pardon and Parole Board meeting will be recorded by designated staff. Minutes will be available for public inspection.
 - A. All business conducted at the meeting, including clemency consideration on individual cases, will be recorded on audio tape.
 - B. Meeting minutes will include:
 - 1. Date, time and place of the meeting
 - 2. Names of members present or absent, late arrivals and early departures
 - 3. Copy of memorandum notifying Secretary of State of changes in time or place (if applicable)
 - 4. Order in which business was considered
 - 5. Content of issues or motions considered, including names of members making and seconding the motion
 - 6. Vote of each member on each issue
 - 7. Copy of the agenda.
 - B. Recording of votes
 - 1. Votes on clemency candidates will be recorded on individual ballots.
 - 2. Votes of each Board member will be recorded, including any stipulations and special conditions of parole. The ballot should indicate the absence or abstention of any Board member.
 - 3. The top section of the ballot will include any stipulations, special conditions of parole, postdate or other effective date of the recommendation decided by majority vote. Mandatory term dates will be indicated regardless of stipulations.
 - 4. The "Other" section of the ballot will include:
 - a. Names of delegates or protesters, and their relationship to the offender, if known
 - b. Previously unreported misconducts, detainers, or other relevant information

- c. Majority votes to redocket prior to annual consideration, or to delay reconsideration
 - d. Passes to later dockets due to misconducts or other circumstances
 - e. Modification to jacket review, and the reason for modification
- 5. Abbreviations may be used if the meaning is generally recognized.
- 6. The person recording votes will record recommended stipulations and conditions, and ensure that conditions are appropriate for the area to which the inmate intends to parole.
- 7. The name of the person recording the vote, the date and the inmate's facility will be indicated on each ballot. Ballots will be reviewed for accuracy and completeness, and compared to the Department of Corrections' ballot and docket. Discrepancies should be resolved during the Board meeting if possible.
- C. Following each meeting, designated personnel will perform computer entry of B member votes.
 - 1. The votes will include all stipulations, modifications and passes. Administrative strikes will not be included.
 - 2. After the votes have been entered, designated personnel will print out a listing of votes and review it for accuracy. The printout will be forwarded to the Executive Director, and the ballots will be filed.
- D. Minutes include the computer printout and recorded notes.
- E. Minutes will be available for public inspection during normal working hours until approved for archive by the Department of Libraries.
- F. Inmates and the public may obtain a copy of the audio tape of an individual hearing by sending a blank cassette tape to the administrative office and paying a copying fee of \$3.00. The General Counsel will coordinate the making and distribution of audio tapes.

PROCEDURE 002-2 - 4/1/94
PAGE 3 OF 3

III. BASIS FOR PROCEDURE:

- A. 25 O. S. 301, et seq.
- B. Pardon and Parole Board Policy 002 - Duties and responsibilities of the Pardon and Parole Board.
- C. To ensure preservation of records.

Jari Askins
JARI ASKINS, EXECUTIVE DIRECTOR

4-6-94
DATE

PARDON AND PAROLE BOARD

POLICY 003

EFFECTIVE 2/23/94

- I. TITLE: Duties and responsibilities of staff
- II. POLICY: The Executive Director will establish duties and responsibilities of staff. Procedures governing duties and conduct will comply with rules and regulations adopted by the Office of Personnel Management and the Merit Protection Commission. The Pardon and Parole Board Employee Handbook will include procedures governing the following:
 - A. Description of each position and its duties
 - B. Basic rules for work attendance and conduct
 - C. Chains of command
 - D. Procedures required by state statute, the Office of Personnel Management and the Merit Protection Commission, including but not limited to:
 - 1. Employee evaluations
 - 2. Disciplinary procedures
 - 3. Grievance procedure
 - 4. Promotional plan
 - 5. Reduction in force plan
 - 6. Affirmative action policy statement
 - E. Other procedures necessary to ensure effective use of staff and high level of performance.
 - F. Information regarding these matters will be incorporated into an employee handbook, which will be distributed to all employees.
- III. BASIS FOR POLICY:
 - A. Pardon and Parole Board Policy 001 - Pardon and Parole Board Manual.
 - B. To delegate duties imposed by law or Board policy to the Executive Director.
 - C. To ensure compliance with statutes, rules and regulations governing state employees.

POLICY 003 - 2/23/94
PAGE 2 OF 2

DATE APPROVED: 2/23/94

Carolyn Crump
CAROLYN CRUMP

Carl B. Hamm
CARL B. HAMM

M. Redbird
MARJORIE REDBIRD

Marlee Douglass
MARLEE DOUGLASS

Ray H. Page
RAY H. PAGE

PARDON AND PAROLE BOARD

POLICY 004

EFFECTIVE 2/23/94

- I. TITLE: Docketing criteria
- II. POLICY: Eligibility criteria will be established for parole, pre-parole conditional supervision, commutation, leave of absence and pardon. The criteria will be implemented by procedures distributed by the Executive Director and will incorporate statutory clemency provisions.
 - A. Parole and sentence commutation
 1. Inmates incarcerated in Oklahoma or other jurisdictions under a judgment from an Oklahoma district court will be assigned parole docket dates, unless:
 - a. projected to discharge within 180 days of docket calculation
 - b. committed under the Delayed Sentencing Program and not yet sentenced
 - c. balance of sentence is suspended upon completion of a program
 - d. returned to prison as parole violator as specified in A.3.g. below
 - e. sentenced to death
 - f. sentenced to life without parole
 - g. not received by the Department of Corrections
 2. Parole consideration dates will be based upon completion of one-third of the sentence unless:
 - a. another specific state law or Board policy applies
 - b. the 15+12 or 15+24 date is prior to one-third of the sentence, and state law does not require a mandatory term prior to parole
 3. Establishment of parole consideration dates
 - a. One-third dates for life sentences and sentences in excess of 45 years are calculated based upon a 45-year sentence
 - b. One-third dates for indeterminate sentences are calculated based upon the minimum sentence
 - c. Parole docket dates for inmates required to serve mandatory terms prior to parole consideration are established as required by law.

- d. Parole docket dates for inmates with concurrent cases with the same effective date as the controlling case are calculated using the longest sentence. If the effective dates are different, the following criteria apply:
 - (1) If parole has not been considered on the controlling case, calculate the docket using the original reception date and the longest sentence length.
 - (2) If parole has been considered on the controlling case, calculate the parole docket on the delayed concurrent case, using the effective date on that case.
 - (3) Calculate 15 percent dates on delayed concurrent cases using the effective date of the case. 15+12 and 15+24 dates are calculated using the criteria stated in (1) and (2) above.
- e. Since PPCS recommendations go to the Governor without further review, PPCS consideration counts as parole consideration determining parole eligibility.
- f. Docket dates on consecutive sentences are calculated after rebill.
- g. Parole consideration dates based upon one-third, 15+12 or 15+24 are set for two months prior to eligibility to allow time for the Governor's action. This also applies to mandatory minimum terms.
- h. Parole revocation cases are docketed for consideration one year from the month of rebill or reception if the time left to serve equals or exceeds 28 months. Parole dockets are not assigned on shorter cases.
- i. Docket dates must be no less than 90 days apart. In cases of conflict between PPCS and regular parole docket dates, the parole docket takes priority.
- j. The following inmates will be placed on the next available mandatory parole review docket:
 - (1) Sentences of five years or less, eligible for emergency time credits on controlling and all concurrent cases
 - (2) Sentences of three years or less for non-violent crimes (controlling and concurrent cases) as defined by Procedure 008-1, ineligible for emergency time credits

These inmates will also be given PPCS and regular parole docket dates, with the following exceptions:

- (1) If the PPCS docket would occur within 30 days of the MPRD docket, no PPCS docket will be assigned.

- (2) If maintaining the 90-day interval between docket dates would require setting off both the PPCS and parole docket dates, no PPCS docket will be assigned.
- k. The Executive Director may establish parole consideration dates in cases which do not conform to standard docket calculation, and to establish criteria for special dockets.
- l. Eligibility for sentence commutation, except special commutation to time served, are the same as for parole.
 - (1) The Board may consider sentence commutation at any parole consideration date.
 - (2) The Executive Director may establish criteria for special commutation dockets consistent with guidelines adopted by the Board. Special commutation consideration may substitute for parole consideration.
- m. Regardless of the method of calculation or basis for the parole consideration date:
 - (1) Calculations are made by rounding the number of days of credit or dead time to the nearest whole month. Dates are rounded to the nearest month and year.
 - (2) Parole consideration dates are tentative. They may be modified due to new information or changes in policy or procedure.
 - (3) Parole or commutation candidates may be passed to a later docket by the Executive Director or designated staff if:
 - a) Out to court, hospitalized, or unable to travel due to illness
 - b) Facility does not transport inmates for parole hearings, and personal appearance is scheduled
 - c) Documented unusual circumstance approved by Executive Director
 - (4) Inmates projected to discharge within 30 days of consideration will be stricken from the docket.
- 4. Docket dates may be modified by majority vote of the Board as outlined in Procedure 004-5, unless prohibited by law.

B. Redocketing Criteria

- 1. Docket dates for inmates denied parole or commutation are set as follows:

- a. If denied by the Board on a regularly scheduled parole docket, one year from the month of denial, unless directed otherwise by majority vote. The Board may set off reconsideration for a maximum of five years.
 - b. If previously considered on a regularly scheduled docket and denied by the Board on Special Review, or recommendation administratively withdrawn, redocket:
 - (1) one year from the date of last consideration if less than ten months has elapsed since that date, or
 - (2) six months from the date of withdrawal if ten months or more has elapsed from the date of last consideration.
 - c. An inmate docketed by Board authorization who is denied parole or commutation at the special docket, at a subsequent special review, or whose recommendation is administratively withdrawn, will be redocketed:
 - (1) for consideration in one year if the special consideration occurred within 13 months of the regular parole docket, or
 - (2) for the original consideration date if more than 13 months after special consideration.
 - d. Inmates denied clemency by the Governor will be redocketed for one year from the month of last Board consideration.
2. Inmates may be redocketed for parole or commutation consideration upon recommendation of the Redocketing Review Committee (RRC). The RRC will be comprised of the Deputy Director, General Counsel and other staff designated by the Executive Director.
- a. As soon as practical following each meeting, the Redocketing Review Committee may review the files of offenders serving the first or second incarceration who were denied by the Board.
 - b. The Committee may, by majority vote, redocket denied inmates for reconsideration prior to the next scheduled docket.
 - c. Recommendations for redocketing are contingent upon clear conduct until the docket date. A subsequent misconduct will result in cancellation of the placement.
 - d. If an inmate is redocketed by the RRC, a memorandum will be prepared outlining the rationale.
3. Inmates waiving consideration on a regularly scheduled docket will be redocketed for one year from the month of scheduled consideration. If docketed by Board authorization, redocketing will be in accordance with

B.1.c.(1) and (2) above.

4. Parole docket dates for inmates returned from escape status will be reviewed for modification as follows:
 - a. If parole was considered on the current offense(s) prior to escape, modify the docket date to one year from the month of return.
 - b. If parole was not considered on the current offense(s) prior to escape, recalculate eligibility dates (1/3, 15+12 or 15+24) with adjustments for escape time.
 - (1) If the new docket date would occur less than one year following the month of return, modify the docket date to one year from the month of return.
 - (2) If the new docket date is one year or more after the date of return, the new docket date will apply without further adjustment.
 - c. Inmates who escape from PPCS will be docketed as program failure returns from PPCS as detailed in (6) below. The dates of escape and return should be listed for informational purposes.
5. Inmates who participate in a riot or in the taking of hostages while incarcerated, as evidenced by a felony charge or conviction, misconduct report, institutional investigation or other documentation, will be reviewed for docket modification in accordance with the following:
 - a. If parole consideration is scheduled within one year of the incident, the docket date will be modified to one year from the month of the incident.
 - b. If consideration is scheduled for one year or more after the date of the incident, the docket date will not be modified.
6. Inmates returned from PPCS for program failure will be redocketed for parole consideration one year from the month of return. If the inmate is returned through the Lexington Assessment and Reception Center, LARC docketing personnel will redocket the inmate. If the inmate is not returned through LARC, the investigator at the assigned facility will redocket the inmate.

C. Leave of Absence Eligibility

1. Requests for leave of absence must be made through the Department of Corrections Pardon and Parole Coordinator in accordance with the policies of the Department of Corrections.
2. The Pardon and Parole Coordinator must contact the Executive Director to obtain authorization from a majority of the Board members for consideration

of a leave of absence.

3. Leave of absence consideration does not affect other scheduled clemency consideration.

D. Pardon Eligibility

1. Persons requesting pardon consideration must meet the following criteria. Sections b - e may be waived by a Board member.
 - a. Convicted of a violation of Oklahoma law, including felonies and misdemeanors involving moral turpitude.
 - b. No pending charges or unresolved detainers or warrants.
 - c. Not incarcerated in jail or prison.
 - d. All fines, court costs and restitution paid on all cases on which pardon is requested. In lieu of proof of payment, the applicant provide proof that all unpaid fines and costs have been waived by the court.
 - e. Not considered by the Board for pardon within the previous six months.
 - f. Cannot have been the subject of a terminated pre-pardon investigation or have withdrawn an application for pardon consideration within the previous six months.
 - f. Must have discharged all sentences, including supervision, or successfully completed five consecutive years of supervision immediately prior to application, unless convicted of Murder First Degree. Any cases from other jurisdictions must also meet this criterion, even though not included in the consideration.
 - g. Must have served 20 consecutive years under supervision immediately prior to application if convicted of Murder First Degree.
2. If a Board member requests pardon docket placement, an investigation will be conducted to determine whether the person meets eligibility criteria. Persons not meeting the criteria will not be placed on a pardon docket unless special permission is granted by a Board member.
3. Applicants are subject to pre-pardon investigation by the Department of Corrections. Consideration will be set for the next available docket the date the pre-pardon investigation is received.
4. Candidates for pardon will be stricken from the docket if charged with a new criminal offense, arrested or incarcerated prior to Board review.

- E. The Pardon and Parole Board may modify parole consideration dates including, but

not limited to, the following circumstances:

1. Receipt of new information.
2. Correction of errors in docket placement.
3. Modification of policy or procedure which affects parole consideration.

III. BASIS FOR POLICY:

- A. Pardon and Parole Board Policy 001 - Pardon and Parole Board Manual.
- B. 57 O. S. 332, 332.2, 332.7.
- C. To ensure compliance with state law in assignment of clemency consideration dates to eligible offenders.

DATE APPROVED: 2/23/94

Carolyn Crump
CAROLYN CRUMP

Carl B. Hamm
CARL B. HAMM

Marjorie Redbird
MARJORIE REDBIRD

Marzee Douglass
MARZEE DOUGLASS

Ray H. Page
RAY H. PAGE

PARDON AND PAROLE BOARD

PROCEDURE 004-1

EFFECTIVE 11/15/93

- I. TITLE: Calculation of parole consideration dates
- II. PROCEDURE: The Executive Director will ensure that parole consideration dates are calculated in accordance with Board policies and state law, and that exceptions required by law or policy are correctly applied. A docketing worksheet will be completed on each inmate committed to the Department of Corrections.
 - A. Inmates subject to mandatory terms
 1. Inmates required by statute to serve a mandatory term of incarceration prior to parole consideration are ineligible for regular parole consideration until the mandatory term has been served. The presumptive parole date, 15+12 or 15+24 date and one-third date will be calculated for reference.
 2. Under 21 O.S. 801, inmates must serve ten calendar years, if:
 - a. Convicted of three or more separate felonies in violation of 21 O.S. 801, which includes the following elements. At least one of the cases must have resulted in a prior incarceration:
 - (1) Robbery or attempt to rob
 - (2) Use of a firearm, dangerous weapon or imitation firearm to accomplish the committed or attempted robbery
 - (3) Robs or attempts to rob any person, place of business, residence, banking institution or place inhabited or attended by any person at any time.
 - (4) The first two convictions must be prior convictions. The three convictions cannot have been committed at the same approximate time. It is only upon the third conviction, after two prior convictions under 21 O. S. 801 that the parole restriction of 21 O.S. 801 applies.
 - b. The investigator will determine whether an inmate has three convictions under 21 O.S. 801 as defined above. The controlling and/or concurrent cases must have occurred after April 16, 1982 for the parole restriction to apply.
 - c. If 21 O.S. 801 applies, the investigator will refer the cases to the General Counsel for assignment of a parole docket date. Cases which require further investigation will also be referred to the General Counsel.
 - d. The General Counsel will determine whether the charges constitute

separate and distinct transactions and whether the first two convictions are prior or former. Crimes are not considered separate and distinct if committed as a continuing offense or a series of acts. The time between the offenses may be a factor in making the determination.

- e. The length of sentence may determine application of 21 O. S. 801.
 - (1) If an inmate with three or more convictions under 21 O.S. 801 is sentenced to less than ten years, it will be presumed that the statute does not apply.
 - (2) The facts and circumstances of each case may alter this presumption. It may also be determined by contacting the sentencing judge or district attorney that 21 O.S. 801 should apply.
 - (3) If application of 21 O.S. 801 is questionable or cannot be determined, the law will not be applied.
 - f. If the crimes are separate and distinct, parole or sentence commutation cannot occur until ten calendar years have been served.
 - g. If an inmate subject to 21 O.S. 801 is sentenced to less than ten years, no parole or sentence commutation date will be assigned.
 - h. In order for the parole restriction of 21 O. S. 801 to apply, all convictions used in its application must have occurred in Oklahoma. Robbery convictions in other states or United States District Court are not direct violations of 21 O. S. 801.
3. Under 57 O.S. 332.7.B., an inmate with three or more felony convictions and three or more incarcerations (including the current one) must serve the lesser of one-third of the sentence or ten years prior to parole consideration. At least one of the current convictions must have occurred on or after October 1, 1980. For the purpose of applying 57 O.S. 332.7 B., the following guidelines apply:
- a. Use the date of conviction on the judgment and sentence in determining the applicability of 57 O. S. 332.7 B.
 - b. Felonies must have arisen from separate and distinct transactions, including the instant and any concurrent case. The statute applies only to the third and subsequent convictions. If an incarceration for a revoked suspended sentence or parole is used as one of the three incarcerations, a new felony conviction must have accompanied the revocation as either a concurrent or consecutive sentence.
 - c. If application of the law is questionable, refer the case to the General Counsel for investigation. A copy of the FBI and/or OSBI rap sheet should be attached, if available.

4. The Pardon and Parole Board may recommend certain inmates subject to mandatory terms for parole prior to the completion of the mandatory term if prison population exceeds 95 percent of capacity. Such consideration is done at the Board's discretion. Inmates must meet the following criteria:
 - a. Controlling and any concurrent cases must be for nonviolent crimes
 - b. Crime cannot have involved injury to a person
 - c. Within six months of parole eligibility
5. Inmates convicted of racketeering after November 1, 1988 cannot be considered for any type of clemency until one-half of the sentence has been served, in accordance with state law (22 O. S. 1404).
6. Identify inmates subject to mandatory terms by recording the statutory citation on the docketing worksheet. If Board policy supersedes the mandatory term, or if more than one statute applies, cite all criteria utilized for the establishment of the docket date on the docketing worksheet in the following order:
 - a. Presumptive Parole Date, 15+12, 15+24 or 1/3 date
 - b. 1/3 per Board policy
 - c. 10 years per 21 O.S. 801
 - d. 1/3 per 57 O.S. 332.7 B
 - e. 10 years per 57 O.S. 332.7 B.
 - f. 1/2 per 22 O.S. 1404

Note any statute which applies but is not used in docket placement in the comments section of the worksheet.

B. Assignment of no docket

1. Inmates excluded from parole consideration by state law or Board policy will not be given parole docket dates. The Reason For Docket on the Docketing worksheet will indicate "No docket" followed by one of the following:
 - a. Projected discharge/rebill within 180 days
 - b. Delayed Sentencing Program
 - c. Parole violation of less than 28 months to serve
 - d. Death sentence

- d. Life without parole
- e. Sentence suspended upon program completion
- 2. Investigators will determine whether an inmate is within 180 days of projected discharge when completing the docketing worksheet.
 - a. Calculate projected release dates using the current earned credit rate.
 - b. Assignment of No Docket does not affect an inmate's eligibility for special parole.
- 3. Docketing worksheets will be completed on Delayed Sentencing Program inmates for future reference. If the inmate is later sentenced to a term of incarceration, a docket date will be calculated.
- 4. Inmates received on or rebilled to parole violation cases will not receive parole dockets if the time remaining is less than 28 calendar months at the time of reception or rebill.
- 5. Inmates sentenced to death on a controlling or concurrent case do not receive parole dockets.
- 6. Persons sentenced to life without parole on or after November 1, 1987 do not receive parole dockets.
- C. Calculation on cases which do not conform to procedures
 - 1. Cases which do not conform to standard procedures will be referred to the Deputy Director for docket calculation.
 - 2. The Deputy Director will apply standard docketing procedures as nearly as possible. The intent of any applicable law or policy will be considered in the assignment of docket dates.
 - a. Conflicting provisions are generally resolved in the inmate's favor.
 - b. Common sense and the general objectives of clemency consideration will be weighed in the assignment of the docket date.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 004 - Docketing criteria.
- B. To establish guidelines for docket calculation and exemption from docket assignment.


DR. ROBERT G. SANDERS, EXECUTIVE DIRECTOR

11/15/93
DATE

PARDON AND PAROLE BOARD

PROCEDURE 004-2

EFFECTIVE 11/15/93

- I. TITLE: Computer entry of docket dates and distribution of documents
- II. PROCEDURE: The designated personnel shall perform computer entry of parole docket dates and codes, updating of the docket record system, distribution of docketing worksheets and notification forms, and distribution of parole rosters.
 - A. Computer entry of parole docket dates
 1. Upon receipt of an approved docketing worksheet and notification form, a memorandum authorizing Board placement, redocket by the Redocketing Review Committee, or telephone authorization from the docketing investigator, docket dates and appropriate codes will be entered into the computer. Priority will be given to inmates scheduled for parole consideration within the next two months. Docket dates will be entered in accordance with deadlines established by the Executive Director. The following steps will be utilized in the entry process:
 - a. Enter the docket date and reason for docket. After entry, mark the upper right corner of the Notification Form with a "C" to indicate that computer entry has been done.
 - b. Enter the transaction into the docket record system. Include the date of entry, type of transaction, reason for docket and docket date. Mark the upper right corner of the Notification Form with an "F" to indicate that a docket record system has been modified. If no record exists, one will be established.
 - c. Complete notification forms for Board placements or other cases as needed.
 2. Inmates denied clemency or waiving parole dockets will be redocketed in accordance with Policy 004, to include the following steps:
 - a. Complete notification forms, indicating the new docket date and reason for docket.
 - b. Enter the appropriate information in the computer terminal and in the docket record system, in accordance with II. A. 1. above.
 3. Upon notice of parole, discharge or escape, enter the discharge code into the computer docket record and make the appropriate notation in the docket record system.
 - a. Delete records of discharged and paroled inmates from the docket record system.
 - b. Note escapes in the docket record system.


- c. Notify designated personnel to close the parole files of discharged and paroled inmates.

B. Distribution of docketing worksheets and notification forms

1. The original docketing worksheet and notification form will be filed in the inmate's parole file at the administrative office. One copy will be sent to the records office at the facility.
2. One copy of the Notification of Parole Consideration Date will be sent to the facility for distribution to the inmate.
3. One copy of the docketing worksheet will be forwarded to the facility records office.
4. If an inmate is placed on a docket ten days or less prior to the report deadline, the investigator will be notified of the placement by telephone.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 004 - Docketing criteria.
- B. To ensure uniformity and consistency in the docketing process.


DR. ROBERT G. SANDERS, EXECUTIVE DIRECTOR

11/15/93
DATE

PARDON AND PAROLE BOARD

PROCEDURE 004-3

EFFECTIVE 11/15/93

- I. TITLE: Administrative modification of parole docket dates
- II. PROCEDURE: Parole docket dates may be modified prior to parole consideration in accordance with Board policy and procedure. If an inmate has been interviewed for parole consideration and modification is not required by law, the consideration date will not be changed. The Deputy Director will ensure that parole consideration dates are correctly calculated.
 - A. Modification of parole consideration date
 1. Prior to parole consideration, docket dates will be modified based upon the following. Information must be from an official source:
 - a. Minimum mandatory term is required by law prior to parole consideration
 - b. Delayed concurrent case
 - c. Rebill
 - d. Escape or participation in a riot
 - e. Modification of jail time
 - f. Change in case sequence
 - g. Resentencing
 - h. Court-ordered modification or credit
 - i. Calculation error in worksheet
 - j. Misconduct report after Board placement
 - k. Retroactive modification of policies and procedures
 - l. Other information changing parole eligibility
 2. An inmate may be stricken from a parole docket prior to consideration based upon the following:
 - a. Projected release within 30 days of consideration. Information must be referred to the Deputy Director with a recommendation to strike from the docket. Projected release dates will be based upon the current earned credit rate.
 - b. Significant misconduct or new criminal charge after redocket by the

- b. Significant misconduct or new criminal charge after redocket by the Board prior to annual review (must be authorized by the Deputy Director)
 - c. Escape
 - d. Docket modification pursuant to Section A of this procedure.
 - e. Board vote to withdraw Board-authorized placement
3. The Deputy Director will determine whether an inmate is stricken from a docket after receipt of a memorandum from the investigator. The memorandum must include the inmate's name and number, the reason for the modification and the name of the requesting investigator.

B. Monitoring of docket modification

- 1. Designated personnel will monitor docket modifications and status change forms at least once per week. Receipt of status changes will be recorded in the status change data file, including the date the information was received.
- 2. Status changes will be referred to the appropriate investigator. The data forwarded will be recorded in the status modification data file. Investigators will review each status change and recalculate the parole consideration date if necessary.
- 3. The date the status change was returned will be recorded, along with any changes in current docket dates. The Deputy Director will review any redocketing paperwork for accuracy.
- 4. Status change forms must be returned within 30 days of receipt.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 004 - Docketing criteria.
- B. To ensure modification of parole consideration dates as necessary.


DR. ROBERT G. SANDERS, EXECUTIVE DIRECTOR

11/15/93
DATE

PARDON AND PAROLE BOARD

PROCEDURE 004-3

EFFECTIVE 11/15/93

- I. TITLE: Administrative modification of parole docket dates
- II. PROCEDURE: Parole docket dates may be modified prior to parole consideration in accordance with Board policy and procedure. If an inmate has been interviewed for parole consideration and modification is not required by law, the consideration date will not be changed. The Deputy Director will ensure that parole consideration dates are correctly calculated.
 - A. Modification of parole consideration date
 1. Prior to parole consideration, docket dates will be modified based upon the following. Information must be from an official source:
 - a. Minimum mandatory term is required by law prior to parole consideration
 - b. Delayed concurrent case
 - c. Rebill
 - d. Escape
 - e. Modification of jail time
 - f. Change in case sequence
 - g. Resentencing
 - h. Court-ordered modification or credit
 - i. Calculation error in worksheet
 - j. Misconduct report after Board placement
 - k. Retroactive modification of policies and procedures
 - l. Participation in riot
 - m. Other information changing parole eligibility
 2. An inmate may be stricken from a parole docket prior to consideration based upon the following:
 - a. Projected release within 30 days of consideration. Information must be referred to the Deputy Director with a recommendation to strike from the docket. Projected release dates will be based upon the current earned credit rate.

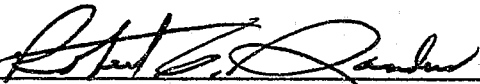
- b. Significant misconduct or new criminal charge after redocket by the Board prior to annual review (must be authorized by the Deputy Director)
 - c. Escape
 - d. Docket modification pursuant to Section A of this procedure.
 - e. Board vote to withdraw Board-authorized placement
3. The Deputy Director will determine whether an inmate is stricken from a docket after receipt of a memorandum from the investigator. The memorandum must include the inmate's name and number, the reason for the modification and the name of the requesting investigator.

B. Monitoring of docket modification

- 1. Designated personnel will monitor docket modifications and status change forms at least once per week. Receipt of status changes will be recorded in the status change data file, including the date the information was received.
- 2. Status changes will be referred to the appropriate investigator. The date forwarded will be recorded in the status modification data file. Investigators will review each status change and recalculate the parole consideration date if necessary.
- 3. The date the status change was returned will be recorded, along with any changes in current docket dates. The Deputy Director will review any redocketing paperwork for accuracy.
- 4. Status change forms must be returned within 30 days of receipt.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 004 - Docketing criteria.
- B. To ensure modification of parole consideration dates as necessary.


DR. ROBERT G. SANDERS, EXECUTIVE DIRECTOR

11/15/93
DATE

PARDON AND PAROLE BOARD

PROCEDURE 004-4

EFFECTIVE 4/1/94

- I. TITLE: Docket modification by investigators and supervisors
- II. PROCEDURE: Investigators and supervisors will modify docket dates of inmates assigned to their caseloads. Designated personnel will review status change forms, and forward the information to investigators. Status changes which do not require docket modification will be placed in the inmate's file.
 - A. Investigators will review docket dates upon receipt of status change forms, and determine whether the new information affects docket calculation. A docketing worksheet and notification form will be completed if necessary.
 1. Assessments of status changes must be completed within 30 days of receipt.
 2. Inmates serving short sentences or whose docket dates are substantially affected are given priority.
 3. After completion, forward documents to the designated personnel for review and processing as required by Procedure 004-3.
 4. Information which does not affect the docket date will be returned to the administrative office for filing.
 - B. Processing of status changes
 1. Rebill to a consecutive case
 - a. Calculate docket dates in accordance with policies and procedures governing assignment of parole, pre-parole and mandatory parole review dockets.
 - b. Give priority to inmates serving short sentences.
 2. Jail time credit
 - a. Divide the total number of days of jail time by 30, and round to the nearest month. If the number of months of credit is the same as on the current worksheet, no modification is required. If the number is different, recalculate the docket dates.
 3. Returned escapees
 - a. Inmates placed on escape status and subsequently returned to the custody of the Department of Corrections will be reviewed for docket modification in accordance with Board policy.
 - (1) Escapees returned through the Lexington Assessment and Reception Center will be reviewed by LARC docketing personnel.

- (2) Escapees not returned through LARC will be reviewed by the investigator at the assigned facility. Investigators will be notified of returned escapees through either status change forms or agency memoranda.
- b. In calculating docket dates for returned escapees under Policy 004:
 - (1) Round total days on escape status to the nearest month
 - (2) List escape time under dead time on the docketing worksheet. Include the date of escape and the date returned to custody.
 - (3) If the inmate is to get an annual docket, set the docket date one year from the month of return with no deductions.
- c. The Executive Director may authorize an exception if it is determined that the inmate should not have been placed on escape status.

4. Court-ordered modification

- a. When a court orders a sentence reduction on the current case, or that additional time be credited to the current case, the parole docket date will be recalculated.
- b. Base docket dates for resentenced inmates on the new sentence, beginning from the date of resentencing with credit for time previously served.
- c. Apply orders granting credit for time served on the current sentence or a prior case toward the current sentence as directed by the court order. Orders granting earned credits do not affect docket calculation.
 - (1) Record time credited to the current sentence in the Other Credit section of the docketing worksheet.
 - (2) Round credit time to the nearest month and apply to the one-third, the Presumptive Parole Date, 15/12 or 15/24 date.
- d. Attach a copy of the court order or other documentation to the docketing worksheet if it is available. Refer cases requiring interpretation to the General Counsel.

5. Delayed Sentencing Program

- a. Docket Delayed Sentencing Program inmates upon receipt of official notice that the offender has been sentenced to a term of incarceration.
- b. Credit will be given for time served in custody of Department of

Corrections on the current offense prior to sentencing.

6. Specialized Supervision Program and Electronic Monitoring Program returns
 - a. Inmates returned from SSP are ineligible for PPCS placement for one year from the date of return by state law. In setting PPCS dockets for SSP returns, the following rules apply:
 - (1) If the current parole docket is 15 months or more from the date of return, set the PPCS docket for the latter of one year from the date of return or 13 months prior to the parole docket.
 - (2) If the current parole docket is 14 months from the date of return, set the PPCS docket for one year from the date of return, and set the parole docket off 30 days.
 - (3) If the current parole docket is less than 14 months from the date of return, do not assign a PPCS docket.
 - (4) Except as provided in (2) above, parole dockets of SSP returns are not modified due to program failure.
 - b. Parole dockets on inmates returned from EMP are not modified due to program failure.
 - c. Parole dockets for inmates returned from SSP or EMP with a pending parole recommendation will be set for one year from the month of last favorable consideration. Dockets on these inmates will be set at the Administrative Office following receipt of a notice of withdrawal from the Parole Process Unit.
 - d. Inmates must otherwise qualify for PPCS in order to receive a PPCS docket under this section.
8. Participation in riot
 - a. Inmates who have participated in a riot or hostage taking during the current incarceration will be reviewed for possible docket modification in accordance with Policy 004.
 - b. Evidence of participation includes felony charges, convictions, misconduct reports, institutional investigations and other written documentation.

PROCEDURE 004-4 - 4/1/94
PAGE 4 OF 4

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 004 - Docketing criteria.
- B. To ensure timely modification of docket dates by investigators.

Jari Askins
JARI ASKINS, EXECUTIVE DIRECTOR

4-6-94
DATE

PARDON AND PAROLE BOARD

PROCEDURE 004-5

EFFECTIVE 11/15/93

- I. TITLE: Docket placement by Pardon and Parole Board members
- II. PROCEDURE: Inmates may be docketed for clemency consideration when authorized by majority vote of the Pardon and Parole Board. Such consideration may include an earlier docket, placement on a docket for commutation of sentence or leave of absence, or pardon consideration through waiver of eligibility criteria.
 - A. Modification of parole docket dates
 1. A Board member may request a Pre-Docket Investigation Report to determine whether an inmate should be considered for docket modification. The Executive Director may also recommend modification based upon file information, correspondence or requests from investigators or Department of Corrections personnel. A pre-docket investigation will not be conducted if the inmate's docket date cannot legally be modified.
 2. Investigators requesting docket modification must complete the Pre-Docket Investigation Report.
 3. The Department of Corrections may request a Pre-Docket Investigation Report.
 - B. Pre-Docket Investigation requests
 1. The Executive Director or Deputy Director will complete a Pre-Docket Investigation Report Request Form (004-5-A) upon written or verbal request from a Board Member or the Department of Corrections. Relevant documents may be attached. If the request is due to medical reasons, documentation of medical condition must be attached.
 2. Pre-docket investigation requests must be completed within 30 days of receipt, unless otherwise authorized.
 3. The Pre-Docket Investigation Report will include the information detailed in Form 004-5-C, and will conform to the format outlined on that form.
 4. The completed report will be sent to the administrative office for forwarding to the requesting Board member after typing.
 5. If the requesting Board member decides to pursue early placement, copies of the report will be sent to the other members for consideration at a subsequent meeting. At least three members must concur for docket modification to occur. The inmate is placed on the next available docket after a favorable vote, unless stated otherwise. If the inmate is denied by the Board, reconsideration will not occur for a minimum of six months.

C. Commutation consideration

1. Requests for commutation of sentence will be made according to the requirements for requests for modification of parole docket dates.
2. Requests must also include a statement explaining the requestor's conclusion that the sentence imposed by the court is excessive.

D. Leave of absence

1. Requests for leave of absence must be made through the Department of Corrections Pardon and Parole Coordinator. Requests will include a statement of the reasons that Department of Corrections procedures do not allow temporary leave.
2. If the Pardon and Parole Coordinator determines that the case is appropriate for review, the Executive Director will be contacted to obtain authorization from Board members.
3. Scheduled docket dates are not affected by leave of absence considerations.

E. Clemency hearings for inmates sentenced to death

1. Upon official notification that an execution date has been set near the end of the appeals process, the Executive Director will provide written notification to the Board members, including:
 - a. Execution date and appeal status
 - b. Prior criminal history
 - c. District Attorney's Narrative Report, Court of Criminal Appeals Opinion or other documented source of the circumstances of the offense
 - d. Summary of pertinent file information
 - e. Names of any attorneys representing the inmate during the appeal.
 - f. Pertinent information received from attorneys for the inmate or the State of Oklahoma.
2. At the next scheduled meeting or a special meeting called by the Chairperson, the Board may consider whether to conduct a clemency hearing.
3. The Executive Director will assist in scheduling any special meeting approved by majority vote. The Chairperson has final authority to call any meeting.

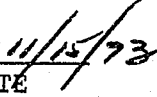
F. The Director of the Department of Corrections may request that an inmate be

placed on a parole docket for medical reasons. Medical docket requests must be submitted to the Executive Director. The medical condition must be certified by the DOC Medical Director. The Board may consider inmates for medical parole at any time.

III. BASIS FOR PROCEDURE:

- A. 57 O.S. 332.18.
- B. Pardon and Parole Board Policy 004 - Docketing criteria.
- C. To establish a procedure for docket modification by the Pardon and Parole Board.


DR. ROBERT G. SANDERS, EXECUTIVE DIRECTOR


DATE

PRE-DOCKET INVESTIGATION REPORT REQUEST

NAME: _____

NUMBER: _____

FACILITY: _____ INVESTIGATOR: _____

REQUESTED BY: _____

DATE SENT: _____

DATE RECEIVED: _____

COMMENTS: _____

PRE-DOCKET INVESTIGATION REPORT

PAROLE DOCKET DATE/REASON:

REQUESTED BY:

FACILITY: PREPARED BY: DATE:

NAME: _____ NUMBER: _____ DOB: _____ AGE: _____ SEX: _____

OFFENSE:

SENTENCE: COUNTY: CRF:

RECEPTION/REBILL DATE: PROJECTED RELEASE DATE:

OFFENSE HISTORY:

PRIOR INCARCERATIONS: SECURITY LEVEL:

1. CC/CS CASES AND DETAINERS:

OFFENSE	SENTENCE	JURISDICTION	CRF#
---------	----------	--------------	------

2. CHRONOLOGY OF OTHER FELONY CONVICTIONS:

OFFENSE	LENGTH OF SENTENCE/TYPE	DATE OCCURRED	JURISDICTION	TERMINATIO TYPE AND DA
---------	----------------------------	------------------	--------------	---------------------------

3. DISCIPLINARY RECORD:

Time elapsed since last misconduct:

Date	Title of Violation	Where Received	Punishment	Explanation

4. PROGRAM PARTICIPATION:

5. INSTITUTIONAL WORK HISTORY:

6. OFFICIAL VERSION OF OFFENSE:

— This offense was not unusual in any way and contained only circumstances common associated with the offense for which the defendant was convicted.

PRE-DOCKET INVESTIGATION REPORT

PAROLE DOCKET DATE/REASON:

REQUESTED BY:

FACILITY:PREPARED BY:DATE:NAME:NUMBER:DOB:SEX:OFFENSE:SENTENCE:COUNTY:

CRF:

RECEPTION/REBILL DATE:PROJECTED RELEASE DATE:OFFENSE HISTORY:PRIOR INCARCERATIONS:SECURITY LEVEL:1. CC/CS CASES AND DETAINERS:2. CHRONOLOGY OF OTHER FELONY CONVICTIONS:3. DISCIPLINARY RECORD:4. PROGRAM PARTICIPATION:5. INSTITUTIONAL WORK HISTORY:6. OFFICIAL VERSION OF OFFENSE:

PARDON AND PAROLE BOARD

PROCEDURE 004-6

EFFECTIVE 11/15/93

- I. TITLE: Waiver of parole
- II. PROCEDURE: Pardon and Parole Investigators shall obtain Waiver of Parole Docket forms from inmates on their caseloads who have been assigned to a parole docket and want to waive parole consideration.
 - A. Waiver of parole and mandatory parole review docket
 1. A Waiver of Parole (Form 004-6-A) must be signed by the inmate no earlier than 90 days prior to the scheduled docket date, and no later than two weeks prior to the beginning of the meeting. Waivers signed prior to consideration at times other than these will not be accepted. Signatures should be witnessed by an investigator if possible. If the investigator is not available, the signature may be witnessed by Department of Corrections staff and forwarded to the investigator.
 - a. Waivers of favorable recommendations may be executed after the Board has adjourned. Inmates cannot waive during a meeting.
 - b. Parole cannot be waived after the parole certificate has been signed by the Governor and filed with the Secretary of State.
 - c. If a waiver is executed before approval by the Governor, the investigator should notify the administrative office immediately by telephone.
 2. Prior to obtaining the inmate's signature, the following information shall be recorded on the waiver form:
 - a. Inmate's name
 - b. DOC number
 - c. Facility
 - d. Month and year of docket being waived
 - e. Type of docket
 3. Ensure that the inmate reads and understands the waiver form, and that the current date is recorded and the correct name signed. Provide copies to the facility and the inmate, and forward the original to the administrative office.
 4. Waivers witnessed by Department of Corrections staff must be reviewed by the investigator, who will indicate approval by signature. In the event of irregularities, the Executive Director will determine the validity of the waiver.


PROCEDURE 004-6 - 11/15/93

PAGE 2 OF 2

III. BASIS FOR PROCEDURE:

A. Pardon and Parole Board Policy 004 - Docketing criteria.

B. To provide guidelines for waiver of parole.


DR. ROBERT G. SANDERS, EXECUTIVE DIRECTOR


DATE

PARDON AND PAROLE BOARD

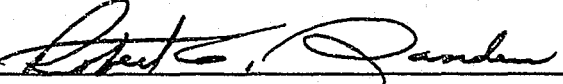
PROCEDURE 004-7

EFFECTIVE 11/15/93

- I. TITLE: Appeal of parole docket date
- II. PROCEDURE: Inmates may appeal the computation of docket dates or other dates on the notification form. Appeals may only be used to challenge the accuracy of information or calculation upon which dates are based. Disagreement with Board policy, procedure or action is not grounds for appeal. Votes of the Pardon and Parole Board are not appealable.
 - A. Prior to completing an appeal form, the inmate must review the docketing worksheet. A copy of the worksheet may be obtained by writing to the administrative office, or by contacting the investigator assigned to the facility.
 - B. The inmate must follow all instructions on the appeal form. Failure to comply will result in denial of the appeal. The following information must be provided on the form:
 - 1. Name
 - 2. DOC number
 - 3. Assigned facility
 - 4. Date form was completed
 - 5. Docket date being appealed
 - C. The inmate will state the reasons for appeal on the reverse side of Form 004-7-A. Additional pages and supporting documents may be attached.
 - D. The inmate will explain any information believed to be incorrect or miscalculated.
 - E. The inmate will send the completed appeal form to the administrative office of the Pardon and Parole Board. The Deputy Director will review the appeal form and return a copy of it with the response. The original appeal form and a copy of the response will be placed in the inmate's parole file.
 - F. Only one appeal per docket calculation will be allowed, unless a subsequent appeal raises different issues. Letters or other documents submitted by the inmate may be deemed an appeal under this provision.
 - G. This process is not used to challenge actions or votes of the Pardon and Parole Board, or to indicate disagreement with the denial of parole or other form of clemency.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 004 - Docketing criteria.
- B. To provide a procedure for the appeal of parole docket dates.


DR. ROBERT G. SANDERS, EXECUTIVE DIRECTOR

11/15/93
DATE

INSTRUCTIONS FOR APPEAL OF DOCKET DATE
(FORM 004-7-A)

Read the following instructions carefully. Failure to follow them will cause your appeal to be denied.

1. Before filing an appeal, review your docketing worksheet. You may get a copy by writing to the Pardon and Parole Board at the address listed below.
2. The appeals process is used only to challenge the calculation of dates and the application of laws. It is not used to appeal actions of the Board (such as denial of parole), or to disagree with a policy or procedure.
3. You cannot appeal the calculation of a docket on which you have already been considered, an annual docket, or a docket set by majority vote of the Board.
4. This process is not used to request early dockets.
5. In the space provided, explain why you believe that your docket date is incorrect. You may attach additional pages if necessary. You do not need to use legal terms.
6. Other documents may be attached if necessary. Another person may help you fill out the form. You must sign it yourself, however.
7. If this appeal is due to sentence modification, additional jail time or other changes in your case, please state this in the explanation section.
8. Mail the completed form and any additional documents to:

Deputy Director
Pardon and Parole Board
4040 North Lincoln Boulevard, Suite 219
Oklahoma City, OK 73105-5221

APPEAL OF DOCKET DATE

NAME: _____ NUMBER: _____

FACILITY: _____ DATE: _____

I am appealing my:

_____ Parole docket (list date) _____

_____ Pre-parole docket (list date) _____

_____ Mandatory parole review docket (list date) _____

=====

I believe that the following calculation is incorrect:

_____ One-third date (list) _____

_____ 15+12 or 15+24 date (list) _____

_____ Presumptive parole date (list) _____

_____ Other _____

=====

I believe that the following law was incorrectly applied in my case:

_____ Mandatory term law (three or more incarcerations for three or more felonies; 57 O. S. 337.7 B.)

_____ Robbery law (three or more convictions for robbery; 21 O. S. 801)

_____ Other _____

=====

Explain below why you believe that your docketing worksheet is incorrect.

I have discussed this matter with a parole investigator. _____ Yes _____ No

Signature: _____

PARDON AND PAROLE BOARD

PROCEDURE 004-8

EFFECTIVE 11/15/93

- I. TITLE: Special commutation and parole dockets
- II. PROCEDURE: The Executive Director will assist the Pardon and Parole Board in consideration of special parole dockets, and may issue criteria for special commutation dockets to reduce prison population.
 - A. The Executive Director may issue criteria for special commutation dockets as directed by the Pardon and Parole Board and Governor. Consideration will be for reduction of the sentence to time served.
 - B. The Board may consider inmates on a special docket when all facilities have reached maximum capacity. Special parole docket criteria will be issued when the need arises.
- III. BASIS FOR PROCEDURE
 - A. Pardon and Parole Board Policy 004 - Docketing criteria.
 - B. 57 O.S. 37.
 - C. To provide guidelines for special commutation dockets.


DR. ROBERT G. SANDERS, EXECUTIVE DIRECTOR

11/15/93
DATE

PARDON AND PAROLE BOARD

PROCEDURE 004-9

EFFECTIVE 11/15/93

- I. TITLE: Parole in absentia
- II. PROCEDURE: The Administrative Officer I or other person designated by the Executive Director will distribute and process applications for parole in absentia, and maintain in absentia parole files. The Administrative Officer will calculate docket dates and compile parole investigations on in absentia parole candidates. The Administrative Officer will act as the liaison between the agency and other jurisdictions in the in absentia parole process.
 - A. Applications
 1. Upon request, a Request for In Absentia Parole Consideration (Form 004-9-A) will be mailed directly to the inmate, unless other arrangements have been requested.
 - a. The following information will be requested from the inmate:
 - (1) Oklahoma commitment name
 - (2) Oklahoma and other jurisdiction inmate numbers
 - (3) Social security number
 - (4) Date of birth
 - (5) Race
 - (6) Sex
 - (6) Current facility and mailing address
 - (7) Listing of cases on which parole consideration is requested (case number, county, offense and sentence)
 - (8) Notarized or certified copy of each judgment and sentence. A copy of the revocation order will also be required for a revoked suspended sentence or parole.
 - b. The following information will be requested from the facility:
 - (1) Date of reception by other jurisdiction
 - (2) Date of scheduled or projected release
 - (3) Listing of felony convictions from other jurisdictions currently being served (offense, effective date, jurisdiction and sentence)

- (4) Listing or copies of Oklahoma detainers
- (5) Amount of Oklahoma jail time
- (6) FBI rap sheet
- (7) Name, address and telephone number of a contact person at the facility

B. Opening of files

1. Completed applications will be reviewed for accuracy and completeness. If any documentation or information is missing, all application materials will be returned to the inmate. In absentia files will be maintained by the Administrative Officer.
 - a. In absentia files will be contained in folders of a color different from those in the regular filing system.
 - b. The file label will include the inmate's name, Oklahoma and other jurisdiction numbers, and the words "IN ABSENTIA PAROLE FILE".
2. If an Oklahoma number was assigned during a previous incarceration or supervision, that number will be used. If the applicant does not have an Oklahoma number, the next available number in the 600000 series will be assigned. The Administrative Officer will assign new numbers as necessary.

C. Assignment of parole docket date

1. A docketing worksheet will be prepared in accordance with Policy 008 and Procedure 008-1 from information contained in the application and accompanying documentation.
 - a. The reception date for calculation purposes will be determined as follows:
 - (1) If the inmate was received in the other jurisdiction prior to sentencing or revocation, use the date of sentencing or revocation.
 - (2) If the inmate was received in the other jurisdiction after sentencing or revocation, use the date of reception in the other system.
 - b. If projected or scheduled release from the other jurisdiction is within less than 60 days of the Oklahoma parole docket, the inmate is not eligible for parole in absentia.
 - c. If previously considered in absentia on the same case, the inmate must apply for reconsideration in writing. A letter requesting reconsideration may be considered reapplication.

- d. In absentia parole will be considered on concurrent cases only. Inmates must apply for consideration on any consecutive cases following rebill in accordance with (c) above. Consecutive cases must also be concurrent with the case(s) in the other jurisdiction.
- e. In absentia applicants are not eligible for pre-parole conditional supervision or mandatory parole review.

D. Parole investigations

- 1. Parole investigations on applicants for in absentia parole will be compiled in accordance with Procedure 006-2.
 - a. Request information from the contact person for completion of the report. An updated progress report will be requested on inmates of the Federal Bureau of Prisons. Information from other state systems will be requested on Form 004-9-B. A response will be requested by a date prior to the report deadline.
 - b. If the inmate is projected or scheduled for release within 90 days of consideration, mail an In Absentia Parole Program form (Form 004-9-B) to the inmate.
 - c. In calculating the current release date, add the sentence length to the reception date, and subtract any applicable jail time. Inmates do not receive time credits while not in Oklahoma custody.
 - d. In calculating the projected release date, subtract the scheduled or projected release date in the other jurisdiction from the Oklahoma current release date. Apply the minimum time credit rate to the difference, and add to the scheduled or projected release date.

E. Processing after consideration

- 1. Notify the inmate of the Board's decision by letter. A copy of the notification letter should be sent to the contact person.
 - a. If recommended, include the documents listed below for completion and return. Detail any conditions or stipulations in the letter. List any instructions for completion of accompanying documents.
 - (1) Six copies of the Certificate of Parole
 - (2) Two copies of reporting instructions, if the inmate will be released within 90 days of consideration (one to be kept by the applicant)
 - (3) Three copies of the Application for Compact Services and Agreement to Return (DOC 024001), if the inmate has requested supervision in another state

- b. If denied, state that reapplication is necessary for reconsideration.
2. Review signed parole certificates for accuracy and forward to the Office of the Governor, along with the file. Enclose the ballot prior to forwarding.
3. At the time the file is forwarded to the Office of the Governor, send the following to the Department of Corrections Pardon and Parole Coordinator:
 - a. Pre-Parole Investigation Request (DOC 022001), if the inmate will be released within 90 days and will be supervised in Oklahoma.
 - b. Three copies of the completed Interstate Investigation Request (DOC 020011) will be included, along with the signed copies of the Application for Compact Services (DOC 024001), if the inmate has requested supervision in another state. Three separate packets of information will be prepared with one copy each of the above forms and the documents listed in F. 1. a - e below.
3. Contact the facility records officer or contact person to inquire about additional disciplinary actions and other occurrences which may affect the approval of parole. Notify the Department of Corrections Pardon and Parole Coordinator of any new information as soon as possible.
4. After the parole certificates are signed by the Governor, notify the facility records officer by telephone. Follow up with a letter confirming the parole and a sealed copy of the signed parole certificate.

F. Processing after parole

1. After the parole certificates are signed by the Governor, forward the following documents and information to the appropriate Department of Corrections probation and parole district:
 - a. Cover letter listing the inmate's current location, projected or scheduled release date, parole date, and the name, address and telephone number of a contact person at the facility
 - b. Signed Certificate of Parole
 - c. Certified or notarized copies of the judgment and sentence on each case included in the parole
 - d. Copy of FBI and OSBI rap sheets (if available)
 - e. Copy of parole investigation
2. If the inmate will be released from the other jurisdiction within 90 days, send the information to the district serving the area of residence. If the release date is more than 90 days away, or if the inmate will be

supervised in another state, send the information to the district serving the county of conviction. If there are cases from more than one county, use the county of adjudication on the controlling case.

G. Closure of files

1. Retain the following documents when closing the file. Remove all other documents before submitting the file for microfilming and closure. Confidential documents should be shredded.
 - a. In absentia application form
 - b. Parole investigation
 - c. Certificate of parole (if paroled)
 - d. Copies of notification letters sent to inmate, facility and supervising district
 - e. Ballot
 - f. Docketing worksheet and notification form
 - g. Progress report from other jurisdiction
 - h. Other documents deemed appropriate for retention
2. Procedures for microfilming and closure are the same as for other parole files.
3. Submit a Final Disposition Report and two copies of the Certificate of Parole to the Oklahoma State Bureau of Investigation on each applicant paroled in absentia.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 004 - Docketing criteria
- B. 57 O. S. 332.7 C.
- C. To ensure compliance with state law in assignment of clemency consideration dates.
- D. Assisting the Department of Corrections in the opening of in absentia cases for supervision.


DR. ROBERT G. SANDERS, EXECUTIVE DIRECTOR

11/15/93
DATE

APPLICATION FOR IN ABSENTIA PAROLE CONSIDERATION

NAME _____
(as indicated on Oklahoma judgment and sentence)

Oklahoma # (if any) _____ Other system # _____

Social Security number _____ Date of birth _____

Race _____ Sex _____

MAILING ADDRESS:

Facility _____

Address _____

City _____ State _____ Zip _____

Have you ever served time in an Oklahoma prison or been on probation in Oklahoma?

_____ Yes _____ No

List any Oklahoma cases concurrent with the cases you are serving in the other system.

CASE NUMBER	COUNTY	OFFENSE	SENTENCE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I understand that this information will be verified and used to determine my eligibility for parole consideration. I understand that submitting this application does not entitle me to parole consideration or parole.

Signature

Date

INMATE NAME _____ NUMBER _____

THE INFORMATION BELOW MUST BE PROVIDED BY A CORRECTIONAL COUNSELOR, CASE MANAGER, RECORDS OFFICER OR OTHER FACILITY OFFICIAL WHO MAY BE CONTACTED FOR INFORMATION.

Date received into custody _____

Date of scheduled or projected release _____

Days of Oklahoma jail time _____

FELONY CONVICTIONS OTHER THAN OKLAHOMA CASES CURRENTLY BEING SERVED

<u>EFFECTIVE DATE</u>	<u>OFFENSE</u>	<u>JURISDICTION</u>	<u>SENTENCE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DETAINEES FROM OTHER STATES OR JURISDICTIONS

<u>DATE FILED</u>	<u>STATE</u>	<u>OFFENSE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE ENCLOSE A COPY OF THE FBI RAP SHEET, IF AVAILABLE.

CONTACT PERSON:

NAME _____

TITLE _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE (INCLUDE EXTENSION) _____

RETURN TO:

Administrative Officer
Pardon and Parole Board
4040 North Lincoln Blvd., Suite 219
Oklahoma City, OK 73105-5221
(405) 427-8601

OKLAHOMA PARDON AND PAROLE BOARD
IN ABSENTIA PAROLE INFORMATION REQUEST

NAME: _____ YOUR #: _____

DOCKET: _____ OK #: _____

RESPONSE REQUESTED BY: _____

INSTITUTIONAL TRANSFERS

DATE	FROM	TO
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

DISCIPLINARY HISTORY

DATE	VIOLATION	DESCRIPTION OF INCIDENT	PUNISHMENT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

WORK RECORD

JOB ASSIGNMENT	BEGAN	ENDED	RATING
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PROGRAM PARTICIPATION

RECOMMENDED PROGRAM	PARTICIPATING NOW (Y/N)	COMPLETED (Y/N)	DATE COMPLETED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

INMATE ACTIVITIES

COMMENTS/OTHER RELEVANT INFORMATION

COMPLETED BY: _____

TITLE: _____

FACILITY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EXT: _____

You may attach additional pages or copies of forms if necessary.

RESPOND TO:
Administrative Officer
Pardon and Parole Board
4040 North Lincoln Boulevard, Suite 219
Oklahoma City, OK 73105-5221
(405) 427-8601 (office)
(405) 427-6648 (fax)

PARDON AND PAROLE BOARD

PROCEDURE 004-10

EFFECTIVE 8/24/93

- I. TITLE: Pardon consideration
- II. PROCEDURE: The General Counsel or other person designated by the Executive Director will process applications for pardon consideration. The General Counsel will review each application for eligibility of the applicant and accuracy, and distribute applications to the appropriate state or probation and parole district office for investigation. The General Counsel will review pre-pardon investigations for content and accuracy, and forward a copy to the Department of Corrections for review. The General Counsel will create and maintain pardon files, and take appropriate measures for processing following consideration.
 - A. Distribution of applications
 1. Pardon applications will be distributed from the administrative office.
 2. Applications must include:
 - a. Application for Pardon Consideration (Form 004-10-A)
 - b. Pardon Applicant Questionnaire (Form 004-10-B)
 - c. Pardon Information Sheet (Form 004-10-C)
 - B. Processing of completed applications
 1. Review completed applications for completeness and accuracy. Assess eligibility of the applicant based upon available information. If the application is incomplete or if required documents are missing, return all application materials to the applicant for correction.
 2. The following documents and information must be submitted with each application:
 - a. Completed Application for Pardon Consideration (PPB 004-10-A)
 - b. Completed Pardon Applicant Questionnaire (PPB 004-10-B)
 - c. Certified judgment and sentence on each Oklahoma conviction (all unpardoned felony convictions, misdemeanors, and alcohol- or drug-related district court traffic convictions)
 - d. Certified statement for each case that all fines, court costs and restitution have been either paid in full or waived
 - e. Current credit report
 - f. Verification of employment or income (copy of check stub, or letter

from employer)

- g. Verification of residence (copy of check or receipt for mortgage or rent payment, or statement that applicant is not paying for housing)
 - h. Copies of documents on any marriages, divorces or child custody actions within the past five years (if applicable)
3. The following information will be maintained in an automated file:
- a. Name of applicant
 - b. Home address
 - c. Probation and parole district or state conducting the investigation
 - d. Date of referral for investigation
 - e. Date completed investigation is due
4. Forward applications and documents from Oklahoma residents to the probation and parole district which serves the area of residence.
5. Send an Interstate Pardon Investigation Request (Form PPB 004-10-C) to the pardon board or interstate compact officer for the state of residence for applicants from other states. Application materials from out-of-state applicants will be kept on file in the Administrative Office.

C. Deadlines

- 1. Pre-pardon investigations on Oklahoma residents are due 70 days from the date of referral for investigation (10 days for mailing and 60 days for completion of the report).
- 2. Out-of-state investigations are due 90 days from the date of referral for investigation. FBI and OSBI rap sheets on interstate applicants should be ordered at the time the investigation request is forwarded to the state of residence.
- 3. Extensions of deadlines may be granted when circumstances warrant.
- 4. If an investigation is overdue, contact the appropriate probation and parole district, pardon board or interstate compact office to determine the status of the investigation.
- 5. If the state of residence in an interstate investigation fails to cooperate with an investigation request within a reasonable period of time, the investigation will be terminated. Notify the applicant in writing of the action and the reason it was taken.

D. Review and submission of reports

1. Completed pre-pardon investigations will be reviewed for accuracy and completeness. The investigating officer will be contacted concerning any information which appears to be unclear, questionable or inaccurate.
2. Any missing documents will be requested from the investigating district or state. All necessary documents will be attached to the investigation prior to submission to the Pardon and Parole Board.
3. After review of the investigation, send a copy of all application materials to the Department of Corrections Parole Process Unit for final review. The Parole Process Unit will assign DOC numbers for applicants who do not have them, or whose numbers cannot be obtained through other means.
4. Information and application materials on interstate applicants will be forwarded to the Parole Process Unit of the Department of Corrections for compilation of the pre-pardon investigation.

E. Docket placement

1. Oklahoma applicants will be placed on the next available docket upon receipt of the completed investigation from the investigating district.
2. Interstate applicants will be placed on the next available docket upon receipt of the completed investigation from the Department of Corrections Parole Process Unit.

F. File creation and maintenance

1. An applicant file will be created prior to the Board meeting during which the application will be considered. Applicant files will be maintained by the General Counsel. The file will contain the following:
 - a. Completed pre-pardon investigation
 - b. Documents listed in Section B. 2. above
 - c. Any other documentation relevant to the consideration of the application

G. Action following consideration

1. After the review of the application by the Pardon and Parole Board, the following steps will be taken:
 - a. If the applicant is recommended, forward the file to the Office of the Governor along with the ballot and the appropriate number of copies of the Certificate of Pardon. Check the original copy of the Certificate of Pardon against the judgments and sentence to ensure that all case information is correct.

1. Prepare a sufficient number of pardon certificates for distribution to the following:
 - a. Sentencing counties (one copy each)
 - b. FBI and OSBI (one copy each)
 - c. Pardon and Parole Board file (one copy)
 - d. Department of Corrections closed records (one copy)
 - e. Applicant (one copy)
 - f. Probation and parole district (one copy, if applicant is under supervision at time of application)
2. Notification of applicants
 - a. Send a written notice to each applicant and investigating officer informing them of the Board's action. A copy of the applicant's letter may serve as notification of the investigating officer. Notification should occur within five working days of the conclusion of the meeting at which the application was reviewed.
 - (1) Inform recommended applicants that the pardon is not effective until approved by the Governor. A subsequent letter informing the applicant and the investigating officer of the Governor's action should be sent as soon as that information is received.
 - (2) If a pardon is granted, enclose a copy of the Certificate of Pardon bearing the seal of the Secretary of State with the applicant's letter.
 - (3) Inform denied applicants of the six-month waiting period prior to reapplication.

H. Distribution of Certificates of Pardon

1. Distribute Certificates of Pardon to the following:
 - a. Sentencing counties (one copy each)
 - b. OSBI (two copies), along with two completed fingerprint cards and Final Disposition Report (OSBI forwards the second copy to the FBI after processing)
 - c. Department of Corrections closed records (one copy)
 - d. Pardon and Parole Board file (one copy; this copy need not bear the Secretary of State's seal)

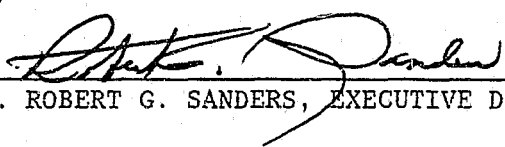
- e. Applicant (one copy)
- f. Supervising probation and parole district (one copy, if applicant is on parole or probation at the time of pardon)

I. Closing of pardon files

1. The following documents will be microfilmed for retention:
 - a. Pre-pardon investigation
 - b. Signed or denied Certificate of Pardon (if recommended by Board)
 - c. Application for Pardon Consideration (Form PPB 004-10-A)
 - d. Ballot
 - e. Other documents deemed appropriate for retention
2. Items not listed above should be disposed of in the appropriate manner prior to microfilming. Confidential documents are to be shredded before disposal. These include, but are not limited to:
 - a. FBI and OSBI rap sheets
 - b. DPS traffic records
 - c. Credit reports
 - d. Federal and state income tax returns (if submitted)
 - e. Proof of income
 - f. Proof of residence
 - g. Items of unknown confidentiality
3. After microfilming, send files to State Archives as space allows.

BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 004: Docketing criteria.
- B. Oklahoma Constitution, Article 6, Section 10.
- C. To ensure compliance with state law in assignment of clemency consideration dates.


DR. ROBERT G. SANDERS, EXECUTIVE DIRECTOR

11/15/93
DATE

APPLICATION FOR PARDON CONSIDERATION

NAME _____ RACE _____ SEX _____ DATE OF BIRTH _____
(as indicated on judgment and sentence)

HOME ADDRESS _____ PHONE () _____

CITY _____ STATE _____ ZIP CODE _____

EMPLOYER _____

WORK ADDRESS _____ PHONE () _____

CITY _____ STATE _____ ZIP CODE _____

DRIVER'S LICENSE # _____ STATE _____ SOCIAL SECURITY # _____

REASON FOR APPLYING _____

A pardon must include all Oklahoma district court felony and misdemeanor convictions, and all district court traffic convictions which involved drugs or alcohol. List all convictions below. A CERTIFIED COPY OF THE JUDGMENT AND SENTENCE ON EACH CASE MUST BE ATTACHED TO YOUR APPLICATION. Certified copies can be obtained from the court clerk in the county in which you were convicted. SEE THE PARDON APPLICANT QUESTIONNAIRE ON THE BACK OF THIS APPLICATION FOR OTHER NECESSARY DOCUMENTS AND INFORMATION.

CONVICTIONS (Attach another sheet if more space is needed.)

I understand that this application will be investigated by the Oklahoma Department of Corrections or its designated agent. I agree to make myself available upon request for the purposes of the investigation. I agree to provide requested information concerning my personal affairs. I understand that a complete review of my criminal record will be included. I authorize the investigating officer to conduct all required investigations and to contact any person who may have knowledge of me and my activities. I understand that this request will be cancelled if I do not cooperate. I also understand that a pardon will not remove convictions from my record.

Signature of Applicant

Date

PARDON APPLICANT QUESTIONNAIRE

You may attach another sheet if you need more room. Please note the list of required documents at the bottom of the page.

NAME: _____

ADDRESS FOR PAST FIVE YEARS:

Street Address	City	State	Dates
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT FOR PAST FIVE YEARS:

Employer	City	State	Dates
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LEVEL OF EDUCATION _____

COMMENTS _____

The following must be sent in with your application:

1. Application form.
2. Applicant questionnaire (this form).
3. Certified judgment and sentence on each conviction (from court clerk; the copies submitted MUST bear the county seal).
4. Current credit report (from credit bureau).
5. Proof of employment and/or income (current check stub or letter from employer).
6. Proof of residence (current receipt for rent payment or mortgage payments; if you are not making rent or mortgage payments, please note this under COMMENTS).
7. Copies of documents on any marriages, divorces or child custody actions in the past five years.
8. Certified statement that all fines, court costs and restitution have been paid.

=====

This information is necessary to provide a complete picture of your character and stability. All requested items must be included or accounts for under COMMENTS for your application to be investigated. You may also submit letters or reference or other documents which you believe may help our application.

PARDON INFORMATION

For a pardon to be effective, it must include all Oklahoma district court felony and misdemeanor convictions, and district court traffic convictions which involved drugs or alcohol. If you have cases which have been pardoned before, these do not need to be included in your application. The Pardon and Parole Board cannot pardon Federal cases or convictions from other states.

A pardon will not clear or seal your record. It does not prevent your criminal record from being considered when decisions are made concerning employment or other matters. Even if you are pardoned, your record may continue to affect you.

From the time your application is received, it usually takes between 90 and 120 days for consideration by the Pardon and Parole Board. Applications from persons residing in other states usually take about 30 days longer. The Board's recommendation must be approved by the Governor for a pardon to be granted. Governor approval usually takes from 30 to 45 days. The Governor cannot grant a pardon without prior Board approval.

The effects of a pardon listed below concern Oklahoma law. If you reside in another state, the effects may be different.

EMPLOYMENT

Some professions require licenses. The licensing agency for each profession operates under different laws and policies. Some will not license you even if you are pardoned, some will consider you only if you receive a pardon, and others do not require a pardon.

If you are considering applying for a pardon in order to obtain a particular type of employment or a license, you should first check with the employer or licensing agency to see if it would be helpful or necessary to do so.

Even if you are pardoned, you must still answer "yes" if asked if you have been convicted of a felony or misdemeanor on an employment application. A pardon does not remove the conviction from your record.

LIQUOR LICENSES

To be eligible for a liquor license, you must be pardoned on all felonies (Oklahoma, other states and Federal). You must also be pardoned on all alcohol-related district court misdemeanor convictions from Oklahoma and any other state. Your spouse, partner, partner's spouse, employees, corporate officers and directors cannot legally obtain a liquor license if you have not been pardoned.

VOTING AND JURY DUTY

Even if you are pardoned, you cannot vote for a period equal to the length of your sentence. For example, if you were convicted and given a two-year sentence on January 1, 1989, you cannot vote until January 1, 1991. This is true even if you have discharged the sentence and a pardon has been granted.

To serve on a jury, you must be qualified to vote, and you must also obtain a pardon.

HOLDING PUBLIC OFFICE

If you have been convicted of any felony (or misdemeanor involving embezzlement), you cannot seek or hold any state, county or city office (including school offices) for 15 years after the completion of your sentence unless you have received a pardon. Your city may also have other regulations regarding eligibility to hold office.

PROPERTY RIGHTS

A felony conviction does not prevent you from owning property, with one exception. A person convicted of murder first degree, murder second degree or manslaughter first degree cannot inherit property from the victim nor receive proceeds from the victim's insurance. A pardon would not change this.

FIREARMS

Even if you have been pardoned, you cannot legally carry a weapon if you have been convicted of a felony. You cannot carry on your person or in a motor vehicle in which you are driving or riding any firearm which could be easily concealed. This includes, but is not limited to, pistols, imitation or homemade pistols, automatic weapons or sawed-off shotguns or rifles of any length.

Effective September 1, 1992, any person who has been convicted of a nonviolent felony and who has received a pardon may possess a firearm for the purpose of gunsmithing or firearm repair. The person must be a graduate of an accredited gunsmithing school in order to qualify for this exemption.

An Oklahoma felony conviction does not prohibit you from owning or carrying a regulation-length hunting rifle for the purpose of hunting. However, you will violate Federal law unless you have received a Relief from Disability from the Bureau of Alcohol, Tobacco and Firearms, a division of the U.S. Department of the Treasury.

FUTURE FELONY CONVICTIONS

A pardon will not prevent prior convictions from being considered if you are later convicted of a felony. Your previous record may be used in the sentencing process even if the offense has been pardoned.

WHY SHOULD I APPLY?

A pardon has little direct effect under Oklahoma law. However, it can be useful in helping you to present yourself as a responsible citizen. A pardon serves as recognition that you have adjusted well to society since completing your sentence.

In order to qualify for consideration, all of the following must apply to you.

1. Convicted of a violation of Oklahoma law, including felonies and misdemeanors of moral turpitude.
2. No pending charges.
3. Not currently in jail or prison.
4. Discharged all sentences, successfully completed parole or a suspended sentence, or completed five years under supervision on the current case(s).
5. Not considered or investigated for a pardon within the past six months.

For further information concerning pardons and the pardon process, contact:

General Counsel
Pardon and Parole Board
4040 North Lincoln Boulevard
Suite 219
Oklahoma City, OK 73105-5221
(405) 427-8601

PARDON AND PAROLE BOARD

PROCEDURE 004-11

EFFECTIVE 4/1/94

- I. TITLE: Pre-Parole Conditional Supervision
- II. PROCEDURE: The Executive Director will assist the Pardon and Parole Board in the consideration of inmates for pre-parole conditional supervision (PPCS) as required by law, and will issue criteria for consideration. Pre-parole conditional supervision is utilized when capacity at Department of Corrections institutions is 92½ percent or above, and will continue until 92½ percent capacity is reached.
 - A. The Executive Director will issue criteria for PPCS consideration as directed by the Pardon and Parole Board.
 1. Criteria are based upon time served and parole eligibility. Criteria will be adjusted as necessary to reduce prison population. Statutory criteria for PPCS include:
 - a. Minimum of 15 percent of the sentence served by time of release on PPCS
 - b. Within one year of initial parole consideration (regular parole docket).
 - c. Within 21 months of projected discharge.
 2. Administrative criteria include all except the following:
 - a. Inmates with consecutive cases or detainers
 - b. Death sentences
 - c. Sentences of life without parole
 - d. Controlling case for parole violation (eligible with concurrent cases other than parole violations)
 - e. Returned escapees, if the scheduled PPCS docket is within one year of the date of return from escape
 3. The following guidelines apply to the calculation of PPCS dockets:
 - a. Must have served at least 15 percent of all controlling and concurrent cases, and be within 2 - 13 months of the regularly scheduled docket date.
 - b. For indeterminate sentences, the 15 percent date will be calculated on the maximum sentence.
 4. Inmates will only be considered once for PPCS. Consideration will occur prior to initial parole consideration.

5. A period of PPCS participation prior to parole may be imposed as a condition of parole if the inmate is eligible.
6. Inmates denied by the Board will be considered for parole on the regularly scheduled docket.
7. Inmates returned from the Specialized Supervision Program are ineligible for PPCS placement for a period of one year from the date of return by state law.
8. Parole certificates will be sent to the Governor for signature at the parole docket date without further Board action. If the inmate is subject to a mandatory term, this will occur at the parole eligibility date.
9. Inmates denied parole by the Governor while on PPCS will remain on the program, unless returned to higher security by due process.
10. The Executive Director will coordinate the completion of PPCS reports.
 - a. Investigators will provide reports on each inmate eligible for PPCS. Reports will comply with the requirements of Procedure 006-2.
 - b. Investigators will verify the accuracy and completeness of information with the file. The report will be forwarded to the appropriate personnel by the appropriate deadline.
 - c. Inmates projected to discharge within two weeks of consideration will be stricken from the docket.
 - d. If the inmate is ineligible for PPCS, the investigator will send a memo to the Deputy Director with a recommendation that the inmate be removed from the docket.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 004 - Docketing criteria.
- B. 57 O. S. 365.
- C. To provide guidelines for consideration for pre-parole conditional supervision.

Jari Askins
JARI ASKINS, EXECUTIVE DIRECTOR

4-6-94
DATE

PARDON AND PAROLE BOARD

PROCEDURE 004-12

EFFECTIVE 11/15/93

- I. TITLE: Mandatory Parole Review
- II. PROCEDURE: The Executive Director will assist the Pardon and Parole Board in considering inmates for mandatory parole review as required by law and policy, and issue consideration criteria.
 - A. The Executive Director will issue criteria for consideration of inmates for mandatory parole review as directed by the Board.
 1. Eligibility is based upon time left to serve, and eligibility for emergency time credits. Statutory criteria include:
 - a. Sentence of five years or more: within 21 months of projected release.
 - b. Sentence of three years or more, but less than five years: within 18 months of projected release.
 - c. Sentence of one year or more, but less than three years: within 15 months of projected release.
 2. Inmates ineligible for emergency time credits under 57 O. S. 573 (AFCF designations) but convicted of eligible offenses (controlling and concurrent cases) as defined by 57 O. S. 571 will also be considered for mandatory parole review. Offenses which do not qualify for emergency time credits under 57 O. S. 571 are listed in Attachment A of this procedure.
 3. An inmate will be placed on the next available mandatory parole review docket if either of the following apply:
 - a. Sentence of five years or less, eligible for emergency time credits, convicted of non-violent offense as defined by 57 O. S. 571
 - b. Sentence of three years or less, ineligible for emergency time credits under 57 O. S. 573 but convicted of non-violent offense as defined by 57 O. S. 571
 4. Inmates with sentences of more than five years will be placed on the docket by the Department of Corrections as they become eligible.
 5. Investigators will compile a report for each eligible inmate according to the requirements of Procedure 006-2, including:
 - a. Docket month and year
 - b. Name of person preparing the form

- c. Date prepared
- d. Facility (abbreviation). Designate if eligible for shock incarceration program (SI) or the parole works program (PWP) after the facility abbreviation.
 - (1) Generally, SI inmates are first-term incarcerates, and PWP inmates have at least one prior incarceration. If an investigator is unsure of SI or PWP eligibility, the facility records officer should be consulted.
 - (2) Inmates with consecutive cases or detainers are not eligible for either SI or PWP.
- e. Cap eligibility (yes or no)
- f. Inmate's name
- g. DOC Number
- h. Date of birth, age
- i. Sex
- j. Controlling offense
- k. Length of sentence
- l. County of conviction
- m. Case number
- n. Reception or rebill date
- o. Projected release date
- p. Amount of jail time
- q. Offense history
- r. Last board consideration
- s. Prior incarcerations
- t. Concurrent cases, consecutive cases and detainers
- u. Chronology of other felony convictions
- v. Disciplinary record
- w. Recommendation

- x. Rationale and documentation or relevant comments supporting the recommendation and any recommended programs.
 - 6. Investigators will verify the accuracy and completeness of information in the file. Reports will be submitted by the appropriate deadlines.
 - 7. Inmates will only be considered for MPRD once on each case. If unsure whether an inmate has been previously considered, contact the administrative office for information.
 - 8. Returned parole violators recommended for parole on a prior MPRD are not eligible for further MPRD consideration.
 - 9. Inmates projected to discharge within two weeks of consideration will be stricken from the docket.
 - 10. Inmates whose sentences are suspended upon completion of a program are not eligible for MPRD.
 - 11. Special review dockets take precedence over a scheduled MPRD.
 - 12. If an inmate is found to be ineligible for mandatory parole review, send a memorandum to the Deputy Director with a recommendation that the inmate be removed from the docket.
 - 13. If the regular parole or PPCS docket date falls within 90 days of mandatory parole review, strike the inmate from the regular parole or PPCS docket. If the inmate is then denied by the Board, parole consideration will be set for 90 days after denial.
 - 14. Inmates ineligible for emergency time credits whose last parole action included a setoff of two years or more will be stricken from any scheduled MPRD.
 - k. When an inmate is stricken from a docket, a memorandum will be sent to the Deputy Director by the investigator.
 - l. Redocketing of inmates denied on MPRD will be completed in the administrative office.
 - m. Inmates ineligible for emergency time credits who are returned from PPCS will be stricken from any MPRD.
- B. Parole recommendations for MPRD candidates
- 1. Favorable recommendations for PWP-eligible inmates must include community service not to exceed 350 hours. Community service hours are calculated at a rate of 15 hours per month for the difference between the MPRD month and the month of projected discharge. Include one year of PPCS in the recommendation if the projected release date is more than one year after the docket date.

2. Favorable recommendations for SIP-eligible inmates must include PPCS. If the projected release date is less than one year from the MPRD, recommend PPCS until discharge. If the projected release date is more than one year away, recommend one year of PPCS.
3. Favorable recommendations for inmates ineligible for SIP or PWP due to a consecutive case or detainer will be the same as for regular parole candidates.
4. Favorable recommendations for regular MPRD (not eligible for SIP, EMP or SSP) should include 10 hours of community service per month for the difference between the docket date and the projected release date. If the projected release date is less than one year after the docket date, PPCS until discharge should be recommended.
5. Recommendations for inmates paroling to other states cannot include PPCS or community service.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 004, Docketing criteria.
- B. 57 O. S. 574.1.
- C. To provide guidelines for consideration of mandatory parole review.


DR. ROBERT G. SANDERS, EXECUTIVE DIRECTOR

11/15/93
DATE

PROCEDURE 004-12 - ATTACHMENT A
OFFENSES INELIGIBLE FOR EMERGENCY
TIME CREDITS AS DEFINED BY 57 O. S. 571

Aggravated Assault and Battery on Police Officer, Sheriff, Highway Patrolman or any other officer of the law
Armed Robbery
Arson I
Assault
Assault and Battery With a Dangerous Weapon
Assault While Masked or Disguised
Assault With Intent to Commit a Felony
Assault With Intent to Kill
Battery
Burglary I
Burglary With Explosives
Child Beating
Criminal Syndicalism
Discharging Firearm at Bus
Extortion
Forcible Sodomy
Hurling Missile at Bus
Inciting to Riot
Injuring Public Buildings
Kidnapping
Kidnapping for Extortion
Lewd or Indecent Proposition/Act With a Child
Maiming
Manslaughter I
Manslaughter II
Mistreatment of Mental Patient
Murder I
Murder II
Obtaining Signature by Extortion
Pointing Firearms
Poisoning With Intent to Kill
Rape I
Rape II
Rape by Instrumentation
Rioting
Robbery
Robbery I
Robbery II
Robbery by Two or More Persons
Robbery With Dangerous Weapon
Robbery With Imitation Firearm
Sabotage
Seizure of Bus
Shooting With Intent to Kill
Use of Firearm/Offensive Weapon to Commit/Attempt to Commit Felony
Wiring any Equipment, Vehicle or Structure With Explosives

PARDON AND PAROLE BOARD

POLICY 005

EFFECTIVE 2/23/94

- I. TITLE: Conditions of parole
- II. POLICY: Standard conditions of parole supervision will apply to all inmates recommended for parole unless specifically waived by the Board. The Board will also establish special conditions of parole supervision and pre-parole stipulations which will apply only when specifically indicated. Violation of any condition will be grounds for revocation. Failure to complete pre-parole stipulations will result in withdrawal of the recommendation unless superseded by other Board action or policy.
 - A. Standard conditions require the parolee to:
 1. Report to the supervising officer and employer immediately upon arrival at the destination.
 2. Obey all city, state and federal laws. Immediately report any new arrests to the supervising officer. Not own or possess a firearm or explosives, or travel in a vehicle containing a firearm or explosives.
 3. Not leave the state without prior written permission from the supervising officer, and not leave the county of residence without permission from the supervising officer or district office.
 4. Report as directed by the officer in person and in writing on the forms provided. Allow the officer to visit at home, work, or other convenient places.
 5. Immediately report any changes in residence, employment or marital status.
 6. Not use or possess drugs not legally prescribed by a physician. Not use alcohol nor go onto any premises where alcoholic beverages are served.
 7. Not lie or misrepresent the truth to any member of the Pardon and Parole Board, any employee of the Department of Corrections or any official of the government.
 8. Not associate with persons on parole or probation or persons with criminal records, or to communicate with inmates of any penal institution, except members of the immediate family, unless the parole officer gives permission.
 9. Pay parole fees of \$20.00 per month, payable by cashier's check or money order to the Department of Corrections Restitution and Accounting Office.
 10. Comply with all lawful directives issued by the supervising officer or any employee of the Department of Corrections.

11. Be subject to search of the person, vehicle or property at any time.
 12. Submit to urinalysis or any other substance abuse testing procedures as required by his parole officer.
- B. Special conditions may require the parolee to:
1. Attend Alcoholics Anonymous meetings.
 2. Attend drug counseling sessions.
 3. Successfully complete a specified substance abuse treatment program.
 4. Attend counseling sessions with a psychiatrist, psychologist, therapist, or other designated person.
 5. Attend Treatment Alternatives to Drunk Drivers aftercare.
 6. Accept banishment to another state or country, and be forbidden to re-enter to Oklahoma unless pardoned by the Governor.
 7. Pay restitution of a specified amount and according to a payment schedule indicated by the supervising officer.
 8. Successfully complete a specified period of time on the Level I Supervision Program established by the Department of Corrections.
 9. Complete a specified number of hours of community service.
 10. Other special conditions as directed by the Board.
- C. A literacy assessment will be made on each inmate before consideration for parole or PPCS. This assessment will be listed on the Investigator's Report for the Board's consideration. The fact that an inmate has completed or is currently participating in a literacy program will be considered in the parole decision process. Inmates below a sixth-grade reading level should be encouraged to complete a literacy program. If an inmate is recommended for parole or PPCS and has not completed the literacy program, it will be made a condition of parole or PPCS that the inmate complete the program or attain the highest level possible while under supervision.
- D. Special conditions may be modified during parole supervision by mutual agreement of the Pardon and Parole Board, the Department of Corrections and the Office of the Governor. Modification may include substitution of a special condition in place of an original condition if the new condition is not more restrictive.
1. The Executive Director may act as designee of the Pardon and Parole Board in approving or disapproving requests for modification of special conditions.
 2. All requests and actions of the Executive Director, Department of

Corrections, and the Office of the Governor will be documented and a copy retained in the inmate file.

3. The Department of Corrections will ensure that the request is properly submitted and that the parolee consents to the modification.
- E. The Board may require that stipulations be completed prior to parole. Pre-parole stipulations may be modified only by subsequent Board action, administrative review or withdrawal as authorized by Policy 007. The stipulations may include:
1. Postdated release date
 2. Completion of school or vocational training
 3. Completion of GED or ABE
 4. Completion of a specified period of work release
 5. Participation in substance abuse counseling or residential program
 6. Parole to a consecutive case or detainer
 7. Parole to a specified state
 8. Specified period of PPCS prior to parole
 9. Other conditions as the Board may require

III. BASIS FOR POLICY:

- A. Pardon and Parole Board Policy 001 - Pardon and Parole Board Manual.
- B. Article VI, Section X of the Oklahoma Constitution
- C. 57 O. S. 332.2, 347, 355
- D. 22 O. S. 991 d. B.
- E. To establish standard and special conditions of parole and pre-parole stipulations.

POLICY 005 - 2/23/94
PAGE 4 OF 4

DATE APPROVED: 2/23/94

Carolyn Crump
CAROLYN CRUMP

Carl B. Hamm
CARL B. HAMM

M. Redbird
MARJORIE REDBIRD

Marzee Douglass
MARZEE DOUGLASS

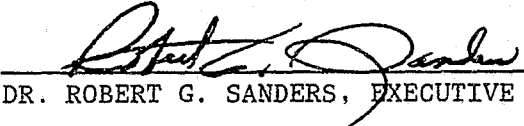
Ray H. Page
RAY/H. PAGE

PARDON AND PAROLE BOARD

PROCEDURE 005-1

EFFECTIVE 11/15/93

- I. TITLE: Parole fact sheets
- II. PROCEDURE: A parole fact sheet will be available for distribution to inmates prior to consideration. The fact sheet will list the standard conditions of parole and explain the basic requirements of parole.
- A. Investigators may provide a parole fact sheet (Form 005-1-A) to each inmate during the interview, and allow the inmate to ask questions concerning parole.
1. Questions may be referred to the Executive Director or other staff for response if necessary.
2. If an inmate indicates an unwillingness to follow any rule or condition of parole, include the statement in the investigative report.
- B. If an inmate is unavailable for interview, a parole fact sheet may be mailed to the inmate upon request.
- C. Parole fact sheets will only be provided to inmates scheduled for parole consideration in the near future.
- III. BASIS FOR PROCEDURE:
- A. Pardon and Parole Board Policy 005 - Conditions of parole
- B. To ensure that parole candidates are informed of the rules and conditions of parole.


DR. ROBERT G. SANDERS, EXECUTIVE DIRECTOR

11/15/93
DATE

PAROLE FACT SHEET

Parole is the conditional release of an inmate from prison, based upon the prisoner's agreement that (s)he will follow certain rules while on parole. To ensure compliance with parole rules, the parolee is monitored by a Probation and Parole Officer until supervision is terminated. If you are recommended for parole by the Pardon and Parole Board and approved by the Governor, you must sign a Parole Certificate agreeing to follow all the rules of parole. If you do not follow the rules or commit a crime while on parole, even after supervision has been terminated, you will be returned to prison and your parole will be revoked. Read the following rules very carefully and, if you are not willing to abide by the rules and conditions, inform the Investigator who interviews you.

STANDARD RULES AND CONDITIONS
(All parolees must follow these rules)

1. You must report to your parole officer and your employer immediately upon arrival at your destination.
2. You must obey all city, state and federal laws. You also cannot own or carry firearms or travel in a vehicle containing a firearm belonging to you or anyone else.
3. You must not leave the state to which you are paroled without the written permission of your officer, nor can you leave the county without the consent of your officer or his/her district office.
4. You must, as directed by the parole officer, send a written report to your parole officer on the forms furnished by the officer, until your supervision is terminated. You must also report in person to your parole officer according to the schedule provided by your officer, and you must allow him/her to visit you at your home, work, or other convenient place.
5. You must immediately report in person, in writing or by telephone, any changes in your address, employment or marital status, and you must also immediately report any new arrests.
6. You cannot use or possess drugs, other than those legally prescribed by a physician. You cannot frequent or go on the premises of places where alcoholic beverages are consumed, including taverns, beer parlors, clubs, or group meetings or parties where alcoholic beverages are served.
7. You must not lie or misrepresent the truth to any member of the Pardon and Parole Board, its staff, any parole officers, or employees of their district offices, or any other official of the government.
8. You cannot associate with persons on parole or probation, or persons with criminal records, nor can you communicate with inmates of any penal institution, except members of your immediate family, unless your parole officer gives you permission because of your work or other good reason.

9. You must pay a parole fee of \$20 per month to the Department of Corrections during active parole supervision, unless payment is waived due to hardship.
10. You must comply with all lawful directions issued by your supervising officer or any member of the Department of Corrections.
11. You are subject to search at any time or place, as is your vehicle and property under your control.
12. You must submit to urinalysis or any other substance abuse testing procedures as required by your parole officer.

In addition to the standard rules, special conditions of parole may be imposed by the Parole Board after it reviews your case. Special conditions are designed to meet the specific needs of the offender during parole and may include Alcoholics Anonymous, successful completion of a substance abuse program, drug counseling, psychological counseling, financial counseling, etc. Parolees may be required to parole to another state, or to remain outside the State of Oklahoma until the parole expires. Restitution may be ordered to be paid to the Department of Corrections which forwards it to the victim of the crime. Other rules and conditions may also be established by the Board. Failure to comply with the special rules and conditions of parole will also result in parole revocation.

The Board may also recommend parole to a consecutive case only or to a detainer only. Such a recommendation obligates you to complete any remaining parole period after serving your consecutive case or satisfying your detainer.

You will be informed of any special parole rules or conditions if you are recommended by the Board. The conditions will appear on the parole certificate; you must sign the certificate before you are released. You will be notified of any remaining parole obligation after completing a consecutive case or satisfying a detainer. Success or failure on parole depends upon you. Understanding and following the rules is your responsibility.

PARDON AND PAROLE BOARD

PROCEDURE 005-2

EFFECTIVE 11/15/93

- I. TITLE: Certificates of parole and parole revocation
- II. PROCEDURE: Parole certificates will be prepared by the designated Pardon and Parole Board personnel following each meeting. Certificates for inmates receiving recommendations without stipulations or recommendations to a detainer or consecutive case should be given priority. Certificates must be completed and forwarded to the Department of Corrections Pardon and Parole Coordinator one week after the meeting. Revocation certificates will be prepared as directed by the General Counsel.
 - A. Parole certificates
 1. Certificates will be completed by inserting required information into the blanks. Information may be obtained from the first page of the investigative report, a memorandum supplying the necessary information, a docketing worksheet, or other file documents.
 2. The following information will be entered on the front side of the parole certificate:
 - a. Name and DOC number as shown on the parole investigation
 - b. County of conviction on the controlling case
 - c. Case number (CRF number) on the controlling case
 - d. Complete offense title on the controlling case
 - e. Sentence length on the controlling case, including any portions suspended or previously served. If the sentence is a revoked parole, indicate only the original sentence length
 - f. Date of reception or rebill on the controlling case. Indicate the effective beginning date of any delayed concurrent cases on the line below. If the case is a revoked parole, indicate the original reception date and on the next line, the date of return
 - g. List concurrent cases including the case number, county of conviction, offense title and sentence length. If a concurrent case is delayed, indicate the effective date. If the parole includes a consecutive case, list the same information required for a concurrent case, with "CS" preceding the information.
 - h. The name of the Governor
 - i. If the recommendation is to a consecutive case or to a detainer, include the following information after the words "proceed to:"

- (1) If the recommendation is to a consecutive case, indicate the case number, county of conviction, offense title and sentence length. Include any portion suspended or previously served. Include cases concurrent to the consecutive case. If the recommendation is to a parole violation, indicate the original length of sentence followed by the words "parole violation."
 - (2) If the recommendation is to a detainer, indicate the jurisdiction which filed the detainer, the offense title and case number.
3. List special conditions of parole on the back of the parole certificate. If the Board did not require special conditions, indicate "None." Special conditions may include the following or any combination thereof:
 - a. SAT: I agree to participate in a substance abuse program as determined by my parole officer.
 - b. AA: I will attend Alcoholics Anonymous meetings at least twice per month unless my parole officer directs me to go more often, until released from this requirement by my parole officer.
 - c. Drug counseling: I will attend drug counseling sessions at least twice per month unless my parole officer directs me to go more often, until released from this requirement by my parole officer.
 - d. Level I supervision: I agree to abide by the conditions of Level I Supervision for (specified number) months.
 - e. Psychological counseling: I will attend counseling sessions with a psychiatrist, psychologist, therapist or other person designated by my parole officer at least twice per month unless my parole officer directs me to go more often, until released from this requirement by my parole officer.
 - f. Out-of-state parole: I will be permitted to have only an out-of-state parole program to the state of (name of state).
 - g. Banishment: I will be banished to the state/country of (name) and can never return to the state of Oklahoma unless pardoned by the Governor.
 - h. Restitution: I will pay restitution to the Department of Corrections Restitution Office in the amount of \$ (amount) and according to the schedule established by my parole officer. If a definite amount cannot be determined, this condition will be waived.
 - i. CS Case: I agree to submit to the supervision of the Oklahoma Department of Corrections in accordance with the rules and conditions listed above if, prior to the expiration of my parole, I am released from any obligation on the consecutive case referenced

on the reverse side of this certificate.

- j. Detainer: I agree to submit to the supervision of the Oklahoma Department of Corrections in accordance with the rules and conditions listed above if, prior to the expiration of my parole, I am released from any obligation on the detainer referenced on the reverse side of this certificate.
 - k. NA: I will attend Narcotics Anonymous meetings at least twice per month unless my parole officer directs me to go more often, until released from this requirement by my parole officer.
 - l. Any other special condition imposed by the Board: The Executive Director will be consulted for proper wording.
- 4. If the recommendation is to a consecutive case or to a detainer, a statement will be included on the back side of the certificate requiring the inmate to submit to supervision upon release of the obligation on the consecutive case or detainer.
 - 5. Typed certificates will be reviewed for accuracy and completeness prior to forwarding them to the Department of Corrections Pardon and Parole Coordinator.

B. Amended parole certificates

- 1. Amended certificates will be prepared to correct errors appearing in certificates previously executed by the Governor and filed with the Secretary of State.
 - a. Amended certificates will be prepared in accordance with II.A. and the word "Amended" will be typed above the title of the document.
 - b. The following language will be typed in the upper right corner: "This Certificate corrects the Certificate executed on (insert date) and will not affect the Rules and Conditions of Parole on the original Certificate."
- 2. Amended certificates, with four copies, will be forwarded to the Governor's Office for signature. After the executed copies are returned, they will be distributed as follows:
 - a. If the parolee is incarcerated in a Department of Corrections facility: parolee, field file, supervising district.
 - b. If the parolee is released under parole supervision: parolee, field file, supervising district.

C. Revocation certificates


- 1. Revocation certificates will be prepared in handwritten form by the

General Counsel and referred for typing.

- a. Information will be provided by the General Counsel in accordance with revocation documents provided by the Department of Corrections
 - b. Revocation certificates will be returned to the General Counsel for proofreading
2. Completed revocation certificates will be forwarded to the Office of the Governor with all revocation documents. Prior to forwarding, copies of the certificate will be made for the General Counsel's file and the inmate's parole file
 3. Amended revocation certificates will be prepared as directed by the General Counsel.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 005 - Conditions of parole.
- B. To ensure the timely and accurate completion of parole and revocation certificates.


DR. ROBERT G. SANDERS, EXECUTIVE DIRECTOR

11/15/93
DATE

PARDON AND PAROLE BOARD

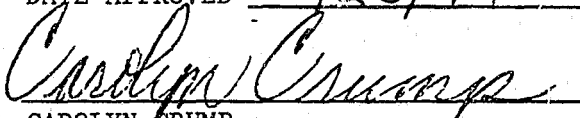
POLICY 006

EFFECTIVE 2/23/94

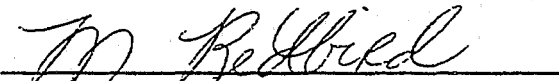
- I. TITLE: Investigative reports and documentation
- II. POLICY: Efficiency and professionalism will be promoted in the preparation of investigative reports. The Executive Director will issue procedures to implement the following:
- A. Collection of information, preparation of investigative reports, and documentation of information.
 - B. Collection of verbal information through inmate interviews.
 - C. Establishment of field offices and distribution of caseloads.
 - D. Consolidation and distribution of investigative reports to the Board members, the Department of Corrections Pardon and Parole Coordinator, and other recipients.
 - E. Procedures to ensure accuracy and quality.
 - F. Other procedures necessary to provide accurate, detailed information.
- III. BASIS FOR POLICY:
- A. Pardon and Parole Board Policy 001 - Pardon and Parole Board Manual.
 - B. To facilitate the consideration of clemency candidates.

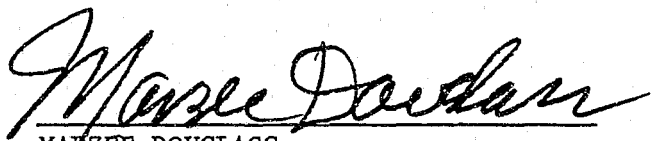
DATE APPROVED


2/23/94


CAROLYN CRUMP


CARL B. HAMM


MARJORIE REDBIRD


MARZEE DOUGLASS


RAY H. PAGE

PARDON AND PAROLE BOARD

PROCEDURE 006-1

EFFECTIVE 11/15/93

- I. TITLE: Caseloads and district assignments
- II. PROCEDURE: The Executive Director will establish supervisory districts and assign institutional caseloads based upon geographic location, inmate population and available resources.
 - A. The McAlester District Supervisor will be located at the Oklahoma State Penitentiary and will be responsible for caseloads including:
 1. Howard McLeod Correctional Center
 2. Jackie Brannon Correctional Center
 3. Jackie Brannon Correctional Center Community Corrections Unit
 4. John Lilley Correctional Center
 5. Mack Alford Correctional Center
 6. Oklahoma State Penitentiary
 7. Ouachita Correctional Center
 8. Idabel Work Center
 9. Probation and Parole District III
 - B. The Oklahoma City District Supervisor will be located in Oklahoma City and will be responsible for caseloads including:
 1. Joseph Harp Correctional Center
 2. Lexington Correctional Center
 3. Lexington Assessment and Reception Center
 4. Mabel Bassett Correctional Center
 5. Oklahoma State Reformatory
 6. William Key Correctional Center
 7. Clara Waters Community Corrections Center
 8. Kate Barnard Community Corrections Center
 9. Lawton Community Corrections Center
 10. Oklahoma City Community Corrections Center
 11. Altus Community Work Center
 12. Ardmore Community Work Center
 13. Beaver Community Work Center
 14. Carver Work Center (Oklahoma City)
 15. Elk City Community Work Center
 16. Frederick Community Work Center
 17. Healdton Community Work Center
 18. Hobart Community Work Center
 19. Hollis Community Work Center
 20. Madill Community Work Center
 21. Mangum Community Work Center
 22. Sayre Community Work Center
 23. Walters Community Work Center
 24. Waurika Community Work Center
 25. Probation and Parole District IV

- 26. Probation and Parole District VI
- 27. Probation and Parole District VII

C. The Tulsa District Supervisor will be located at the Tulsa Community Corrections Center and will be responsible for caseloads including:

- 1. Dick Conner Correctional Center
- 2. Eddie Warrior Correctional Center
- 3. James Crabtree Correctional Center
- 4. Jess Dunn Correctional Center
- 5. Enid Community Corrections Center
- 6. Muskogee Community Corrections Center
- 7. Tulsa Community Corrections Center
- 8. Eastern State Hospital
- 9. Probation and Parole District I
- 10. Probation and Parole District II
- 11. Probation and Parole District V

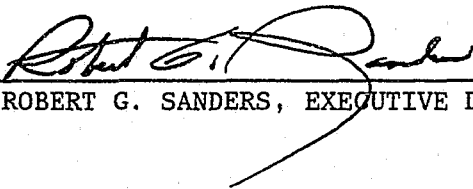
D. Each investigator supervisor will make specific caseload assignments for district investigators, subject to approval by the Deputy Director and Executive Director. Caseloads will be periodically reviewed for adjustment.

E. Specialized caseloads include the following:

- 1. Docketing at Lexington Assessment and Reception Center will be completed by the investigator and the Administrative Assistant I supervised by the Deputy Director.
- 2. In absentia parole will be handled by the Administrative Officer, in accordance with Procedure 004-9.
- 3. The investigator at the Lexington Assessment and Reception Center will complete investigative reports for interstate compact inmates.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 006 - Investigative reports and documentation.
- B. Distribution of caseloads and district assignments.


DR. ROBERT G. SANDERS, EXECUTIVE DIRECTOR

11/15/93
DATE

PARDON AND PAROLE BOARD

PROCEDURE 006-2

EFFECTIVE 4/1/94

- I. TITLE: Parole and PPCS investigations
- II. PROCEDURE: Each investigator will interview inmates on the assigned caseload prior to completion of investigative reports. The purpose of the interview will be to gather factual information for parole decisions made by the Pardon and Parole Board, and to assist investigators in making recommendations. Investigation worksheets will be utilized to ensure uniformity in report preparation.
 - A. Completion of worksheets prior to interview
 1. Review each inmate's institutional file prior to the interview to become familiar with the contents.
 2. Record information on investigation worksheets (Form 006-2-A), which provide the standard report format.
 3. Purge Section 5 of the field file of obsolete or extraneous material. Make a notation in that section stating that the report has been completed, and listing the docket date, type of report, date of completion and the investigator's initials.
 - B. Scheduling interviews
 1. Investigators will maintain a professional and cooperative relationship with Department of Corrections personnel at their assigned institutions.
 2. Interviews should be scheduled by investigators if possible, or by appropriate institutional personnel. Every effort will be made to contact inmates to arrange interviews.
 3. Investigators will follow institutional rules and regulations at all times during the interviewing process and file research.
 - C. Conducting interviews
 1. Parole candidates will be informed of the purpose of the interview and encouraged to contribute pertinent information.
 2. Investigators will not counsel inmates, and may only answer questions related to the parole process. Inquiries concerning Department of Corrections policy or procedure will be directed to DOC personnel.
 3. Inmates who refuse to cooperate or who are disruptive during an interview will be dismissed and the interview will be terminated. Inappropriate behavior should be reported to the Department of Corrections.

D. General guidelines

1. Each blank or space on the report should be filled with relevant information. If the space or heading is not applicable or if the information is unavailable, indicate by writing "None" or "NA".
2. Information should be written in tabular form, unless the heading requires a narrative explanation.
3. Narrative information should be brief, concise and complete.
4. Information should be based on documented facts and interviews. Where required, list the source of information immediately afterward in parentheses.
5. After the report is typed, the investigator or supervisor will proofread the report. This step does not apply to investigators who submit reports by computer.
6. Special review reports should include information updated from the same type of report as the original consideration. The docket type (section 1. below) should be designated as special review. Follow-up interviews are not necessary for special review updates.

E. Begin each report with preliminary information on Form 006-2-A, completed as follows:

1. Type - Parole or PPCS
2. Docket - Month and year of scheduled consideration.
3. Facility - Official abbreviation for the assigned facility, or location of the field file if the inmate is housed at a different location. Facilities in other jurisdictions should be indicated by "Interstate" or "In absentia", whichever is appropriate.
4. Date of Interview - Numeric designation for the date of interview. If no interview was conducted, write "None."
5. Name - as it appears on the judgment and sentence. If inconsistencies appear in the file, use the commitment name for the controlling case. Do not include aliases or nicknames.
6. Number - Department of Corrections number.
7. Date of Birth - Numeric designation of date of birth, followed by age and time of parole consideration in parentheses.
8. Sex - 'M' for male or 'F' for female.
9. Offense - Offense title as it appears on the judgment and sentence.

Include the count number, if applicable. If the offense title exceeds the space provided, wording such as "to the included offense of" may be omitted. Lengthy offense titles may be abbreviated and degrees may be indicated by Roman numerals.

10. Sentence - Total years to be served on the instant offense, followed in parentheses by the number of years suspended and/or previously served (if any).
11. County - County of conviction.
12. CRF # - CRF number from the judgment and sentence.
13. Reception/Rebill Date - Numeric designation of the date of reception or rebill to the controlling case. If rebill, indicate by underlining the word "rebill".
14. Jail Time - Days of jail time credited by the Department of Corrections.
15. Offense History - Additional information relating to the controlling case (i.e., sentence modification, revocation, etc.) in chronological order, including the date and the type of action. Note any credit for time served on a previous sentence which has been applied due to post-conviction relief, prior invalid sentence, or other court action (except earned credits).

Indicate time remaining to be served on a parole revocation. Do not include escape time in this section. Indicate time out on appeal bond. The source need not be listed. Only documented information should be included in this section.

16. Current Release Date - Indicate by month-day-year the current release date as determined by the Department of Corrections.
17. Projected Release Date - Indicate by month-day-year the projected release date calculated by the investigator or DOC personnel. If two or more projected release dates exist, give the latest date. If the projected release date is based upon a concurrent case, indicate the corresponding case with an asterisk.
18. Number Prior Incarcerations - Documented prior incarcerations in any state or federal adult penal institution. An incarceration is defined as reception, confinement and release by parole or discharge. This excludes escape from an Oklahoma incarceration, and release on appeal bond until a conviction is upheld. Do not include NIO confinements for cases on which the offender was not resentenced, or on which a deferred or suspended sentence was later imposed.
19. Security Level - Assigned security level.
20. Minimum Parole Eligibility Date - The earliest month and year at which the

inmate was or would be scheduled for parole consideration under Board policy and state law. If the report is for parole consideration, indicate by month and year the first date under docketing criteria at which the inmate was or would be considered for parole (other than Board placement or MPRD). If the report is for PPCS consideration, indicate "NA".

21. Parole Docket/Reason - Abbreviation for the reason for the current docket (1/3, 15-12, 15-24, PPD, Annual, Annual-Escape, Annual-PV, Board Action, etc.). If the 1/3 date or ten-year date is mandatory, indicate by "*1/3" or "*10 years" followed by the eligibility date in parentheses. If the report is for PPCS, include the parole docket date.
22. Last Board Consideration - Month, year and type of prior docket (if any) on the current case. Indicate the Board's recommendation. If the inmate was recommended at that time, indicate the action which resulted in the present docket. If the reason is Board denial, the reason need not be restated.
23. Personal Appearance - For parole reports, indicate "yes" or "no" pursuant to criteria in Policy 007. For PPCS reports, indicate "NA".
24. 15% Date - From docketing worksheet. If report is for PPCS, enter "NA".

F. Each report includes the following topics and numbered headings in paragraph form:

1. CC AND/OR CS CASES OR DETAINERS:

- a. List felony offenses concurrent to the controlling case. Include the length of sentence, county of jurisdiction and CRF number, only if the information is different from the controlling case. Effective dates of delayed concurrent cases should be included in parentheses. Concurrent cases which have expired should be listed in Section 1, with the expiration date listed in parentheses. Directly below each case in parentheses, indicate any pertinent offense history. If the offense history is exactly the same as the controlling case, enter the words "same history" in parentheses after the entry.
- b. List consecutive felony offenses in order of priority. Include offense, sentence length, county or jurisdiction and CRF number, if different from the controlling case. Directly below each case, indicate any offense history in parentheses.
- c. List all detainers, foreign or domestic, in order of priority, recording as much information as is available, including offense, sentence and jurisdiction. If no sentence has rendered, state "Pending" in place of the sentence. Directly below each detainer, indicate any offense history in parentheses.

2. CHRONOLOGY OF OTHER FELONY CONVICTIONS:

- a. List in chronological order all documented adult felony convictions and active suspended sentences not listed in Section 1. Include the offense, length of sentence, date begun, jurisdiction, type and date of action taken. If a substantial period of time has elapsed between the date of conviction and the date the case began, indicate the date of conviction in parentheses. The chronology should include the method and date of the latest disposition and/or the current status. Concurrent cases should be indicated on the following line by indenting two spaces, preceding the information with "CC" and indicating the offense title and any other details which differ from the controlling case. If all data is the same, list only the offense title and number of cases if more than one. When a parole included a consecutive case, the consecutive case(s) should be indicated on the following line by indenting two spaces, preceding the information with "CS" and indicating the offense title and any other details different from the controlling case.
- b. Do not include arrests, dismissed charges, successfully completed deferred sentences, active deferred sentences, juvenile misdemeanor convictions or Non-Violent Intermediate Offender (NIO) cases which were not amended to determinate sentences. Do not include delayed sentences in which a deferred sentence was later imposed. California sentences should be included only if a prison sentence was imposed.

3. DISTRICT ATTORNEY'S VERSION OF INSTANT OFFENSE

- a. Summarize the facts of the instant offense and concurrent cases based upon information supplied by a District Attorney's office. Include the method of conviction (guilty plea or jury trial). A verbal statement made by a District Attorney's office may be used as an official version if the information is documented by memorandum. The memorandum will include the identity of the official, date of the conversation and the signature of the person preparing it. A lengthy version or attachments may also be summarized.
- b. Include a brief summary of the official version of the offense which led to the revocation on revoked suspended sentences and parole violations, and state the source. If the inmate has a consecutive case for murder or a sex offense and no DA Narrative is available, include a version of the consecutive case if significantly different from the controlling case.
- c. If a District Attorney's Narrative Report is not available in the field file, the investigator will call the administrative office to inquire about availability. If the administrative office does not have a version, the investigator will request one through the General Counsel by completing an official version request form.

4. INMATE'S VERSION OF INSTANT OFFENSE

- a. Inmate statement, including admission or denial of guilt, regarding the instant offense and any concurrent cases. Include statements concerning consecutive cases if for murder or a sex offense and no DA Narrative is available. Include only circumstances and details which directly describe the offense (use of weapon, injury to person or property, type of victim, etc.) the identity of convicted codefendants (except juveniles) and disposition of charges against them. Irrelevant information (town in which crime was committed, who arrested the inmate, etc.) should not be included. Include the method of conviction if not available in the official version. Note if the inmate's current statement is significantly different from prior statements. Indicate differences and document them by source and date. If the inmate was not interviewed, give the reason and any available prior statement made to law enforcement officials.

A third-person format will be used in this section, unless the inmate is being quoted verbatim. Direct inmate statements should be enclosed by quotation marks.

- b. If the inmate is incarcerated on a revoked suspended sentence or a revoked parole, and the revocation was based upon a new charge or conviction, include the inmate's version of the new charge or conviction if relevant.

5. INSTITUTIONAL ASSIGNMENTS AND TRANSFERS

- a. List in chronological order institutional transfers which have occurred since rebill or reception. Include any transfers to and returns from PPCS.
- b. If the inmate escaped during the current incarceration, list the facility from which the escape occurred and the facility to which the inmate was returned after recapture. In parentheses, list the date of escape and the date of apprehension.
- c. Do not include temporary facility changes for medical, library or court. Do indicate in parentheses if the inmate is on PPCS or is assigned at a trusty program or is at a work center or halfway house.

6. INSTITUTIONAL DISCIPLINARY RECORD

- a. State the period of time which will have elapsed between the month of the last misconduct report and the month of scheduled consideration.
- b. List the six most recent misconduct reports received during the past year while serving the current offense. List in chronological order with the most recent misconduct first. State only the date of the

report, the title of the violation, facility where the misconduct report was issued and the punishment received. If more than six misconducts have been received, indicate the number received during the past year. Include any misconducts which occurred during the docket month the previous year.

- c. If the inmate rebilled to the instant case within the past 90 days, all misconduct reports received within the past 90 days while serving either sentence should also be included.
- d. Do not include misconducts if the inmate was found not guilty, if the misconduct was overturned, or if a disciplinary proceeding is pending.

7. INSTITUTIONAL PROGRAM PARTICIPATION

- a. List any programs or needs indicated on the most recent DOC assessment (excluding substance abuse and psychological information) and a general statement of progress toward completion. If available, include a brief evaluation of participation. Indicate reasons for variance from needs including program unavailability, or whether application has been made. If the inmate entered a program and did not complete it, indicate the reason. Give sources of information included in this section.
- b. Include only programs completed during this incarceration, unless the inmate gives completion during a prior incarceration as the reason for non-participation in a recommended program.
- c. Conclude with a brief summary of general activities (crafts, recreation, social groups, etc.) reported by the inmate or documented in the file. Do not include substance abuse programs or psychological counseling. State the source.

8. INSTITUTIONAL WORK PERFORMANCE

- a. Indicate present job assignment and briefly summarize work evaluations and/or supervisor statements concerning the current job. Indicate if employed outside the institution. State current earned credit level.
- b. Give a brief summary of overall work performance during this incarceration, and explain transfers or changes in security assessment related to work assignments.
- c. Indicate sources of all information included in this section.

9. PAROLE PLAN

- a. Indicate the inmate's current statement concerning:

- (1) City and state of planned residence;
- (2) Type of job, place of potential employment and projected salary;
- (3) Type of school, location, and plans to finance education.

10. EVALUATION OF PREVIOUS ADULT COMMUNITY SUPERVISION AND DEFERRED SENTENCES

- a. List in chronological order all documented adult felony supervisions (except conditional release, PPCS, house arrest, electronic monitoring and Specialized Supervision Program). Include jurisdiction, type of supervision, dates of supervision and method of termination. Do not list partial revocations to be served in a county jail as a separate period of supervision. Address these as part of the evaluation.

If the supervision was for a deferred sentence which was not accelerated, indicate the crime(s) in parentheses after the word "deferred".

Multiple supervisions on the same offense should be listed separately, but designated by an asterisk followed by "same offense."

If the case is active or if termination is unknown, indicate by "active" or "termination unknown". If appropriate, indicate instant offense, CC case or CS case in parentheses following the termination date. State the source for each entry.

- b. Following each item, summarize documented violations which occurred during that supervision period. Law violations will include the offense title and disposition. Technical violations should be described in a brief narrative which references the rule violated and gives the specific behavior which constituted the violation. On successfully completed or active deferred sentences, indicate the offense title. State the source. If available, the "Adjustment" section of the Summary of Supervision can be summarized and included regardless of violations. State the source.
- c. If appropriate, state that the inmate was under supervision when convicted of the instant offense, concurrent or consecutive cases.
- d. If the inmate had an unsupervised suspended or deferred sentence, designate "unsupervised" after the method of termination.
- e. List in chronological order all documented Non-Violent Intermediate Offender sentences for which the inmate was not resentenced to a determinate sentence. Include the offense, length of sentence, the date the supervision or incarceration began, jurisdiction, date and type of termination and the source. Concurrent sentences should be

indicated on the following line by indenting two spaces preceding the information with "CC" and indicating the offense title and any other details which are different from the controlling case. If all data is the same, list only the offense title and number of cases if more than one. If the NIO sentence included a consecutive NIO sentence, neither of which were made determinate, the consecutive case(s) should be indicated on the following line by indenting two spaces, preceding the information with "CS" and indicating the offense title and any other details which are different from the controlling case.

- (1) Inmates with NIO cases which have been resentenced to determinate sentences should be listed pursuant to Section F. 2.

11. JUVENILE INSTITUTIONALIZATION/SUPERVISION

List in chronological order any juvenile incarcerations or supervisions for offenses which would have resulted in felony convictions had the offender been an adult at the time. Include the location confined or supervised, the offense and the dates and length of confinement or supervision. State the source of the information. Do not include status offenses (i. e., runaway, vandalism, fighting, failure to attend school) or misdemeanors.

12. SUBSTANCE ABUSE AND MENTAL HEALTH HISTORY AND TREATMENT

a. Substance Abuse History and Treatment

- (1) Give a brief inmate statement concerning the type of substance, the time period used, and any admissions or denials of current dependency. If the inmate was not interviewed, record any prior documented statements and indicate the source. Do not use slang terms for substances.
- (2) State substance abuse treatment history as documented or provided by the inmate. Do not include DOC programs (such as AA, NA or TASC).
- (3) State substance abuse information and from documented sources (other than felony convictions) and indicate the source.
- (4) Indicate any substance abuse treatment need shown on the most recent DOC assessment and detail participation in appropriate programs during the current incarceration. Include a brief evaluation of participation, if available. Indicate the reason for any variance from the needs listed, including availability of programs or the inmate's initiative. Give the source of the information.

b. Mental Health History and Treatment

- (1) List any confinements in mental hospitals or outpatient care prior to incarceration, listing: facility, reason for admission, admission date, length of stay and source of information on each entry. If available, include any confirmed diagnosis, the date and the source.
- (2) Indicate any need for mental health care or counseling shown on the most recent DOC assessment and describe specific psychological confinements and/or counseling received while incarcerated. Include a brief evaluation of participation or progress, if available. Indicate the reason for any variance from the needs listed as described under 12.a.(3). Give the source of the information. If available, include any confirmed diagnosis, the date and the source.
- (3) Indicate documented history of violent behavior (other than felony convictions) which indicates a propensity toward violence and state the source. Non-assaultive sexual crimes may be listed if the current offense is for a sex crime. Include assaults on law enforcement officials or participation in riots even if a pattern is not indicated.
- (4) If, in the opinion of the investigator, the inmate is a suitable parole candidate but psychological evaluation is advisable prior to consideration, a memorandum should be attached to the report requesting an evaluation.

13. EVALUATION OF DISCIPLINARY RECORD

- a. Briefly detail the circumstances of the misconducts listed in Section 6. Identify each report by date and title, followed by a brief description. State the total number of misconduct reports received while serving the current offense. If misconducts prior to the past year or date of rebill are of significance, explain them also.
- b. A significant misconduct under this section is defined as a violation which resulted in bodily injury, major property damage or loss, taking of hostages, escape attempts, sexual assaults, or threats to commit such acts. Do not include violations which later resulted in felony convictions unless received in the 12 months prior to consideration.

14. PERSONAL AND FAMILY INFORMATION

- a. State the highest level of educational or vocational achievement, a brief statement of work history, and the source of the information. Work history will be defined as a general statement of continuous or sporadic employment. Also, list any additional occupational skills.

- b. Give a brief statement of military service, including dates of service and the type of termination. Include convictions for any court martial offense. State the source.
- c. Briefly give the inmate's statement concerning personal or family history which is relevant to criminal behavior. Include substance abuse, child abuse, or criminal behavior by family members and the inmate's general environment prior to incarceration. Personal history will be defined as the external factors contributing to criminal behavior and not the actual behavior.

Do not include statements which indicate normal aspects of background (i. e., "Raised by both parents in a loving home", or "Father was in the military and they moved frequently"), as such factors do not contribute to criminal behavior. If no factors contributed to criminal behavior, include a statement such as "stable home life" rather than "none". Juvenile confinements for status offenses or as a child in need of supervision may be listed here.

- d. Briefly summarize any documented information concerning personal or family history relevant to criminal behavior which is not included in other sections of the report. It is not necessary to repeat information which matches the inmate's statement. A statement such as "(source) verifies inmate statement" should be used in this instance. In the event of significantly different information, include only the information which differs from the inmate's statement. Documents in which the inmate provided the information will not be considered a documented source.

Information in this section may include substance abuse, child abuse, or criminal behavior by family members and the inmate's environment prior to incarceration. State the source.

- e. Indicate marital status (single, married, separated, divorced, or widowed) and the number of dependents to be supported upon release. Note any major reoccurring obligations such as medical bills, legal fees, tuition, child support or alimony, and court-ordered payments for court costs, restitution or Victims Compensation Fund. List a dollar amount for court-ordered costs.
- f. Give the inmate's statement concerning details of the parole plan. Include whether the inmate will return to the same environment, unite with family members, move to a different location, etc. Indicate the type of clemency requested and reasons supporting the request. Include requested conditions or stipulations, and reasons for the request. Record parole plans in third-person format.

15. MISCELLANEOUS

- a. If an official version is unavailable or does not address the

offense, include statements from any DOC documents, Pre-Sentence Investigation, Court of Criminal Appeals Opinion or Complaint and Information. Include only statements which are attributable to the District Attorney and/or the victim.

- b. If information concerning undocumented felony convictions or incarcerations is discovered, list the convictions or incarcerations and the source. Include the inmate's explanation of an AFCF designation on the current offense title if no documentation is available. Any undocumented offense history may be included in this section.
- c. Note the date, title, source and a brief explanation of any misconducts pending at the time of report preparation and any pending criminal charges not listed as a detainer.

16. RECOMMENDATION

State whether parole/commutation is recommended and list objective reasons supported by information in the report or other independent information. Do not make subjective judgments (i. e., "The inmate has failed to adjust" or "The inmate has been an asset to the facility"). Qualified opinions may be used with proper supporting statements.

- a. If parole is recommended, stipulations or special conditions may also be recommended with adequate justification. If work release, PPCS or Level I supervision is recommended, specify the time period. If substance abuse monitoring and treatment is recommended before release, specify CAT, which includes TADD and CAP. If substance abuse monitoring and treatment is recommended during release, specify SAT. If out-of-state parole is recommended, specify AA or drug counseling only.

Under this section a stipulation is defined as a requirement which must be met prior to release. A condition is a requirement which must be met during supervision.

- b. Indicate whether parole is recommended to be effective on a specific date such as PPD or postdate.
- c. Indicate if parole is recommended to a consecutive case or detainer. If to a detainer, indicate whether the person should be paroled to the street if the detainer is invalid, and any recommended stipulations or conditions.
- d. If commutation is recommended, state at least three commuted sentence lengths and the projected release dates for each.
- e. If the inmate is projected to discharge prior to the next consideration and does not have a CS case or detainer, the probable discharge should be noted regardless of the recommendation.

- f. Indicate any related arrests or convictions which reflect a pattern of progressive behavior culminating in a more serious offense, i.e., non-assaultive sexual crimes prior to an assaultive sexual crime.
 - g. If the inmate will personally appear and may have a communication problem, advise the Board of the problem.
 - h. If the inmate was recommended at the last consideration and the recommendation was later withdrawn, indicate the reason for withdrawal.
 - i. If restitution is appropriate, inform the Board and give any documented details or the inmate's statement. State the source of the information. If restitution is required as a condition of a suspended sentence following parole, include restitution as a condition of parole.
 - j. The investigator may recommend reconsideration in six months or that reconsideration be delayed for up to five years.
 - k. Explain any threats or misbehavior occurring during the interview. Also include statements made by the inmate that he or she does not want a parole.
1. Note district attorney objection to parole.

IV. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy Number 006 - Investigative reports and documentation
- B. To establish guidelines for the interviewing process and use of worksheets.
- C. To establish uniformity in the preparation of investigative reports

Jari Askins
JARI ASKINS, EXECUTIVE DIRECTOR

4-6-94
DATE

Prepared By: _____

INVESTIGATIVE WORKSHEET

DOCKET: _____ FACILITY: _____ DATE OF INTERVIEW: _____

NAME: _____ NUMBER: _____ DOB: _____ () SEX: _____

OFFENSE: _____

SENTENCE: _____ COUNTY: _____ CRF: _____

RECEPTION/REBILL DATE: _____ JAIL TIME: _____ DA

OFFENSE HISTORY: _____

CURRENT RELEASE DATE: _____ PROJECTED RELEASE DATE: _____

NUMBER PRIOR INCARCERATIONS: _____ SECURITY ASSESSMENT: _____

MINIMUM PAROLE ELIGIBILITY DATE: _____ CURRENT DOCKET REASON:
IF DOCKET IS *1/3 - (GIVE DATE)

LAST BOARD CONSIDERATION/ACTION: _____

JACKET REVIEW LEVEL: _____ PRESUMPTIVE PAROLE DATE: _____

15/12 OR 15/24 DATE: _____ 15% DATE: _____

1. CC AND/OR CS CASES OR DETAINERS:

A. List CC cases to instant offense:

OFFENSE	SENTENCE	JURISDICTION	CRF#

B. List CS cases to instant offense:

OFFENSE	SENTENCE	JURISDICTION	CRF#

C. List Detainers in order of priority: (Including CC cases in other jurisdictions)

OFFENSE

SENTENCE/CASE PENDING

JURISDICTION

2. CHRONOLOGY OF OTHER FELONY CONVICTIONS:

List all other documented felony convictions: DO NOT GIVE SOURCE

OFFENSE

LENGTH OF
SENTENCE/TYPE

DATE
OCCURRED

JURISDICTION

TERMINATION
TYPE AND DATE

3. DISTRICT ATTORNEY'S VERSION OF INSTANT OFFENSE:

Give summary of facts of instant offense, CC cases and violent CS cases if significantly different from controlling case.

This offense was not unusual in any way and contained only circumstances commonly associated with the offense for which the defendant was convicted.

4. INMATE'S VERSION OF INSTANT OFFENSE:

List weapon, injury, co-defendants (except juveniles and disposition of charges, inmate's admission or denial of guilt, and method of conviction. If not personally interviewed, state why, and use any available statement from the file.

Co-defendants: _____

5. CHRONOLOGY OF INSTITUTIONAL ASSIGNMENTS AND TRANSFERS:

(Include movements within last 90 days.

List escapes in parentheses with dates.)

DATE FROM TO REASON

DATE FROM TO REASON

6. INSTITUTIONAL DISCIPLINARY RECORD:

A. Time elapsed since last misconduct: _____

B. List the six most recent misconducts received during past year, beginning with most recent: (Include misconducts 90 days prior to rebill.)

DATE	TITLE OF VIOLATION	WHERE RECEIVED	PUNISHMENT
------	-----------------------	----------------	------------

Inmate has _____ total misconducts during the past year. (Complete only if in excess of 6.)

7. INSTITUTIONAL PROGRAM PARTICIPATION:

- A. List programs or needs indicated on the most recent D.O.C. assessment form and progress toward completion, evaluations, and reasons for non-compliance. State source. DO NOT INCLUDE SUBSTANCE ABUSE OR PSYCHOLOGICAL INFORMATION.

- B. Summarize general activities of inmate. State source.

8. INSTITUTIONAL WORK PERFORMANCE:

- A. Present Job and Work Evaluations (State source). State current Earned Credit Level:

- B. Overall Work Performance (State Source): Explain any transfers relevant to work assignment.

9. PAROLE PLAN:

- A. Inmate's current statement:

1. Inmate will live in: _____

2. Type of job, where employed and salary: _____

3. Type of school, where and plans to finance: _____

12. SUBSTANCE ABUSE AND MENTAL HEALTH HISTORY AND TREATMENT:

A. Substance Abuse History (Type of substance, time period, treatment history, current dependency and source.)

1. Substance Abuse History (Inmate):

2. FACILITY/PROGRAM	REASON ADMITTED	DATE BEGAN	DATE COMPLETED	SOURCE
---------------------	-----------------	------------	----------------	--------

3. Documented substance abuse information and documented source.
(Other than felony convictions):

4. Substance abuse programs recommended. State participation or reasons for non-compliance and source:

B. Mental Health History

1. List any mental hospital or out-patient care, and/or confirmed diagnosis.

FACILITY	REASON/DATE ADMITTED	LENGTH OF STAY	DIAGNOSIS	SOURCE
----------	----------------------	----------------	-----------	--------

2. Mental health programs recommended. State participation or reasons for non-compliance and source:

3. Documented violent behavior and source (only if a pattern of violence. Attach memo if psychological evaluation is needed).

13. EVALUATION OF DISCIPLINARY RECORD:

Explain in a brief statement the misconducts listed in Section 6. Identify each misconduct by date and brief title. Also explain any significant misconducts occurring prior to the past year.

DATE

TITLE

EXPLANATION

Inmate has _____ total misconducts.

14. PERSONAL AND FAMILY INFORMATION:

A. EDUCATION/SKILLS: State highest level of educational or vocational achievement and a brief work history. State source.

B. MILITARY:

BRANCH	DATE ENTERED	DATE DISCHARGED/TYPE	COURT-MARTIALS	SOURCE
--------	--------------	----------------------	----------------	--------

C. PERSONAL HISTORY (Interview): (Relevant to criminal behavior only, or statement of home stability.)

D. PERSONAL HISTORY (Documented):

E. MARITAL STATUS/DEPENDENTS/FINANCES:

Single Married Separated Divorced Widowed

Number of Dependents: _____

Recurring Financial Obligations: _____

(Medical bills, legal fees, child support)

Court-ordered Payments, Restitution or Victim's Compensation Fund: _____

F. PAROLE PLAN DETAILS: State type of clemency or stipulations requested by the inmate and supporting reasons. Give inmate's plans if paroled.

15. MISCELLANEOUS:

A. RISK _____

CATEGORY _____

PPD _____

1/3 _____

Aggravation/Mitigation _____

(No escape or dead time).

B. OTHER VERSION OF INSTANT OFFENSE:

If an Official Version is unavailable, include a version taken from any D.O.C. document, P.S.I., Court Opinion or Complaint. State the source. Include victim's statements, if available. State source.

C. UNDOCUMENTED CONVICTIONS/HISTORY:

OFFENSE	SENTENCE	DATE BEGAN	JURISDICTION	TERMINATION/DATE	SOURCE
---------	----------	---------------	--------------	------------------	--------

D.. PENDING MISCONDUCTS:

DATE	TITLE OF VIOLATION	WHERE PENDING	EXPLANATION	SOURCE
------	--------------------	---------------	-------------	--------

16. RECOMMENDATION: State whether or not parole or commutation is recommended and objective supporting reasons. If stipulations are recommended, specify and include reason.

PARDON AND PAROLE BOARD

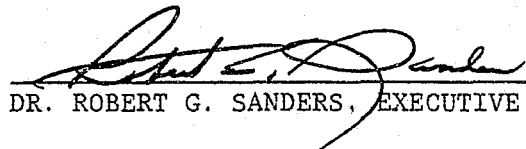
PROCEDURE 006-3

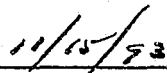
EFFECTIVE 11/15/93

- I. TITLE: Consolidation and distribution of investigations
- II. PROCEDURE: Investigators will submit completed reports to the Executive Secretary for consolidation and distribution in accordance with deadlines established by the Executive Director.
 - A. Reports will be prepared and submitted to the Executive Secretary in final form on a weekly basis.
 1. Reports for parole candidates transferred to a different facility will be completed by the investigator assigned to the receiving facility. Investigators will monitor transfers to ensure that reports are completed by the deadline.
 2. Investigators will report waivers, transfers and other docket changes to the Executive Secretary weekly during docket preparation.
 3. Investigators will proofread typed reports as directed by the supervisor. Completed reports will be submitted on a weekly basis, and reports must be received no later than the date indicated on the deadline schedule.
 - B. The Executive Secretary will consolidate the completed reports and forward them to the Department of Corrections print shop by the designated deadline.
 1. Investigative reports and Department of Corrections parole summaries will be organized in alphabetical order by last name. Investigative reports will be placed first, followed by case manager parole summaries and any attachments to the report. The pages will be numbered.
 2. The designated personnel will make press copies of the releasable portions of reports for distribution to major newspapers which request the information.
 3. As reports are received, the information contained therein will be entered into the computer. When all information has been entered, the final docket will be printed.
 4. Reports and dockets will be forwarded to the Department of Corrections for printing and distribution. Upon return of the reports, the originals will be placed in inmate files.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 006 - Investigative reports and documentation
- B. To establish an efficient system for the consolidation and distribution of investigative reports.


DR. ROBERT G. SANDERS, EXECUTIVE DIRECTOR


DATE

PARDON AND PAROLE BOARD

PROCEDURE 006-4

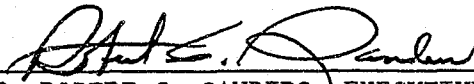
EFFECTIVE 11/15/93

- I. TITLE: Audits of investigative reports and inmate files
- II. PROCEDURE: Investigative reports will be audited for errors on a regular basis. The auditor will prepare a written report documenting the results of the audit. Inmate files will be audited for accuracy and completeness.
 - A. Audit of Investigative Reports
 1. Audits of each investigator's reports will be conducted at least twice annually using a random sample of a minimum of five reports.
 2. Each investigator supervisor will conduct audits of all investigators within the assigned district. An audit of each supervisor's reports will be completed by the Deputy Director.
 3. Audits will be conducted by comparing the information from the Consolidated Record Card and the institutional file with the information in the investigative report, including:
 - a. Preliminary information
 - b. All information pertaining to concurrent and consecutive cases and detainers
 - c. Chronology of other felony convictions
 - d. Evaluation of prior supervision
 - e. District Attorney's version of the offense
 - f. Other documented information which requires that the source be stated
 4. A written summary of the audit will be prepared by the auditor. The summary will include an explanation of each error and how it was discovered. The summary will be distributed to the audited investigator and the Deputy Director.
 5. If a significant error is discovered, the auditor will report the error to the Executive Director. An error will be considered significant if the auditor believes that it may have affected the Board's decision. In such cases, the audit report may include a recommendation that the case be scheduled for special review. A correction will be distributed to designated personnel and to the inmate's facility.
 - B. Audit of inmate files
 1. Inmate files may be audited on a routine basis to ensure that all information is accurate and complete. Audits will be conducted by designated personnel.

2. Audits will include the following steps:
 - a. Docketing worksheets will be reviewed to ensure that calculations are correct and in accordance with Board policies and procedures and state law.
 - b. Notification forms will be audited to ensure that the inmate was given the correct docket date and reason.
 - c. Obsolete worksheets and forms will be updated.
 - d. Docket dates will be compared to the docket file system and computer data to ensure that correct dates are recorded. Any errors in the worksheet, notification, card file or computer data will be immediately reported to the Deputy Director for correction.
 - e. District Attorney narrative reports will be reviewed for aggravation and mitigation purposes (receptions and rebills prior to 9/1/89 only). If no report is in the file, a request will be sent to the appropriate District Attorney.
3. Upon completion of the audit, the designated personnel will initial and date the inside left portion of the file to document the audit.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 006: Investigative reports and documentation.
- B. To create an audit system which ensures accuracy of information.
- C. To establish guidelines for conducting audits of inmate files.



DR. ROBERT G. SANDERS, EXECUTIVE DIRECTOR

11/15/93
DATE

PARDON AND PAROLE BOARD

POLICY 007

EFFECTIVE 2/23/94

- I. TITLE: Jacket review, personal appearance, special review and administrative review
- II. POLICY: The Pardon and Parole Board will designate methods by which inmates are considered for parole. Cases designated for jacket review will be considered based upon Board review of the parole file. Cases designated for personal appearance will be personally interviewed by the Board. Candidates for clemency other than parole will be considered by jacket review, except as otherwise noted. After consideration, the Executive Director may return the files of inmates to the Board for special review, or administratively modify the Board's recommendation consistent with the guidelines established by this policy.

A. Personal appearance criteria

1. Inmates on regular parole dockets are eligible for personal appearance if either of the following apply:
 - a. First or second adult incarceration, controlling case or concurrent case for violent or drug transaction offense as defined by Procedure 008-1, Attachment A.
 - b. Third incarceration, regardless of offense.
2. Inmates eligible for personal appearance will be considered by jacket review if any of the following apply:
 - a. Assigned to Specialized Supervision Program
 - b. Assigned to Electronic Monitoring Program
 - c. In custody of law enforcement agency or Department of Corrections with pending charge or new conviction
 - d. Found guilty of serious misconduct or placed in disciplinary unit within 60 days of consideration
 - e. Confined to mental health facility, nursing home, hospital or out-of-state correctional facility
 - f. Mental or physical condition makes personal appearance impractical
 - g. Corrections officials verify that personal appearance may constitute a security risk, or inmate is assigned to administrative segregation. Modification under this section must be approved by the Executive Director or designated staff
 - h. Refusal to attend the meeting, or threat of verbal or physical abuse if permitted to appear

- i. Written request to be considered by jacket review. Such requests must be approved by the Executive Director.
- j. Refusal to appear for interview with an investigator, or lack of cooperation during interview.
- k. Majority Board vote to consider by jacket review
- l. Other circumstances warrant jacket review, as determined by the Executive Director or designated staff
2. Inmates who do not meet personal appearance criteria will be considered by jacket review.
3. Candidates for Pre-Parole Conditional Supervision and Mandatory Parole Review will be considered by jacket review.

B. Pardons

1. Pardon applicants will be considered by review of a pre-parole investigation and other pertinent documents.
2. Pardon applicants will not personally appear unless authorized by a Board member. Delegations are not allowed.

C. Special jacket reviews

1. Cases considered at a previous meeting may be reconsidered prior to review by the Governor.
2. Special review may be authorized by the Executive Director under the following circumstances:
 - a. Recommendation withdrawn or parole denied due to misconduct, escape or new charges and the action causing the withdrawal is overturned or dismissed.
 - b. Administrative error affects clemency consideration or implementation of parole, commutation or other clemency.
 - c. Special condition or recommendation requires Board review, based upon newly obtained information.
 - d. Major misconduct not reported prior to consideration.
3. Special reviews will be considered as jacket reviews unless otherwise authorized by the Executive Director. The investigator who prepared the original report will be contacted to determine if the original recommendation stands.

D. Administrative reviews

1. The Executive Director and Deputy Director may administratively review Board recommendations and modify pre-parole stipulations and special conditions of parole. Administrative review will include the following circumstances:
 - a. Waiver of vo-tech or educational program if prior completion of an equivalent program is verified.
 - b. Program substitution if the recommended program is unavailable, or if a substitute program is more feasible.
 - c. Waiver of stipulated program or special condition due to program unavailability, or if the inmate is unable to participate due to illness, medical condition, mental limitation or other hardship. Financial or family problems do not constitute hardship under this section.
 - d. Waiver of work release if the inmate has successfully completed a work release stipulation or a substitute program within the previous year, or if the inmate has completed more than 60 days on a substitute program in which he or she is currently participating.

If an inmate receives a misconduct during the 60-day period but was not removed from work release, the Executive Director may waive the requirement, require participation for more than 60 days or require completion of the entire stipulation.
 - e. Addition of restitution as a condition of parole if documented economic loss was not considered by the Board.
 - f. Authorization to continue processing of parole if a minor misconduct was not reported prior to consideration.
 - g. Extension of PPCS and addition of special parole conditions if recommended by the district supervisor
2. The Executive Director has the authority to refer modification for special review whenever deemed appropriate.

E. Withdrawal, reinstatement and modification of recommendations

1. Recommendations will be automatically withdrawn if any of the following events occur prior to approval by the Governor. Such withdrawal will constitute denial by the Board. These provisions will also apply if the event occurred prior to the meeting, but was not reported to the Board.
 - a. Placement on escape status, or new charge or misconduct report for escape

- b. In custody of law enforcement officials or the Department of Corrections with new charges pending or a new conviction (except minor traffic violations)
 - c. Misconduct report for law violation (except minor traffic violations)
 - d. Failure to complete pre-parole stipulation due to misconduct, or removal from stipulated program due to behavioral problems or non-participation
 - e. Transfer to a mental hospital or a Department of Corrections mental health unit for treatment or evaluation, or placement under psychiatric care
 - f. Refusal to waive extradition to a jurisdiction which has filed a valid detainer
 - g. Misconduct report resulting in placement on disciplinary unit
 - h. Recommended to a detainer or void, and detainer is dropped or dismissed
 - i. Other state will not accept supervision on recommendation to other state only or banishment
 - j. Returned from PPCS for program failure
 - k. Recommended for PPCS placement and becomes ineligible for PPCS
 - l. Class A misconduct for battery, group disruption, riot, or use or possession of alcohol or drugs
 - m. Refusal to sign parole certificates or Rules and Conditions of PPCS.
2. The Executive Director may authorize exceptions to the automatic withdrawal policy, or may refer cases for special review rather than withdrawal.
3. Recommendations withdrawn under this policy may be reinstated with the approval of the Executive Director if the basis for the withdrawal is expunged or dismissed. If other negative information is received, the Executive Director may refer the case to the Board for special review or decline to authorize reinstatement.
4. Recommendations will be automatically modified without Board approval under the following circumstances:
- a. Substitution of an out-of-state parole program for another out-of-state program

- b. Removal of work release stipulation if denied work release status by the Department of Corrections. The parole will be postdated by the number of days of work release stipulated
- c. Modification of a recommendation for release to the street or to a detainer to parole to the consecutive case if the new case is the result of a previous charge or suspended sentence
- d. Modification of a recommendation for release to parole to the detainer
- e. Modification of a recommendation for PPCS to the same number of months on Level I supervision if the inmate is ineligible for immediate PPCS placement. If the PPCS stipulation is for 90 days or less, the stipulation will be waived with no special condition.

III. BASIS FOR POLICY:

- A. To establish guidelines for the consideration of inmates by jacket review and personal appearance.
- B. Op. Atty. Gen. No. 69-208
- C. To delegate authority for administrative modification of Board action.

DATE APPROVED: 2/23/94

Carolyn Crump
CAROLYN CRUMP

Carl B. Hamm
CARL B. HAMM

Marjorie Redbird
MARJORIE REDBIRD

Marzee Douglass
MARZEE DOUGLASS

Ray H. Page
RAY H. PAGE

PARDON AND PAROLE BOARD

PROCEDURE 007-1

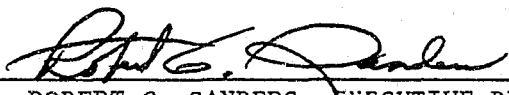
EFFECTIVE 11/15/93

- I. TITLE: Administrative review of misconduct reports and other information
- II. PROCEDURE: Misconduct reports of parole candidates will be reviewed prior to parole consideration in accordance with this procedure. Administrative action may be taken only on misconducts occurring within 60 days of Board consideration. Other circumstances affecting eligibility to attend a Board meeting, or negative behavior not resulting in a misconduct report, will also be reviewed for application of personal appearance criteria.
 - A. Misconduct reports and other information will be reviewed by the designated personnel prior to each Board meeting.
 - B. Two misconduct memoranda will be prepared prior to each Board meeting. The memoranda will include:
 - 1. Category A and Category B misconducts not included in the investigation
 - 2. Administrative changes in appearance status
 - 3. Inmates stricken due to escape, rebill, waiver, discharge or modification of docket date
 - 4. Inmates passed to another docket due to location
 - 5. Reversal or expungement of misconduct
 - 6. Other pertinent information not included in the investigation
 - C. Parole consideration may be modified from personal appearance to jacket review by administrative action pursuant to Policy 007.
 - D. Convictions for the following misconducts will result in modification to jacket review unless it is determined that modification is not warranted.
 - 1. Battery, law violation, group disruption, extortion, attempting or assisting in an escape.
 - 2. All other Category A misconducts.
 - 3. Any misconduct which results in the inmate serving time on the disciplinary unit within 60 days of consideration.
 - 4. Serious Category B misconducts, such as menacing or refusing to work.
 - E. Convictions for misconducts other than those listed in Section D may result in modification to jacket review. The designated personnel may determine appropriate action based upon the type of misconduct, the crime for which the inmate was

convicted, factors surrounding the misconduct and the crime, and the recommendation of the investigator. Multiple misconduct convictions during the past year may also result in a change to jacket review.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 007 - Jacket review, personal appearance, special review and administrative review.
- B. To establish uniformity and continuity in the review of misconduct reports and other information.


DR. ROBERT G. SANDERS, EXECUTIVE DIRECTOR

11/15/92
DATE

PARDON AND PAROLE BOARD

POLICY 008

EFFECTIVE 2/23/94

- I. TITLE: Calculation of 15+12 and 15+24 dates
- II. POLICY: A date of 15 percent of the sentence plus 12 months (15+12) or 24 months (15+24) will be used for offenders eligible for parole, except those exempted by policy. The 15+12 or 15+24 date will serve as a guideline in the calculation of the parole docket date and the consideration of parole. The 15+12 or 15+24 date does not give an inmate the right to a favorable recommendation, or to consideration prior to the eligibility mandated by state law.
 - A. Calculation of 15+12 - 15+24 Dates
 1. The 15+12 date is calculated as twelve months past 15 percent of the sentence. The 15+24 date is calculated as 24 months past 15 percent of the sentence.
 2. The Executive Director will maintain a list which categorizes offenses by severity for the calculation of 15+12 and 15+24 dates.
 - a. The Executive Director may determine whether a crime is violent or non-violent unless otherwise directed by the Board.
 - b. A 15+12 date is assigned for all non-violent offenses and some violent offenses as defined in Procedure 008-1, Attachment A.
 - c. A 15+24 date is assigned for eligible violent offenses as defined in Procedure 008-1, Attachment A.
 3. The following rules apply in establishing 15+12 and 15+24 dates:
 - a. Attempts to commit a crime are categorized as if the crime had been committed, unless otherwise designated.
 - b. Conspiracy to commit a crime, solicitation of a crime and accessory to a crime are categorized one category below the one which would have applied had the crime been committed, unless otherwise designated. If the offense is exempt, a 15+24 date is assigned. There is no reduction for 15+12 offenses.
 - c. If an inmate is serving concurrent sentences for different offenses, the highest category is used.
 - d. Offenses which are not listed are referred to the Deputy Director for category assignment. New category assignments should be reported to the Administrative Officer for inclusion in the next procedural update.

- e. All 15+12 and 15+24 dates are subject to change if new information is received.
- 4. The following offenses do not receive 15+12 or 15+24 dates, and will be docketed for parole consideration as specified in Policy 004:
 - a. Murder in the first degree
 - b. Sex offenses, except indecent exposure
 - c. Parole violations
- B. Each Board member has the right to vote in favor of or against parole, regardless of the 15+12 or 15+24 date.

III. BASIS FOR POLICY:

- A. Pardon and Parole Board Policy 004 - Docketing criteria.
- B. To establish a system of parole guidelines to assist the Board in making decisions.
- C. To delegate authority to the Executive Director for the development and implementation of parole guidelines.

DATE APPROVED: 2/23/94

Carolyn Crump
CAROLYN CRUMP

Carl B. Hamm
CARL B. HAMM

Marjorie Redbird
MARJORIE REDBIRD

Marzee Douglass
MARZEE DOUGLASS

Ray H. Page
RAY H. PAGE

PARDON AND PAROLE BOARD

PROCEDURE 008-1

EFFECTIVE 8/24/93

- I. TITLE: Docketing worksheets
- II. PROCEDURE: Personnel assigned to the Lexington Assessment and Reception Center will complete docketing worksheets on inmates processed through the Center. Docketing which cannot be completed at LARC will be referred to the investigator at the inmate's facility. Investigators will redocket inmates on their caseloads due to rebill or other changes which affect the docket date.
 - A. Completion of Docketing Worksheet (Form 008-1-A)
 1. NAME - Full name, first name first.
 2. DOC NUMBER - Department of Corrections number.
 3. CRF - Case number of each case. Designate concurrent and consecutive cases and detainers by preceding the case number with "CC", "CS" or "Det".
 4. OFFENSE - Title of each offense as shown on the judgment and sentence.
 5. COUNTY - County of conviction for each case.
 6. SENTENCE LENGTH - as shown on the judgment and sentence, or as modified by sentence commutation or court decision. If the case is a parole violation, indicate by writing "PV" in parentheses after the original sentence length. Indicate the amount of time left to serve on parole violation cases.
 7. RECEPTION/REBILL DATE - Month, day and year of reception or rebill. List the date of return from escape or parole violation if applicable.
 8. DATE WORKSHEET COMPLETED - Date the worksheet was done.
 9. RECEPTION OR REBILL - Check the appropriate blank, and enter the month and year of reception or rebill, rounded to the nearest month.
 10. MINUS JAIL TIME - Jail time rounded to the nearest month. Record the actual number of days in the parentheses to the right of the blank.
 11. PLUS DEAD TIME - Months of documented non-creditable time due to escape or other circumstance. State the reason in the space provided.
 12. MINUS CREDIT - Months of documented credit time granted due to court order or other circumstance. State the reason in the space provided.
 13. 15% DATE - Month and year of the 15% date, calculated by determining 15% of the sentence (see 15% chart, Form 008-1-C) and subtracting the months of jail time. For indeterminate sentences, the 15% should be calculated

on the maximum sentence.

14. 15+12 - 15+24 DATE - Month and year of the 15+12 or 15+24 date. Calculate by adding 12 months to the 15 percent date if the crime is non-violent or a 15+12-eligible violent offense. Add 24 months if the crime is violent and not an exempt offense. Circle whichever date is used. Enter "NA" if the offense is exempt. If the 15 percent date is based upon a delayed concurrent case, mark the case and the 15 percent calculation with an asterisk.
15. ONE-THIRD - Month and year of completion of one-third of the controlling sentence. Calculate by dividing the number of sentence months by 3 and subtracting months of jail time.
16. PAROLE DOCKET - Docket month and year, two months prior to the 15+12 date, 15+24 date or one-third, whichever comes first. If exempt from 15+12 or 15+24, only the one-third date is used.
17. PPCS DOCKET - Month and year of the PPCS docket. If the parole docket is based upon 15 percent of the sentence plus 12 or 24 months, calculate by subtracting 13 months from the parole docket date. If the docket is based upon one-third, the PPCS date is set at the latter of 13 months prior to the parole docket or one month prior to 15 percent of the sentence. The PPCS docket can be no earlier than one month prior to 15 percent of the sentence, and no later than 90 days prior to the parole docket. If ineligible, write "NA".
18. MPRD DOCKET - Month and the year of mandatory parole review docket if eligible. If ineligible, write "NA".
19. REASON FOR DOCKET - Reason for the assigned docket date. Must be one of the following:
 - a. 15+12
 - b. 15+24
 - c. 1/3
 - (1) If state law limits parole consideration, Procedure 004-1 will be applied and the proper statutory provision cited on the worksheet.
 - (2) If the inmate will not receive a docket date, write "No Docket".
 - d. 1/3 per Board policy (offenses exempt from 15+12 and 15+24)
 - d. Annual - return from escape
 - e. Annual - return from/rebill to parole violation

- f. Annual - return from PPCS
- g. Other - state specific reason

If an offense title is not listed in Attachment A of this procedure, refer it to the Deputy Director for assignment of an offense category. The offense and assigned category should then be reported to the Administrative Officer for inclusion in the next procedural update.

- 20. COMMENTS - Explanations of information on the worksheet, or any circumstances which are out of the ordinary.
- 21. PREPARED BY - Employee completing the worksheet.
- 22. REVIEWED BY - After review, the Deputy Director or other designated personnel may initial the form, and enter the date. Review is optional for new receptions.

B. Notification Forms

- 1. Upon completion of a docketing worksheet, complete a Notification of Parole Consideration Date (Form 008-1-B) with the following information:
 - a. Inmate's name
 - b. Date form was completed
 - c. Department of Corrections number
 - d. Assigned facility
 - e. Parole docket
 - f. Pre-parole docket
 - g. Mandatory parole review docket
 - h. Reason for parole docket
 - i. Other applicable information
- 2. Compare the notification form to the worksheet to ensure that information has been accurately recorded.

C. Referral of worksheets to Deputy Director

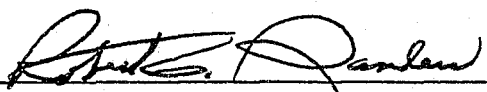
- 1. Refer docketing worksheets and notification forms to the Deputy Director for processing at least once per week.
 - a. The Deputy Director or designee will review forms for accuracy and completeness. Review is optional for new receptions.
 - b. Compare worksheets with notification forms to ensure that all information has been correctly recorded.
 - c. The Deputy Director will initial the worksheet to indicate that no apparent errors exist. Documents will be forwarded to the appropriate personnel for processing.

PROCEDURE 008-1 - 8/24/93

PAGE 4 OF 4

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 008 - Calculation of 15+12 and 15+24 Dates
- B. To ensure uniform completion of docketing worksheet and notification forms.
- C. To ensure that the docketing process is completed with all available information and in an accurate manner.


DR. ROBERT G. SANDERS, EXECUTIVE DIRECTOR

11/15/93
DATE

PARDON AND PAROLE BOARD DOCKETING WORKSHEET

NAME _____ DOC NUMBER _____

CRF COUNTY OFFENSE LENGTH

RECEPTION/REBILL DATE: _____

DATE WORKSHEET COMPLETED: _____

RECEPTION OR REBILL MONTH YEAR

MINUS JAIL TIME MONTHS (DAYS)

PLUS DEAD TIME FOR MONTHS

MINUS CREDIT FOR MONTHS

15% DATE MONTH YEAR

15/12 - 15/24 DATE MONTH YEAR

ONE-THIRD DATE MONTH YEAR

PAROLE DOCKET MONTH YEAR

PPCS DOCKET MONTH YEAR

MPRD DOCKET MONTH YEAR

REASON FOR DOCKET _____

COMMENTS _____

PREPARED BY _____ REVIEWED BY _____

NOTIFICATION OF PAROLE CONSIDERATION DATE

NAME: _____ DATE: _____

NUMBER: _____ FACILITY: _____

PAROLE DOCKET: _____

PRE-PAROLE DOCKET: _____

MANDATORY PAROLE REVIEW DOCKET: _____

Your parole docket date is based upon:

_____ 15 percent of the sentence plus 12 months

_____ 15 percent of the sentence plus 24 months

_____ One-third of the sentence

_____ One-third per Board policy (crime exempt from 15+12 and 15+24)

_____ Three or more incarcerations for three or more felonies, which requires you to serve the lesser of one-third or ten years (57 O. S. 332.7 B.)

_____ Three or more convictions for robbery, which requires you to serve ten years (21 O. S. 801)

_____ Conviction for racketeering, which requires you to serve one-half of the sentence (22 O. S. 1404)

_____ Annual from: _____ Denial
 _____ Escape return
 _____ Waiver
 _____ Return/rebill to parole violation
 _____ Return from PPCS for program failure
 _____ Last favorable consideration

_____ No docket : _____ Projected discharge within 180 days
 _____ Delayed Sentencing Program
 _____ Sentence suspended upon program completion
 _____ Parole violation - less than 28 months to serve
 _____ Sentence of life without parole
 _____ Death sentence

_____ Other: _____

These dates are subject to change. Written notice will be sent to you if any changes are made. If you believe that an error has been made, request Form 004-7-A from the parole investigator for your facility or the Pardon and Parole Board administrative office.

REASON FOR THIS DOCKETING:

_____ Initial docketing	_____ Detainer	_____ Missing info
_____ Rebill	_____ Appeal	_____ Jail time
_____ Jail time modification	_____ Audit	_____ FBI rap sheet
_____ Escape redocket	_____ Other _____	_____ OSBI rap sheet
_____ Delayed CC	_____	_____ Other _____
_____ CS case	_____	_____

PROCEDURE 008-1 - ATTACHMENT A
OFFENSE LISTING FOR 15+12 AND 15+24 DATES

EXEMPT OFFENSES

Assault With Intent to Rape
Enticing Minor to Leave Parents
Forcible Sodomy
Incest
Indecent Proposal to Child
Lewd/Indecent Acts With Child
Lewd Molestation
Murder I
Rape (all types and degrees)
Sexual Battery
Sodomy (all types)

VIOLENT OFFENSES - 15+24

Accessory to Murder II
Accessory to Manslaughter I/II
Arson I
Assault and Battery with Intent to Kill
Child Stealing
Kidnapping
Manslaughter I/II
Murder II
Shooting with Intent to Kill
Solicitation for Murder

VIOLENT/DRUG TRANSACTION OFFENSES - 15+12

Aggravated Assault and Battery on Peace Officer
Aiding and Abetting Suicide
Aiding a Minor in Obscenity
Armed Robbery
Arson II
Arson III
Arson IV
Assault and Battery with Dangerous/Deadly Weapon
Blackmail
Burglary I
Burglary with Firearm
Carrying a Firearm AFCF
Carrying Firearm Into Liquor Establishment
Child Abuse
Cultivation of Marijuana
Distribution of Controlled Dangerous Substance
Distribution of Marijuana
Entering Premises of Another While Masked
Extortion
Feloniously Pointing a Weapon
Larceny From a Person
Leaving Scene of Accident with Personal Injury

OFFENSE LISTING FOR 15+12 AND 15+24 DATES
PAGE 2 OF 3

VIOLENT/DRUG TRANSACTION OFFENSES - 15+12 (CONT.)

Maiming
Maintaining House/Vehicle Where Controlled Dangerous Substance is Kept
Manufacture of Controlled Dangerous Substance
Possession of Explosives
Possession of Firearm During Commission of Felony
Possession of Marijuana/Controlled Dangerous Substance
 With Intent to Distribute
Possession of Weapon Where Prisoners are Kept
Possession of Sawed Off Shotgun
Riot
Robbery I
Robbery II
Robbery By Force
Robbery By Two or More Persons
Robbery with Firearm/Dangerous Weapon
Setting Explosives in Building
Shooting With Intent to Injure
Trafficking in Controlled Dangerous Substance
Use of Firearm During Commission of Felony
Using Vehicle to Facilitate Intentional Discharge of Firearm

NON-VIOLENT OFFENSES - 15+12

Assisting Escape
Bail Jumping
Bribing a Public Official
Bringing Contraband Into Prison
Burglary II
Burglary of Auto
Burglary of Vending Machine
Child Abandonment
Commercial Gambling
Concealing Escaped Prisoner
Concealing Stolen Property/Auto/Credit Card
Contributing to Delinquency of Minor
Defrauding an Innkeeper
Disposing
Driving Under the Influence
Embezzlement
Escape
Failure to Return Rental Property
False and Bogus Check
False Declaration of Ownership
False Declaration to Pawnbroker
False Pretenses
False Representation in Obtaining Assistance
Forged Prescription
Forgery
Grand Larceny
Harboring A Fugitive

OFFENSE LISTING FOR 15+12 AND 15+24 DATES
PAGE 3 OF 3

NON-VIOLENT OFFENSES - 15+12 (CONT.)

Indecent Exposure
Indecent Literature/Movies/Telephone Conversation
Injury to Public Building
Intimidation of Witness
Larceny of Auto/Aircraft
Larceny of Domestic Animal
Larceny of Merchandise From Retailer
Larceny From House
Manufacture of False Identification/Fictitious Drivers License
Operating Motor Vehicle Under the Influence
Operating a Still
Pandering
Perjury
Petit Larceny
Possession of Contraband in Penal Institution/State Prison
Possession of Controlled Drug/Marijuana
Possession of Controlled Drug/Marijuana Without Tax Stamp
Possession of Stolen Property/Auto/Credit Card
Receiving Stolen Property/Auto/Credit Card
Running A Roadblock
Sale of False Identification/Fictitious Drivers License
Selling Mortgaged Property
Unauthorized Use of Credit Card/Motor Vehicle
Unlawful Removal of the Dead
Unlawful Removal of Mortgaged Property
Use of False Identification/Fictitious Drivers License
Use of Radio Equipment in Commission of Felony
Uttering a Forged Instrument

PARDON AND PAROLE BOARD

PROCEDURE 008-2

EFFECTIVE 11/15/93

- I. TITLE: Presumptive parole dates
- II. PROCEDURE: In the establishment of presumptive parole dates (PPD), factors concerning the offense and the offender will be considered. Aggravating circumstances may be grounds for extending a PPD, and mitigating circumstances may be grounds for lessening it. The number of months added to or subtracted from the median average will not exceed the specified limits. All aggravation or mitigation must be based upon documented facts provided by a District Attorney, law enforcement agency, Court of Criminal Appeals decision or other court records. This procedure applies only to inmates received or rebilled prior to September 1, 1989.
 - A. A list of offenses, offense categories, risk levels and presumptive parole date ranges follows this procedure. This procedure applies only to inmates received on the current case or rebilled prior to September 1, 1989.
 1. Offenses are listed by category. The range in months according to risk level is indicated above each offense category. The median figure indicates the number of months normally added to the reception or rebill date in calculating the PPD for each risk level. The low and high numbers indicate the point to which the PPD may be mitigated or aggravated. Presumptive parole dates may be aggravated or mitigated to any degree up to the maximum and minimum number of months.
 2. If an inmate who has been assigned a PPD must be redocketed, use the risk level from the last docketing worksheet. If no docketing paperwork is on file, contact the administrative office for a risk level. If no paperwork is available at the administrative office, the inmate will be assessed as low risk.
 3. To calculate the presumptive parole date, add the median months to the reception date. Subtract any jail or credit time, and add any escape or dead time.
 4. If the previous worksheet indicates that the previous PPD was aggravated or mitigated, the months of aggravation or mitigation should be added or subtracted, respectively, to or from the new PPD. Note that aggravation and mitigation affect only the PPD, and should not be applied to the one-third date.
 5. If an investigator believes that a new or existing PPD should be mitigated or aggravated due to circumstances detailed in official information, the information should be referred to the Deputy Director. In order for the PPD to be modified, the circumstances must meet the criteria specified in sections C and D below.

B. Risk factors and risk levels

1. These factors are used as indicators of risk for supervision. Risk factors are assessed for the period immediately prior to incarceration, and do not change during the incarceration.

- a. Number of address changes in last 12 months

- (1) None.....0 points
- (2) One.....2 points
- (3) Two or more.....3 points

- b. Percentage of time employed in last 12 months

- (1) 60% or more.....0 points
- (2) 40% - 59%.....1 point
- (3) Under 40%.....2 points
- (4) Not applicable.....0 points

- c. Alcohol usage/problems

- (1) No apparent problems.....0 points
- (2) Moderate problems.....2 points
- (3) Serious problems.....4 points

- d. Other drug usage/problems

- (1) No apparent problems.....0 points
- (2) Moderate problems.....2 points
- (3) Serious problems.....4 points

- e. Attitude

- (1) Motivated to change; receptive to assistance.....0 points
- (2) Dependent or unwilling to accept responsibility.....3 points
- (3) Rationalizes behavior; negative, not motivated to change.....5 points

- f. Age at first conviction (adult or juvenile)

- (1) 24 or older.....0 points
- (2) 20-23.....2 points
- (3) 19 or younger.....4 points

- g. Number of prior periods of probation/parole supervision (adult juvenile)

- (1) None.....0 points
- (2) One or more.....4 points

h. Number of prior probation/parole revocations

- (1) None.....0 points
- (2) One or more.....4 points

i. Convictions for:

- (1) Burglary.....2 points
- (2) Grand Larceny.....2 points
- (3) Larceny of Auto.....2 points
- (4) Robbery.....2 points
- (5) False/Bogus Checks.....3 points
- (6) Forgery.....3 points
- (7) Non-assaultive sexual offense...4 points
- (8) Assaultive offense.....5 points
- (9) Other.....2 points each

Non-assaultive sexual offense applies to Indecent Exposure only. Points should only be assessed once for each category, with the exception of "other".

2. Risk levels

- a. Low risk.....11 points or less
- b. Medium risk.....12-20 points
- c. High risk.....21 points or more

C. Aggravation

Aggravating circumstances must fall under one of these categories:

1. Clear premeditation: Act was planned and thought out well in advance of commission.
2. Severe substance abuse: Pattern of dependence upon intoxicants. May include repeated contacts with law enforcement or social agencies due to any chemical abuse, or a medical diagnosis.
3. Emotional or physical damage to victim: Severe and long-lasting emotional or physical damage to the victim not reflected in the offense title, or beyond the limits implied by the offense. A victim will include any person who is adversely affected, threatened or injured at the scene of the crime.
4. Chronic psychological disturbance: Long-established and diagnosed psychological problems. Evidence may include diagnosis and/or treatment by a psychologist, psychiatrist or other professional, or a history of deviant behavior.
5. Victim's vulnerability: Physical harm or the threat of harm against a victim who was particularly vulnerable due to age, infirmity, or other

circumstances.

6. Level of violence: Unusual or extraordinary violence. Acts such as mutilation, repeated battery, and execution-style homicide are examples. A non-violent offense which included violence may also be included.
7. Charge mitigated due to plea bargaining: Offense was clearly more serious or damaging than described by the charge. Dismissal of multiple cases or counts in exchange for a plea may also be included.
8. Wanton destruction of property: Extreme destruction of property, not included in the language of the offense, or beyond that required for the elements of the offense.
9. Personal injury or threat of injury: A real or potential threat to life or limb, and that threat is not included in the statutory language of the offense. If a threat is included and the offender was an uninvited perpetrator in the victim's residence, this category may be applied.
10. Involvement in organized criminal activity: Criminal activity in concert with an organized criminal group. The group need not be of the named or nationally known type, but more than one type of offense must be centrally controlled, (i.e., theft and fencing, importation and distribution of drugs). May be assumed in cases involving large quantities of drugs.
11. Extensive juvenile record: Lengthy history of involvement with the juvenile justice system.
12. History of violent behavior: Criminal and social history indicates repeated acts of violence.
13. Excessive financial loss: Offender's actions result in extreme financial loss. Restitution payments prior to incarceration do not negate the application of this category.

D. Mitigation

Mitigating circumstances must fall under one of these categories:

1. Lack of damage to victim: Injury is less than commonly associated with the offense.
2. Lack of premeditation: Offense was committed without planning as a response to emotional pressure or extraordinary circumstance, unless reflected by the offense title.
3. Mental retardation with evidence of support: Diagnosis of mental impairment, family and/or professional support.
4. Treatable psychological disorder: Diagnosis of psychological disorder with a consistent history of successful treatment.

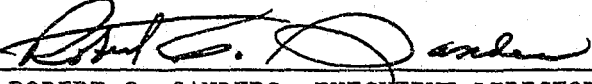
5. Criminal history: Offender remained crime-free for a substantial period of time after prior criminal involvement, has no criminal history, or is of a mature age and has demonstrated stability in the community.
6. Victim precipitated offense: Victim was partly or wholly responsible for the offense through encouragement or involvement.
7. Level of violence: Violence to person or property is substantially less than commonly associated with the offense.
8. Restitution: Offender has freely made restitution to the victim, unless C. 13. of this procedure applies. Property recovered by law enforcement agencies and returned to the victim does not constitute restitution.
9. Level of property loss: Amount of property lost is negligible. If property loss is minimized due to apprehension during commission of the offense, this category does not apply.

E. Processing aggravation and mitigation

1. District Attorney Narrative Reports will be reviewed by the General counsel for aggravating or mitigating circumstances. Cases subject to aggravation or mitigation will be referred to the Aggravation/Mitigation committee consisting of the General Counsel, Deputy Director and personnel designated by the Executive Director. By majority vote, the Committee will determine aggravation or mitigation (if any), and the number of months to be applied within the allowable range.
 - a. The General Counsel will refer aggravation and mitigation modifications to the Administrative Officer for redocketing. If the committee decides not to modify a presumptive parole date, a memo documenting the review will be placed in the inmate's file.
 - b. The Administrative Officer will complete the docket calculations on PPD aggravations.
2. If a District Attorney Narrative Report has not been received, a request will be prepared by the designated personnel.
 - a. Requests may be referred to administrative staff using the designated form.

II. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 008 - Presumptive Parole Date (superseded 9/1/89).
- B. To establish uniformity in calculation of Presumptive Parole Dates.


DR. ROBERT G. SANDERS, EXECUTIVE DIRECTOR

11/15/93
DATE

PROCEDURE 008-2
PRESUMPTIVE PAROLE DATE MATRIX
RECEPTIONS AND REBILLS PRIOR TO 8/1/82

RISK LEVELS: High (21 points or more)
 Medium (12-20 points)
 Low (11 points or less)

EXEMPT OFFENSES: Murder I
 Rape I

Exempt offenses are docketed at one-third by Board policy, and do not receive presumptive parole dates.

CATEGORY A	LOW RISK	MEDIUM RISK	HIGH RISK
MEDIAN	68	68	68
RANGE	22-130	22-130	22-130

CATEGORY A OFFENSES:

Arson I/Arson I ACF
Attempted Rape/Attempted Rape ACF
Kidnapping/Kidnapping ACF
Manslaughter I/Manslaughter I ACF
Murder II/Murder II ACF

CATEGORY B	LOW RISK	MEDIUM RISK	HIGH RISK
MEDIAN	28	31	32
RANGE	13-43	19-51	19-54

Category B offenses are moved to Category A if there is an ACF designation.

CATEGORY B OFFENSES:

Aiding and Abetting Suicide
Armed Robbery
Arson II
Assault and Battery With Dangerous/Deadly Weapon
Assault and Battery With Intent to Commit a Felony
Assault and Battery With Intent to Kill
Assault and Battery With Intent to Rape
Assault and Battery With Intent to Commit a Felony
Attempt to Kill by Poisoning
Child Abuse
Child Stealing
Crime Against Nature
Escape (from other than state prison)

CATEGORY B OFFENSES (CONT.)

Lewd and Indecent Proposals to a Child
 Lewd Molestation
 Maiming
 Manslaughter II
 Possession of Weapon Where Prisoners are Kept
 Robbery I
 Robbery by Force
 Robbery by Two or More Persons
 Robbery With Firearm
 Shooting With Intent to Kill
 Sodomy
 Taking Indecent Liberties With a Child

CATEGORY C	LOW RISK	MEDIUM RISK	HIGH RISK
MEDIAN	10	12	13
RANGE	7-19	8-21	8-26

Category C offenses are moved to Category B if there is an AFCE designation.

CATEGORY C OFFENSES:

Aggravated Assault and Battery on an Officer
 Aiding Minor in Participation in Obscenity
 Arson III
 Attempted Escape (from other than state prison)
 Blackmail
 Burglary I
 Burglary II
 Child Abandonment
 Distribution of Controlled Dangerous Substance
 Embezzlement
 Escape From Penitentiary/Penal Institution
 Extortion
 Larceny From a House
 Larceny From a Person in Nighttime
 Possession of Controlled Dangerous Substance With Intent to Distribute
 Rape II
 Robbery II
 Use of Weapon During Commission of a Felony

CATEGORY D	LOW RISK	MEDIUM RISK	HIGH RISK
MEDIAN	7	9	10
RANGE	6-10	6-13	6-15

Category D offenses are moved to Category C if there is an AFCF designation.

CATEGORY D OFFENSES:

Accessory
Aiding Minor in Distribution of Obscenity
Arson IV
Assisting Person to Escape
Attempted Escape From Prison
Bail Jumping
Bribing Public Official
Bringing Contraband Into Prison
Burglary of Auto
Burglary of Vending Machine
Carrying Firearm
Commercial Gambling
Concealing Escaped Prisoner
Concealing Stolen Property/Auto/Credit Card
Contributing to Delinquency of Minor AFC
Cultivating Marijuana
Defrauding an Innkeeper
Disposing of Stolen Property/Auto/Credit Card
Distribution of Marijuana
Driving Under the Influence of Alcohol AFC DUI
False and Bogus Check
False Pretenses
False Representation in Obtaining Assistance
Feloniously Pointing Weapon
Forged Prescription
Forgery II
Harboring a Fugitive
Indecent Exposure
Indecent and Obscene Literature, Movies, etc.
Indecent Telephone Conversation
Injury to Public Building
Larceny of Auto/Airplane
Larceny of Domestic Animal
Larceny of Merchandise from Retailer
Leaving Scene of Accident
Operating a Still
Pandering
Perjury
Petit Larceny AFC Petit Larceny
Possession of Contraband in State Prison
Possession of Controlled Dangerous Substance

PPD MATRIX - PRIOR TO 8/1/82
PAGE 4 OF 4

CATEGORY D OFFENSES (CONT.)

Possession of Marijuana
Possessing Stolen Property/Auto/Credit Card
Receiving Stolen Property/Auto/Credit Card
Selling of Mortgaged Property
Setting Explosive in Building
Unauthorized Use of Credit Card
Unauthorized Use of Motor Vehicle
Unlawful Removal of Mortgaged Property
Uttering a Forged Instrument

PROCEDURE 008-2
PRESUMPTIVE PAROLE DATE MATRIX
RECEPTIONS AND REBILLS 8/1/82 TO 8/30/87

RISK LEVELS: High (21 points or more)
 Medium (12-20 points)
 Low (11 points or less)

EXEMPT OFFENSES: Murder I
 Rape I

Exempt offenses are docketed at one-third by Board policy, and do not receive presumptive parole dates.

CATEGORY A	LOW RISK	MEDIUM RISK	HIGH RISK
MEDIAN	60	72	1/3
RANGE	22-130	22-130	---

CATEGORY A OFFENSES:

Arson I/Arson I ACF
Assault and Battery With Intent to Kill
Attempted Murder
Attempted Rape/Attempted Rape ACF
Attempt to Kill by Poisoning
Kidnapping/Kidnapping ACF
Manslaughter I/Manslaughter I ACF
Murder II/Murder II ACF
Rape by Instrumentation
Shooting With Intent to Kill
Solicitation For Murder

CATEGORY B	LOW RISK	MEDIUM RISK	HIGH RISK
MEDIAN	33	36	40
RANGE	13-43	19-51	25-60

Category B offenses are moved to Category A if there is an ACF designation.

CATEGORY B OFFENSES:

Aiding and Abetting Suicide
Aiding a Minor in Obscenity (all forms)
Aggravated Assault and Battery Upon a Peace Officer
Armed Robbery
Arson II

CATEGORY B OFFENSES (CONT.)

Arson III
Assault and Battery With a Dangerous/Deadly Weapon
Assault and Battery With Intent to Rape
Burglary I
Burglary With Firearm
Carrying a Firearm AFCF
Carrying a Firearm Into a Liquor Establishment
Child Abuse
Child Stealing
Crime Against Nature
Feloniously Pointing a Weapon
Incest
Lewd and Indecent Proposals to a Child Under 14
Lewd Molestation
Maiming
Manslaughter II
Possession of Weapon Where Prisoners are Kept
Rape II
Robbery I
Robbery by Force
Robbery by Two or More Persons
Robbery With Firearm
Shooting With Intent to Injure
Sodomy
Taking Indecent Liberties With a Child
Using a Firearm During Commission of a Felony

CATEGORY C	LOW RISK	MEDIUM RISK	HIGH RISK
MEDIAN	12	15	19
RANGE	7-19	8-22	9-28

Category C offenses are moved to Category B if there is an AFCF designation.

CATEGORY C OFFENSES:

Arson IV
Attempted Escape (from other than state prison)
Blackmail
Burglary II
Carrying a Firearm AFCF
Carrying a Firearm Into a Liquor Establishment
Child Abandonment
Distribution of Controlled Dangerous Substance
Embezzlement
Escape (all forms)

CATEGORY C OFFENSES (CONT.)

Extortion
 Forged Prescription
 Intimidation of Witness
 Larceny From a House
 Larceny From a Person in Nighttime
 Manufacture of Controlled Dangerous Substance
 Possession of Controlled Dangerous Substance With Intent to Distribute
 Possession of Sawed-off Shotgun
 Possession of Explosives
 Robbery II
 Running a Roadblock
 Unlawful Removal of the Dead

CATEGORY D	LOW RISK	MEDIUM RISK	HIGH RISK
MEDIAN	7	9	10
RANGE	6-10	6-13	6-15

Category D offenses are moved to Category B if there is an AFCF designation.

CATEGORY D OFFENSES:

Assisting Person to Escape
 Bail Jumping
 Bribing Public Official
 Bringing Contraband Into Prison
 Burglary of Auto
 Burglary of Vending Machine
 Commercial Gambling
 Concealing Escaped Prisoner
 Concealing Stolen Property/Auto/Credit Card
 Contributing to Delinquency of Minor AFC
 Cultivation of Marijuana
 Defrauding an Innkeeper
 Disposing of Stolen Property/Auto/Credit Card
 Distribution of Marijuana
 Driving Under the Influence AFC DUI
 False and Bogus Check
 False Pretenses
 False Representation in Obtaining Assistance
 Forgery II
 Grand Larceny
 Harboring a Fugitive
 Indecent Exposure
 Indecent and Obscene Literature, Movies, etc.
 Indecent Telephone Conversation
 Injury to Public Building
 Larceny of Auto/Airplane

PPD MATRIX - 8/1/82 TO 8/30/87

PAGE 4 OF 4

CATEGORY D OFFENSES (CONT.)

Larceny of Domestic Animal
Larceny of Merchandise from Retailer
Leaving Scene of Accident
Manufacture of False Identification/Fictitious Driver License
Operating a Still
Pandering
Perjury
Petit Larceny AFC Petit Larceny
Possession of Contraband in State Prison
Possession of Controlled Dangerous Substance
Possession of Marijuana
Possession of Stolen Property/Auto/Credit Card
Receiving Concealing Stolen Property/Auto/Credit Card
Sale of False Identification/Fictitious Driver License
Selling of Mortgaged Property
Unauthorized Use of Credit Card
Unauthorized Use of Motor Vehicle
Unlawful Removal of Mortgaged Property
Use of False Identification/Fictitious Driver License
Use of Radio Equipment While Committing Felony
Uttering a Forged Instrument

PROCEDURE 008-2
PRESUMPTIVE PAROLE DATE MATRIX
RECEPTIONS AND REBILLS 8/31/87 TO 8/31/89

RISK LEVELS: High (21 points or more)
Medium (12-20 points)
Low (11 points or less)

EXEMPT OFFENSES: Murder I
All sex offenses except Indecent Exposure
All Category A high risk

Exempt offenses are docketed at one-third by Board policy, and do not receive presumptive parole dates.

CATEGORY A	LOW RISK	MEDIUM RISK	HIGH RISK
MEDIAN	60	72	Exempt
RANGE	22-130	22-130	-----

CATEGORY A OFFENSES:

Arson I
Assault and Battery With Intent to Kill
Assault and Battery With Intent to Rape
Child Stealing
Kidnapping
Manslaughter I
Manslaughter II
Murder II
Shooting With Intent to Kill
Solicitation For Murder

CATEGORY B	LOW RISK	MEDIUM RISK	HIGH RISK
MEDIAN	33	36	40
RANGE	13-43	19-51	25-60

CATEGORY B OFFENSES:

Aiding and Abetting Suicide
Aiding a Minor in Obscenity
Aggravated Assault and Battery Upon a Peace Officer
Armed Robbery
Arson II
Arson III

CATEGORY B OFFENSES (CONT.)

Arson IV
Assault and Battery With a Dangerous/Deadly Weapon
Blackmail
Burglary I
Burglary With Firearm
Child Abuse
Cultivation of Marijuana
Distribution of Marijuana
Distribution of Controlled Dangerous Substance
Extortion
Feloniously Pointing a Weapon
Leaving Scene of Accident With Personal Injury
Maiming
Possession of Firearm During Commission of a Felony
Possession of Controlled Dangerous Substance With Intent to Distribute
Possession of Marijuana With Intent to Distribute
Possession of Weapon Where Prisoners are Kept
Riot
Robbery I
Robbery II
Robbery by Force
Robbery by Two or More Persons
Robbery With Dangerous Weapon
Robbery With Firearm
Shooting With Intent to Injure
Use of Firearm During Commission of a Felony

CATEGORY C	LOW RISK	MEDIUM RISK	HIGH RISK
MEDIAN	12	15	19
RANGE	7-19	8-22	9-28

Category C offenses are moved to Category B if there is an AFCF designation.

CATEGORY C OFFENSES:

Assisting Escape
Bail Jumping
Bribing Public Official
Bringing Contraband Into Prison
Burglary II
Burglary of Auto
Burglary of Vending Machine
Child Abandonment
Concealing Escaped Prisoner
Embezzlement
Escape
Forged Prescription

CATEGORY C OFFENSES (CONT.)

Harboring a Fugitive
 Indecent Exposure
 Indecent Literature
 Indecent Movies
 Indecent Telephone Conversation
 Injury to Public Building
 Intimidation of Witness
 Pandering
 Perjury
 Possession of Contraband in State Prison
 Possession of Controlled Drug
 Possession of Marijuana
 Possession of Sawed-off Shotgun
 Running Roadblock
 Unlawful Removal of the Dead

CATEGORY D	LOW RISK	MEDIUM RISK	HIGH RISK
MEDIAN	7	9	10
RANGE	6-10	6-13	6-15

Category D offenses are moved to Category C if there is an AFCF designation.

CATEGORY D OFFENSES:

Commercial Gambling
 Concealing Stolen Property/Auto/Credit Card
 Contributing to Delinquency of Minor
 Defrauding an Innkeeper
 Disposing of Stolen Property/Auto/Credit Card
 Driving Under the Influence of Alcohol AFC DUI
 False and Bogus Check
 False Pretenses
 False Representation in Obtaining Assistance
 Forgery
 Grand Larceny
 Larceny of Auto/Airplane
 Larceny of Domestic Animal
 Larceny of Merchandise from Retailer
 Larceny From House
 Larceny From Person
 Manufacture of False Identification/Fictitious Driver License
 Operating Motor Vehicle Under Influence of Alcohol/Intoxicating Liquor
 Operating a Still
 Petit Larceny
 Possession of Stolen Property/Auto/Credit Card
 Receiving Concealing Stolen Property/Auto/Credit Card
 Sale of False Identification/Fictitious Driver License

PPD MATRIX - 8/31/87 TO 8/31/89

PAGE 4 OF 4

CATEGORY D OFFENSES (CONT.)

Selling of Mortgaged Property

Unauthorized Use of Credit Card

Unauthorized Use of Motor Vehicle

Unlawful Removal of Mortgaged Property

Use of False Identification/Fictitious Driver License

Use of Radio Equipment in Commission of Felony

Uttering a Forged Instrument

PARDON AND PAROLE BOARD

POLICY 009

EFFECTIVE 2/23/94

- I. TITLE: Records and information
- II. POLICY: Records will be maintained as required by law and as needed in the performance of duties. The public has a legitimate interest in the information utilized by the Board, subject to legal restrictions on its release.
 - A. The Executive Director will ensure that records are established and maintained in a uniform manner and preserved as required by law, to include:
 - 1. Issuance of procedures concerning records maintenance and use
 - 2. Designating a publications officer and a records management coordinator
 - B. The Executive Director will ensure that persons who request information are allowed to review or receive copies of information contained in agency records, subject to limitations defined in state and federal law. The Executive Director will:
 - 1. Authorize certain staff to release information in the Executive Director's absence
 - 2. Establish procedures for routine release of information on clemency candidates to the press
 - 3. Establish a fee schedule for copying of records
 - C. The Executive Director will ensure that district attorneys and other officials receive notice of clemency consideration and parole as required by law.
 - D. Requests for information on specific inmates which is not contained in agency records will be referred to the Department of Corrections.
- III. BASIS FOR POLICY:
 - A. To ensure public access to disclosable information.
 - B. To establish responsibility for the maintenance and release of records.
 - C. To ensure compliance with laws governing the disclosure of information.

POLICY 009 - 2/23/94

PAGE 2 OF 2

DATE APPROVED: 2/23/94

Carolyn Crump
CAROLYN CRUMP

Carl B. Hamm
CARL B. HAMM

M. Redbird
MARJORIE REDBIRD

Marzee Douglass
MARZEE DOUGLASS

Ray H. Page
RAY H. PAGE

PARDON AND PAROLE BOARD

PROCEDURE 009-1

EFFECTIVE 11/15/93

- I. TITLE: Maintenance of records and release of information
- II. PROCEDURE: Permanent agency records will be maintained by administrative office employees. Permanent records include inmate files, monthly dockets, minutes of Board meetings and similar records. The Executive Director will designate a records management coordinator to ensure that proper procedures for archiving and destroying records are followed. Unless specified by policy or procedure, information contained in agency records will not be released without prior approval of the Executive Director or the General Counsel.
 - A. The Executive Director or designated staff will ensure that the following information is available to the public upon request:
 1. Pardon and Parole Board policies and procedures
 2. Records required under the Open Meeting Act, including the date, time and place of meetings, minutes of meetings and agendas
 3. Releasable financial and personnel records
 4. Documents deposited with the Oklahoma Publications Clearinghouse
 5. Information contained in inmate files which is not protected by law from disclosure. As a general rule, the following information is considered confidential:
 - a. Victim protest letters (including information about the presence of such correspondence)
 - b. Correspondence from persons exercising their rights under the Constitution
 - c. Criminal history information not resulting in conviction
 - d. Juvenile records
 - e. Medical and mental health information, including substance abuse treatment
 - f. References to Department of Corrections internal investigations
 - g. Pre-sentence investigations
 - h. Other information deemed confidential by the Executive Director or General Counsel.
 6. Other agency records deemed releasable or not protected by law.

- B. Pursuant to the Open Records Act, records may be inspected and copies obtained in accordance with the following regulations:
1. Records may be inspected at the Administrative Office of the Pardon and Parole Board in Oklahoma City during regular office hours.
 2. The Executive Director, General Counsel and Deputy Director are authorized to release records for inspection or copying.
 3. Records will be inventoried prior to inspection and will be examined upon return. No portion of any record may be removed from the office during inspection.
 4. Inmate files are not open to public inspection during Board meetings.
 5. Requests for specific information must be made to the Executive Director.
 6. Reproduction costs of 25 cents per page may be charged for copies of records.
 - a. Copies routinely distributed to major newspapers will be billed at a bulk rate of 15 cents per page.
 - b. A courtesy exemption may be granted for copies distributed to governmental agencies, associations, or for educational purposes.
- C. The Executive Director will coordinate the monthly mailing schedule of routinely released information.
1. Major newspapers requesting such information will receive the following prior to each Board meeting:
 - a. One copy of the official docket at no charge
 - b. One copy of information from investigative reports designated for routine release to the press at a charge of 15 cents per page, billed monthly.
 2. District Attorneys will receive the following information for each Board meeting and action subsequent to each meeting:
 - a. One copy of each docket at least 20 days before each meeting
 - b. One copy of any supplemental or special docket at least ten days before each meeting
 - c. A list of recommendations for clemency no later than 20 days after each meeting
 3. Assistant District Attorneys, judges, law enforcement agencies and news media who request inclusion on the mailing list will receive a copy of

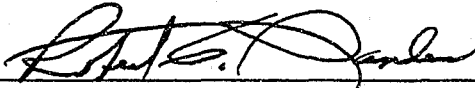
the official dockets prior to each meeting.

4. Victims and other persons requesting prior notification of clemency consideration for a specific inmate will receive the following information prior to and after the meeting at which the inmate is considered:
 - a. Notice of parole or PPCS hearing 30 days prior to the meeting
 - b. Notice of the Board recommendation no later than 20 days after the meeting
5. Upon the granting of clemency by the Governor, the following will be notified in writing within ten days after the month of the Governor's action.
 - a. Sheriff and district attorney in the county of residence, unless an out of state parole is granted
 - b. Sheriff and district attorney of the sentencing county, if different from the county of residence
 - c. Chief law enforcement officer of the city of residence
 - d. Victim of any crime for which the parolee was convicted who has requested such information
6. Upon the granting of a pardon by the Governor, the following will be notified within ten days after the month of the Governor's action:
 - a. Sheriff and district attorney of the sentencing county
 - b. Chief law enforcement officer of any city in the sentencing county who has requested notification.
 - c. Victim of any crime for which the applicant was convicted who has requested notification.
- D. Records which are not subject to Policy 009 nor required to be disclosed by law may not be released without prior approval of the Executive Director or General Counsel. Approval must be based upon determination of immediate necessity including, but not limited to, the following:
 1. Court-ordered disclosure
 2. Information which is the subject of litigation or is necessary to defend against legal action
 3. Emergency situations involving a threat to public safety.

PROCEDURE 009-1 - 11/15/93
PAGE 4 OF 4

III. BASIS FOR PROCEDURE:

- A. Policy 009 - Records and information.
- B. To ensure public access to releasable information and confidentiality as required by law.


DR. ROBERT G. SANDERS, EXECUTIVE DIRECTOR

11/15/73
DATE

PARDON AND PAROLE BOARD

PROCEDURE 009-2

EFFECTIVE 11/15/93

- I. TITLE: Inmate parole files
- II. PROCEDURE: The administrative staff designated by the Executive Director will establish and maintain inmate files in an accurate and uniform manner. All employees will be responsible for the security of files and following correct procedure in file use.
 - A. Establishment of files
 1. Designated personnel will create an inmate file for each new reception.
 - a. Permanent files will be created for all inmates.
 - b. A file label containing the inmate's name, number and alias name will be placed on permanent files. Temporary files may be labeled in legible handwriting. Labels should be clearly visible when the file is closed, and label information should be checked for accuracy.
 - c. Closed files will be reviewed to determine prior incarcerations, and prior information will be included in the new file. Closed information will be placed in the file first, followed by a divider sheet to separate it from the current incarceration.
 - d. Information concerning the current incarceration will be placed in the file, and on top of any divider sheet if applicable, in the following order:
 - (1) Docketing worksheet/assessment of risk, with the worksheet side forward
 - (2) Notification form
 - (3) Letters, protests, District Attorney reports and other documents in the order in which they were received, with the most recent on top
 - e. Upon rebill, a divider sheet will be placed in the file to separate documents pertaining to each case. This divider should be of a different color than the ones used to separate incarcerations. All information which applies to the new case will be placed on top of the divider in the order required in A.1.c. above.
 2. Upon request of the crime victim or a relative or representative of a crime victim for notification, a memorandum will be prepared for the file. The memorandum will indicate the name and address of the person requesting notification, and the relationship to the crime. The memorandum will be

placed on the left side of the file and marked as confidential. Tabs of the following colors will be placed near the label to indicate the presence of the following:

- a. Protests from law enforcement agencies - yellow
- b. Protests from victims - blue
- c. Requests for restitution - green

B. Maintenance of files

1. Designated personnel will maintain inmate files in alphabetical order by last name, divided into the following sections:
 - a. Life without parole inmates
 - b. Death row inmates
 - c. All other permanent inmate files
2. Materials will be maintained in an orderly manner, and legal-length documents will be folded to fit the file as needed.
 - a. Materials will be securely fastened into permanent files.
 - b. Materials may be filed without fasteners in temporary and closed files.
3. Designated personnel will maintain a system for the orderly receipt of information for filing and for the disbursement of files to staff.
 - a. Tabs will be maintained for the placement of documents prior to filing and for the return of files. Documents should not be filed unless stamped with the date received.
 - b. Designated personnel will check out files to staff members upon request. A checkout card listing the inmate's name and number, the requestor's name and the date removed will replace the file. Files sent to the Office of the Governor will be checked out to that office. Color-coded checkout cards may be utilized for upcoming parole dockets without listing the above information on the card.
 - c. Except for special projects and immediate need situations, files should only be removed by the Records Clerk or Administrative Officer.

C. Preparation of Files for Board Meetings

1. The Records Clerk or other designated personnel will prepare inmate files for parole dockets.
 - a. Originals of investigative reports will be filed in the appropriate

files after printing. If other documents are placed on top of the investigative report, the report will be tabbed for easy reference.

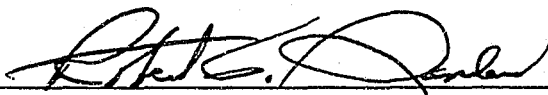
2. Files will be pulled for preparation according to the following schedule:
 - a. Files for main dockets will be pulled upon receipt of the final docket roster
 - b. Files for special review dockets will be pulled no later than three weeks prior to a Board meeting
3. During the week of each Board meeting, files will be separated into:
 - a. Personal appearances by location, alphabetical for each location
 - b. Jacket reviews in alphabetical order
 - c. Special reviews in alphabetical order
4. Following each meeting, the ballot and new inmate notification form, if applicable, will be placed in the files prior to refiling.

D. Closed Files

1. Files of inmates lawfully released from custody or deceased will be considered closed files.
2. Designated personnel will purge each file and prepare a closed record cover sheet (Form 009-2-A) upon receipt of notice of release.
3. The information regarding each closed file will be entered into an automated data file. This information should include the inmate's DOC number, name, number of incarcerations, end of sentence, and date and type of release.
4. The files, with the Closed Record Information Sheet included, will be placed in sequentially-numbered boxes for microfilm and archive.
5. The files will be microfilmed after closure.
6. After microfilming, the boxed files will be sent to State Archives as space allows.
7. Designated personnel will update and reactivate closed files.
8. Any new or updated material will be microfilmed.

III. BASIS FOR PROCEDURE:

- A. To establish guidelines for the organization, maintenance and utilization of inmate files.
- B. To ensure the responsibility of staff regarding inmate files.



DR. ROBERT G. SANDERS, EXECUTIVE DIRECTOR

11/15/93
DATE

Microfilm _____

CLOSED RECORD INFORMATION SHEET

1. DOC # _____
2. LAST _____ 3. FIRST _____ () 4. MI _____
5. ALIAS (Last) _____ 6. ALIAS (First) _____
7. NUMBER OF INCARCERATIONS _____ 8. RELEASE DATE _____
9. END OF SENTENCE DATE _____
10. RELEASE TYPE: () Discharge () Parole () Suspended
11. COMMENTS _____

PREPARED BY _____

INSTRUCTIONS

1. Inmate DOC number
2. Inmate last name (include Jr., Sr., III, etc.)
3. Inmate first name
4. Inmate middle name initial
5. Inmate alias last name (if exists)
6. Inmate alias first name (if exists)
7. Use the number of incarcerations on the most recent investigator's report. If no report is in file, put "IU" for "more than one unknown". If indeterminate sentence or NIO, put "O" here.
8. Release Date
9. End of Sentence Date
10. Release Type, Discharge (not in custody of DOC, Parole (under supervision), or Suspended (part of sentence length contains a suspended portion)
11. Comments

PARDON AND PAROLE BOARD

PROCEDURE 009-3

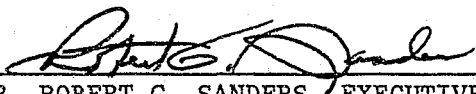
EFFECTIVE 11/15/93

- I. TITLE: Deposit of documents with Oklahoma Publications Clearinghouse
- II. PROCEDURE: The General Counsel will serve as publications officer to ensure compliance with the deposit procedures required by the Publications Clearinghouse. The Executive Director will notify the Clearinghouse and all staff members of the designation.
 - A. Staff members who prepare or distribute documents will inform the General Counsel of distribution, except for documents prepared only for internal use. The following guidelines determine whether a document should be referred to the General Counsel for deposit.
 1. The document consists of informational material, regardless of format, method of reproduction or source, produced under the authority or at the expense of the Board. The definition includes, but is not limited to:
 - a. Affirmative action reports
 - b. Annual reports
 - c. Official opinions
 - d. Pamphlets and brochures
 - e. Research reports, unless for internal use only
 - f. Statistical compendia, unless for internal use only
 2. A document which is used solely by the Board and staff is exempt from deposit. Exempt documents include:
 - a. Agenda
 - b. Budget requests
 - c. Calendars
 - d. Contracts
 - e. Job announcements
 - f. Minutes of meetings
 - g. Investigative reports
 - h. Correspondence
 - i. Forms
 - B. The General Counsel will ensure that documents which must be deposited are prepared in a uniform matter, including required identifying information and a statement of cost.
 1. The Publications Clearinghouse chart will be consulted to ensure that the correct number of copies is provided for each publication.
 2. Documents will be deposited at the time of general distribution. Internal distribution for the purpose of informing employees will not be considered general distribution.
 3. The Semiannual Publications List Form required by the Clearinghouse must

be completed and submitted by the General Counsel no later than January 31 and July 31 of each year.

III. BASIS FOR PROCEDURE:

- A. 65 O. S. 3-113.1 through 3-115.
- B. To provide uniformity in the preparation and distribution of documents.


DR. ROBERT G. SANDERS, EXECUTIVE DIRECTOR

11/15/93
DATE

PARDON AND PAROLE BOARD

PROCEDURE 009-4

EFFECTIVE 4/1/94

- I. TITLE: Data processing
- II. PROCEDURE: The Executive Director will appoint a data processing coordinator and a data processing committee to oversee data processing functions. Recommendations on selection, development and installation of software will be made by the coordinator and committee. The coordinator and committee will make recommendations on the allocation of computer hardware and software in accordance with agency needs. The coordinator and committee will advise the Executive Director in data processing matters. The final decision on all data processing matters will rest with the Executive Director.
 - A. Data processing coordination
 1. The Executive Director will appoint a data processing coordinator and a data processing committee to oversee the data processing needs of the agency, and to advise the Executive Director in data processing matters. The data processing coordinator should be present during meetings of the data processing committee. Both the data processing coordinator and the data processing committee will report directly to the Executive Director.
 2. The data processing committee will include at least one member from each of the three major disciplines (administration, investigative staff and clerical staff). The Executive Director will designate a committee member to serve as chairman. The chairman will report committee recommendations to the Executive Director. The committee should meet on a regular basis at the call of the chairman. The chairman may also call emergency meetings of the committee to address issues of immediate importance.
 3. The coordinator and committee will recommend procedures for the use of computer hardware and software, applications development, data backup, development of training programs and evaluation of hardware and software.
 4. The coordinator and committee will periodically evaluate agency needs, and report to the Executive Director when needs are identified.
 5. The coordinator and committee members may consult with employees from disciplines for which specific applications are being developed.
 - B. Applications development
 1. Requests for development of applications must be submitted in writing to the data processing coordinator. No outside development, or requests for such development will occur without prior review and recommendation by the coordinator. Exceptions must be approved in writing by the Executive Director.
 2. Written requests must include the name of the person requesting the application, and a general description of the functions of the proposed

application.

3. Requests for development are required for major applications. A major application is defined as one which will be used by more than one user, or one which involves a critical area of agency operations. If it is uncertain whether a specific request constitutes a major application, a written request should be submitted to the data processing coordinator using Form 009-4-A.
4. Applications development will be performed in-house whenever possible. The Executive Director will decide whether the data processing coordinator or a member of the data processing committee will develop a particular application.
5. Applications may also be developed without a written request in response to an immediate need.

C. Hardware and software utilization

1. The data processing coordinator and committee will recommend allocation and acquisition of computer hardware and software to the Executive Director as needs and priorities change.
2. The data processing coordinator and committee members will assist employees in the use of hardware and software. The coordinator and committee members will troubleshoot hardware and software and make modifications as necessary.
3. The coordinator and committee members are not required to provide direct support for applications written by outside developers.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 009 - Records and information
- B. To ensure adequate oversight and coordination of data processing functions.
- C. To facilitate informed decisions and adequate evaluation in the development of applications and procurement of computer hardware and software.
- D. To provide adequate support of data processing.

Jari Askins
JARI ASKINS, EXECUTIVE DIRECTOR

4-6-94
DATE

REQUEST FOR COMPUTER APPLICATION DEVELOPMENT

TO: Data Processing Committee

FROM: _____

DATE: _____

I request the development of an application to do the following:

=====

FOR COMMITTEE USE ONLY

Date of action: _____

____ Request for development approved

Assigned to _____

____ Request for development denied

Reason _____