



POLICY DIRECTIVE

Policy:	DOC 4.6.15 PRE-PAROLE INSTITUTIONAL SCREENING PROCESS
Effective Date:	03/29/2024 Page 1 of 3
Revision Date(s):	10/01/2024
Signature/Title:	/s/ Brian Gootkin, Director

I. POLICY

There is a pre-parole institutional screening process during which designated staff may review eligible inmates for potential placement in a treatment and/or prelease facility prior to their parole eligibility for the purpose of preparing inmates for release into the community.

II. APPLICABILITY

All divisions, facilities, and programs of the Department, owned and contracted, as specified in contract.

III. DEPARTMENT DIRECTIVES

A. Staff Designated for Pre-Parole Institutional Screening

1. Institutional screening is conducted by:
 - a. the Department's Institutional Screening Coordinator (Coordinator);
 - b. an assigned Board of Pardons and Parole (BOPP) staff member; and
 - c. designated Department representatives from secure facilities.
2. Designees may be assigned to ensure process continuity.

B. Pre-Parole Institutional Screening Process

1. The Coordinator will:
 - a. use the offender management system to identify inmates for entry into the review process 14 months prior to an inmate's parole eligibility date;
 - b. review the list of inmates and assign each inmate to a specific Facility Case Manager for review to determine if the inmate meets the initial eligibility criteria using the established checklist; and
 - c. track the status of all inmates identified throughout the process to include final decisions.
2. If an inmate meets the initial eligibility criteria, the Facility Case Manager will meet with the inmate to explain the institutional screening process and will confirm and document the inmate's interest in participation.
3. If an inmate does not meet the initial eligibility criteria, the Facility Case Manager will notify the inmate in writing of their status and the reason(s) they did not meet the criteria.
4. Once the review is complete and the inmate has been notified of their status, the Facility Case Manager notifies the Coordinator and documents the inmate's status in a chronological entry in the offender management system.
5. When the Coordinator is notified that an inmate meets initial eligibility criteria, the Coordinator will:
 - a. schedule the institutional screening final review date;

- b. at least 30 days prior to the institutional screening review date, when appropriate, notify the BOPP Victim Liaison of the pending review to allow time for the Liaison to contact the victim and gather input; and
 - c. coordinate any necessary interview schedules.
6. Each month, the designated staff will review inmates who meet initial eligibility criteria and make a final determination. The Coordinator will notify the inmate of the final determination.

C. Initial Eligibility Criteria and Factors

1. To be considered an eligible inmate, the inmate must meet all the following criteria:
 - a. be currently under physical custody of the Department as a secure placement inmate;
 - b. be within up to 14 months of parole eligibility;
 - 1) *Note: Offenders who have already seen the BOPP and received a disposition are not eligible*
 - c. not have any active detainers or warrants;
 - d. have 120 days clear conduct at a secure facility at the time of the Facility Case Manager review;
 - e. have not refused a community corrections placement within the last 180 days prior to the Facility Case Manager review;
 - f. have not refused recommended treatment or other recommended programming within the last 180 days prior to the Facility Case Manager review; and
 - g. have not been removed from recommended treatment or other recommended programming for disciplinary reasons within 180 days prior to the Facility Case Manager review.
2. In making their decision, the designated staff will weigh and consider the following factors:
 - a. time until parole eligibility;
 - b. current risk assessment of the eligible inmate;
 - c. eligible inmate's compliance with recommended treatment or other recommended programming;
 - d. the type of crime for which the sentence is being served;
 - e. whether the eligible inmate is required to register as a sexual or a violent offender upon release;
 - f. whether the eligible inmate's sentence contains any parole restrictions;
 - g. victim input;
 - h. eligible inmate's overall conduct while in secure custody;
 - i. eligible inmate's expressed interest in placement in a treatment and/or prerelease facility; and
 - j. any other factor that may be relevant based on the individual circumstances of the eligible inmate being considered.
3. The designated staff may, in their sole discretion, interview the eligible inmate being considered as part of their decision process. If they choose to conduct an interview, the interview may be conducted in person or by video or telephone conference.
4. Any one factor may be sufficient to deny an eligible inmate's potential placement outside of the secure facility prior to the inmate's parole eligibility.
5. If the designated staff decide that placement outside of the secure facility is not appropriate prior to the eligible inmate's parole eligibility, they must state the reason for the decision in the notification provided to the inmate. If the designated staff decide that placement outside of the secure facility is appropriate prior to the eligible inmate's parole eligibility, that determination does not guarantee the inmate will be placed in any specific facility or placed at all.
6. The decision of the designated staff is final and is not subject to appeal or grievance.

7. An eligible inmate may be considered by the designated staff only one time for any one particular sentence.
8. All determinations made under this policy will be documented in a chronological entry in the offender management system.

D. Screening and Placement

If an eligible inmate has been granted approval by the designated staff, the Coordinator will request initiation of the community corrections facility screening process.

IV. CLOSING

Questions about this policy should be directed to the Coordinator or the Community Corrections Facilities and Programs Bureau Chief.