WYOMING DEPARTMENT OF CORRECTIONS

Policy and Procedure #4.100

Pre-Parole Preparation

#4.100

Authority: Wyoming Statute(s): 25-1-104; 25-1-105 ACA Standard(s): 4-4304	**Effective Date:** December 1, 2016 **Revision/Review History:** 12/31/15, 05/01/14, 05/01/13, 02/15/13, 12/19/11, 12/18/02 **Summary of Revision/Review:** Updates existing policy pursuant to annual review.
Cross Reference of Policy: P&P #1.009, *Release of Information*	**Supersedes Existing Policy :**
Approved: R.O. Lampert — 10-28-16 Robert O. Lampert, Director — Date	

APPROVED FOR INMATE DISTRIBUTION

REFERENCE

1. **ATTACHMENTS**

   A. WDOC Form #150, *Consent for the Release of Information*.
   B. WDOC Forms #414 through 414.6, *Community Reentry Checklists*

2. **OTHER**

   A. *Wyoming Board of Parole Policy and Procedure Manual*
   B. *Parole Decision Guideline Tool*
   C. WDOC *Case Management Manual*

I. PURPOSE

A. Pre-Parole Preparation. The purpose of this Policy and Procedure is to establish a uniform set of guidelines for the Wyoming Department of Corrections (WDOC) concerning inmate pre-parole preparation, including the creation of a Parole Summary and other Reentry documents.

II. POLICY

A. Parole Packets. It is the policy of WDOC that prior to a parole hearing a parole packet shall be made available to the Wyoming Parole Board for review. This parole packet shall include a current and complete history of the inmate's activities and adjustment in the institution and a proposed parole plan. (ACA 4-4304)

B. Inmates Right to Know. It is the policy of WDOC that all inmates shall be informed of the parole process and their obligations.

III. DEFINITIONS

A. Case Management Staff: WDOC staff responsible for documenting and identifying an offender's needs, institutional adjustment, custody level, recommended placement, and possible parole consideration.

B. Community Reentry Checklists (CRC): Forms utilized to document continuing needs and referral in the reentry process to ensure a seamless transition from incarceration to community supervision and/or release.

C. Correctional Facility Parole Board Coordinator: The correctional facility staff member who is responsible for overseeing parole hearings and ensuring correctional facility parole summaries are completed and submitted in a timely manner. This staff member serves as the liaison to the parole board staff.

D. Parole Board Coordinator: A staff member at each facility responsible for the coordination and direction of the parole hearing process. Each facility will have at least one (1) coordinator.

E. Parole Board Hearing: A hearing held by the Wyoming Parole Board to determine an inmate's suitability for parole consideration, goodtime removal and/or a recommendation to the Governor for a commutation of the inmate's sentence.

F. **Parole Board Hearing Panel:** A panel consisting of a minimum of three (3) Parole Board members formed to consider a grant of parole to an inmate sentenced to a period of incarceration. A decision by a majority of the panel is considered a decision of the Parole Board.

G. **Parole Board Staff:** Consists of the Executive Director, Deputy Director, Victim Services Coordinator, Executive Assistant, Board Secretary, and Board Assistants who provide administrative services for the Board of Parole.

H. **Parole Decision Guideline Tool:** A tool to objectively score an inmate's institutional adjustment and candidacy for eligibility for pre-parole investigation and parole supervision.

I. **Parole Packet:** A collection of documents sent to the Parole Board which may include some or all of the following documents: Parole Summary, Community Reentry Checklist(s), Parole Decision Guideline Tool, and support letters.

J. **Parole Summary:** A document created by institutional caseworkers outlining an inmate's history and institutional adjustment.

K. **Wyoming Board of Parole:** Consists of seven (7) members appointed by the Governor with the consent of the Wyoming Senate. They are empowered to review applications for parole, grant paroles, revoke paroles, withdraw or revoke goodtime, restore or reinstate goodtime, and make recommendations to the Governor to grant commutation of sentences.

IV. PROCEDURE

A. **Staff Responsibilities**. Preparing an inmate for parole is a correctional facility process and shall be considered a case management function.

1. Each facility shall have one (1) designated Parole Board Coordinator who shall be responsible for the coordination and direction of the parole hearing process.

i. Parole hearings shall be conducted the same at each facility. Issues concerning the parole hearing process shall be directed to the Prison Division Deputy Administrator of Support Services.

2. Case management staff shall familiarize themselves with the Wyoming Board of Parole policies and procedures and retain a copy of the current *Wyoming Board of Parole Policy and Procedure Manual* in their work area.

B. Inmate's Decision to Attend Hearing. Case management staff shall meet with the individual inmate to determine the inmate's willingness to attend his/her parole board hearing.

1. Inmates shall not be encouraged to waive their parole board appearance. Staff shall maintain a neutral stance on whether or not the inmate appears and the decision shall wholly be that of the inmate.

2. If the inmate is unwilling to attend his/her parole board hearing, a hearing waiver shall be completed by the case manager and signed by the inmate.

i. If the inmate refuses to sign the waiver, the case manager shall note the refusal and have it witnessed by another staff member.

ii. The waiver shall be faxed/emailed to the parole board staff prior to the hearing by the facility parole board coordinator. A copy of the waiver shall be retained in the inmate's base file and saved on the shared drive.

C. Parole Packet Preparation

1. Parole packet preparation shall be the responsibility of the inmate's current case worker at the time the Parole Summary list is generated by parole board staff.

2. Individual parole packets shall be completed for each inmate whom did not waive their hearing, and shall consist of:

i. A Parole Summary;

ii. A Parole Decision Guideline Tool.

a. Parole Decision Guideline Tools are required for inmates who are within two (2) years of their parole eligibility date.

3. Completed parole packets (*i.e*. parole summary, PSI, PDGT and ROI) shall be submitted to the Wyoming Board of Parole via email no later than thirty (30) days prior to the inmate's scheduled parole board hearing.

D. Parole Summaries

1. Initial Parole Summaries shall include at least the following information:

i. Identifying information (to include the inmate's name, prison number, date of birth, and age);

ii. Sentencing information (to include the sentence date, sentencing judge, sentence structure, full maximum sentence discharge date, earliest projected maximum discharge date, full minimum sentence expiration date, and the earliest projected parole eligibility date);

iii. Dates of the initial and subsequent parole board appearances, including actions taken and any special board notations;

iv. Special instructions by the courts;

v. Court ordered restitution amounts ordered and amounts paid and financial status of the inmate's correctional facility account;

vi. Victim's compensation assessment and payments;

vii. Personal history (including marital, employment, family education, and military);

viii. Medical, mental health, substance abuse information and sex offender information;

a. In accordance with WDOC Policy and Procedure #1.009, *Release of Information*, this information may be incorporated into the Parole Summary upon the inmate signing WDOC Form #150, *Consent for the Release of Information*.

ix. Verified correctional facility information (past and present), to include:

a. Information gathered from a review of the caseworker contact notes and the inmate's base and unit files;

b. Disciplinary record;

c. Work assignments, and program involvement; and

d. Management interventions.

x. Parole summaries shall not include individual/group/institutional recommendations for parole.

xi. All other pertinent information as outlined in the WDOC *Case Management Manual*.

2. A Parole Summary shall be updated for each subsequent parole hearing and shall include all relevant information from the items identified above since the initial Parole Summary was created.

3. A copy of each completed Parole Summary shall be retained in the inmate's base file upon completion and saved to the shared drive as: "Last Name-Summary-Year".

4. Comments from the caseworker and other facility staff shall be included in the Parole Summary to identify compliance with the case plan.

i. Case workers shall provide verifiable information and objective comments as to the inmate's institutional adjustment.

ii. Correctional facility staff shall not provide parole recommendations.

E. Inmate Parole Plan (CRC and Parole Decision Guideline Tool)

1. Case management staff shall be required to follow the CRC and the Parole Decision Guideline Tool (PDGT) procedures for those inmates who are within the timelines for those procedures.

i. Staff should utilize the WDOC approved PDGT from the intranet to ensure the most up to date information is utilized.

ii. Staff is required to communicate during the CRC and pre-parole investigation processes.

2. Parole plans shall be developed using the applicable CRC Forms (WDOC Forms #414 through 414.6) process.

3. The inmate shall utilize WDOC Form 414 of the CRC to provide information about potential housing and employment. Parole plans shall also indicate the inmate's plan to enter into school, vocational programs, and/or counseling/treatment programs, if applicable. Verified correspondence (*e.g.*, acceptance letters) confirming the inmate's plans shall be included in the parole packet through the use of the CRC.

i. Case managers are responsible to communicate with the inmate pertinent information including the results of the Parole Decision Guideline Tool and comments contained in the CRC forms.

a. The completed Parole Decision Guideline Tool shall not be provided to or shown to the inmate. Results may only be shared verbally with the inmate.

F. Parole Board Hearing and Follow-Up

1. It is the duty of the correctional facility case manager and/or current case manager, who completes/completed the inmate's parole packet to attend the inmate's parole board hearing to answer any clarifying questions the board may have.

i. If the case manager is not available, the inmate shall be represented by an available case manager with the most direct knowledge of the inmate's parole packet.

ii. The Parole Summary, the CRC form and, if applicable, the Parole Decision Guideline Tool shall be reviewed by the board at the time of the parole hearing.

a. The inmate shall verbally present the CRC plans to the parole board.

iii. Case managers shall not make recommendations as to the inmate's readiness or suitability for parole.

2. The inmate's case manager shall ensure the inmate is notified of the Parole Board's decision as soon as possible following the parole board hearing.

3. Upon parole, necessary sign up shall be completed by a case manager or designee.

V. TRAINING POINTS

A. Who is responsible for preparing an inmate's parole packet and keeping the packet updated?

B. What types of information should be included in an inmate's Parole Summary?

C. What are the procedures if an inmate does not want to attend his/her parole board hearing?

D. Should an inmate be encouraged to waive their parole board hearing?