

128115

PARDON AND PAROLE BOARD

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STATE OF OKLAHOMA

# Pardon and Parole Board

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PARDON AND PAROLE BOARD POLICY

NUMBER 001

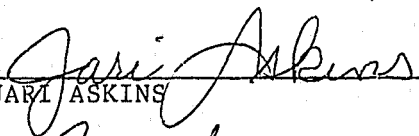
EFFECTIVE 8-8-91

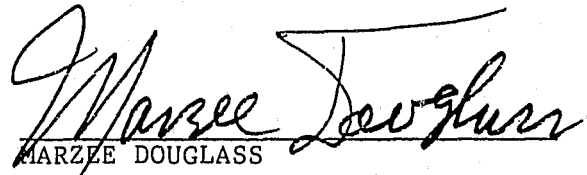
- I. TITLE: Establishment, Maintenance and Distribution of Pardon and Parole Board Manual
- II. POLICY: The policy of the Oklahoma Pardon and Parole Board is to establish written policies governing clemency eligibility and the responsibilities of the Board and staff.
- A. Policies may be proposed by a Board member or by the Executive Director and shall be considered in accordance with the Open Meeting Act. All new policies and all modifications of existing policies shall be adopted by majority vote of the Board and shall be signed by each member.
  - B. Policies adopted by the Board shall be the basis for procedures established and distributed by the Executive Director. Such procedures shall implement policies, enforce statutory requirements governing clemency, establish the duties of staff members, and define other agency functions. Every procedure must be based upon a specific policy approved by the Board.
  - C. All policies and procedures shall be maintained in the Pardon and Parole Board Manual, which shall be routinely distributed to the following:
    - 1. Each Pardon and Parole Board member;
    - 2. Each employee of the Pardon and Parole Board;
    - 3. Pardon and Parole Coordinator, Department of Corrections;
    - 4. Director of the Department of Corrections and any divisions of that agency requesting a manual;
    - 5. Office of the Governor;
    - 6. Office of the Attorney General;
    - 7. Legislative Fiscal Offices;
    - 8. Department of Libraries, as required by the Publications Clearinghouse regulations;
    - 9. Each Department of Corrections facility inmate library;
    - 10. Other persons or agencies approved by the Executive Director.
  - D. Copies of any policies and/or procedures will be provided to members of the public in accordance with the Open Records Act.

III. BASIS FOR POLICY:

- A. To establish an organized system of policies and procedures for the office of the Pardon and Parole Board.
- B. To implement laws governing the Pardon and Parole Board and its functions.

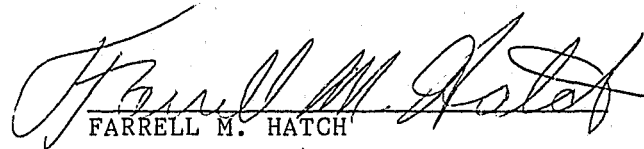
DATE APPROVED: 8-8-91

  
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JARI ASKINS

  
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PARDON AND PAROLE BOARD PROCEDURE

NUMBER 001-1

EFFECTIVE 8-8-91

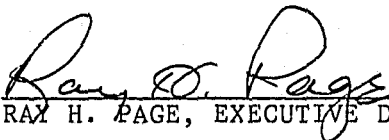
- I. TITLE: Maintenance and Distribution of Pardon and Parole Board Manual
- II. PROCEDURE: Upon approval of a policy by the Pardon and Parole Board, or issuance of a procedure by the Executive Director, copies of the policy or procedure shall be distributed to those persons and agencies designated in Policy 001 or approved by the Executive Director.
  - A. The General Counsel shall serve as Publications Officer for the agency, and in addition to the duties imposed by the Publications Clearinghouse, shall also be responsible for the revision and timely distribution of all agency policies and procedures.
    1. The Publications Officer will assist members of the Board and other recipients in maintaining a current manual.
    2. Every recipient will also be provided written instructions for placement of the policy or procedure in the manual and a receipt to be returned to the Publications Officer.
    3. The Publications Officer will also be responsible for the maintenance of all originals of policies and procedures for distribution in accordance with the Open Records Act.
  - B. All Pardon and Parole Board employees shall maintain their manuals as follows:
    1. Upon receipt of a new policy or procedure, the employee shall personally sign and date Form Number 00-1-A and return it to the Administrative Office.
    2. All employees will be responsible for maintaining a current and complete copy of the manual. All manuals will be audited periodically to ensure compliance.
    3. All employees shall comply with written policies and procedures contained in the manual. Any actions which conflict with the manual will be considered unauthorized unless directed by the Executive Director, Deputy Director or General Counsel in writing. Any unauthorized variance from policy or procedure shall be immediately reported to the Executive Director.

NUMBER 001-1  
PAGE TWO

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy Number 001 - Establishment, Maintenance and Distribution of Pardon and Parole Board Manual.
- B. To ensure the maintenance of current manuals by all employees.
- C. To ensure that policies and procedures are accessible to other agencies and to the public.

DATE APPROVED: 8-8-91

  
RAY H. PAGE, EXECUTIVE DIRECTOR



TO: \_\_\_\_\_

DATE OF ISSUE \_\_\_\_\_

RECEIPT OF POLICIES AND PROCEDURES

I acknowledge receipt of the following Pardon and Parole Board Policies and/or Procedures:

RETURN TO:

PARDON AND PAROLE BOARD  
4040 N. LINCOLN, SUITE 219  
OKLAHOMA CITY, OKLAHOMA 73105

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE/POSITION

\_\_\_\_\_  
DATE

PARDON AND PAROLE BOARD POLICY

NUMBER 002

EFFECTIVE 8-8-91

- I. TITLE: Duties and Responsibilities of the Pardon and Parole Board
- II. POLICY: The policy of the Oklahoma Pardon and Parole Board is to comply with all laws governing the duties and conduct of the Board. Such laws shall be referenced in the policies established by the Board and in the procedures issued by the Executive Director. The Board shall also adopt policies to implement clemency requirements or other standards imposed by majority vote of the Board.
  - A. The duties and responsibilities of the Board established by the Oklahoma Constitution and statutes include, but are not limited to, the following:
    1. Attend meetings upon the call of the Chairman for the purpose of making an impartial investigation and study of applicants for paroles, pardons sentence commutations and administrative leaves of absence.
    2. Submit to the Governor the names of those applicants recommended for clemency by a majority vote of the Board.
    3. Select a Chairman and Vice-Chairman of the Board to preside over meetings and to administer oaths to applicants for clemency.
    4. Adopt policies to implement the constitutional and statutory provisions governing the Board and all state agencies.
    5. Establish standard and special conditions of parole.
    6. Employ an Executive Director and establish the duties for that positions.
    7. Adopt guidelines for the conduct of meetings and the release of information to the public.
  - B. In addition to those duties imposed by law, the Board shall adopt policies governing the following:
    1. Docketing criteria for the consideration of clemency candidates.
    2. Delegation of duties to the Executive Director and other staff members.

3. Guidelines for the interviewing of clemency candidates by the Board and staff.
4. Other necessary or desirable standards not imposed by law.

III. BASIS FOR POLICY:

- A. Pardon and Parole Board Policy Number 001 - Establishment, Maintenance and Distribution of 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 necessary responsibilities of the Board not imposed by law.

DATE APPROVED: 8-8-81

Jari Askins  
JARI ASKINS

Carolyn Crump  
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Marzee Douglas  
MARZEE DOUGLASS

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FARRELL M. HATCH

PARDON AND PAROLE BOARD PROCEDURE

NUMBER 002-1

EFFECTIVE 8-8-91

- I. TITLE: Guidelines for Conducting Pardon and Parole Board Meetings
- II. PROCEDURE: The Executive Director shall ensure that all meetings are scheduled in accordance with law and are organized in an efficient manner.
  - A. Compliance with Open Meeting Act
    1. Prior to December 1 of each year, the Executive Director shall submit to the Secretary of State the schedule of Board meetings for the next calendar year. In the event of a modification of the meeting schedule, the Executive Director shall give notice to the Secretary of State at least ten (10) days in advance of the meeting, or any other meeting notice required by law.
    2. At least twenty-four (24) hours prior to each meeting, an agenda shall be posted at the administrative office of the Pardon and Parole Board. The agenda shall include any policy and modifications, proposals or issues to be discussed by the Board and shall reference the schedule of inmate appearances as listed on the official docket by the Pardon and Parole Coordinator, Department of Corrections. Copies of the agenda shall also be provided to Board members and interested parties at the meeting.
    3. All meetings of the Pardon and Parole Board shall be open to the public as required by law.
    4. Minutes shall be recorded for every meeting as required by the Open Meeting Act and shall be open 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 shall coordinate the schedule of inmates for personal appearances with the Pardon and Parole Coordinator, Department of Corrections.
    2. The Chairman of the Pardon and Parole Board will preside over all meetings and administer oaths. In the event of the Chairman's absence, the Vice-Chairman shall preside.

3. Meetings will be open to the public, except where exclusion is allowed by law, subject to Department of Corrections security regulations and the capacity of the meeting room.
4. Each person considered for clemency will be allowed no more than two (2) delegates to address the Board in his or her behalf, unless the Board specifically authorizes additional delegates.
5. Protestors and delegations for jacket review cases will be allowed to address the Board on the first day of the meeting. No more than two (2) protestors will be allowed to address the Board, unless the Board specifically authorizes additional protestors.
6. To ensure a comfortable environment, smoking will not be permitted in the meeting room.

C. Security of Meetings

1. Meetings will be hosted by Department of Corrections facilities, as arranged by the Executive Director through the Pardon and Parole Coordinator. The Department of Corrections shall have responsibility for the security of inmates and visitors within the penal institution.
2. Admittance to the institution shall be determined by the Department of Corrections. The host facility will provide copies of security regulations to persons attending the meeting.
3. The Executive Director shall be responsible for ensuring that persons excluded from the meeting in accordance with state law are informed of the Board's vote.

D. Cancellation of Meetings

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

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy Number 002-Duties and Responsibilities of the Pardon and Parole Board.
- B. To provide guidelines for assisting the Board and the Department of Corrections in the conduct of meetings.
- C. To ensure compliance with state laws governing Board meeting.

DATE APPROVED 8-8-91

Ray H. Page  
RAY H. PAGE, EXECUTIVE DIRECTOR

PARDON AND PAROLE BOARD PROCEDURE

NUMBER 002-2

EFFECTIVE 8-8-91

- I. TITLE: Recordation and Maintenance of Minutes from the Meetings of the Pardon and Parole Board.
  
- II. PROCEDURE: Minutes of each meeting of the Pardon and Parole Board shall be recorded by the Executive Director or staff designated by the Executive Director. The Executive Director will prepare the minutes in final form and maintain them for public inspection.
  - A. All business conducted at the meeting, including the consideration of individual clemency cases, shall be recorded on audio tape. The minutes shall also include:
    1. The date, time and place of the meeting;
    2. The names of all the members indicating whether present or absent. Late arrivals and early departures should also be noted;
    3. The method used to give notice of the meeting to the Secretary of State;
    4. The order in which business, both inmates and issues, was considered;
    5. The content of any issues or motions considered by the Board including the names of the author of the motion and second to the motion;
    6. The individual vote of each Board member on each issue;
    7. A copy of the agenda.
  - B. Votes on clemency candidates shall be recorded on individual ballots and shall be maintained in an accurate and orderly manner. Staff members who record the votes shall adhere to the following:
    1. The vote of each Board member will be recorded, including any pre-parole stipulations and special conditions of parole. If a member is absent at the time of voting, the ballot should include "Absent" by the member's name. If a member abstains from voting on a particular case, the ballot should include "Abstain" by the member's name.

2. The top section of the ballot shall include any pre-parole stipulations, special conditions of parole, postdate or other effective date of the recommendation arrived at by majority vote of the Board members recommending parole.
  - a. A mandatory one-third date shall be indicated regardless of any pre-parole stipulations.
  - b. Out-of-state paroles, paroles to detainers, and paroles to a consecutive case shall also include an effective date.
  - c. The Pardon and Parole Coordinator and the Executive Director or designee will be responsible for determining the consensus vote on stipulations and conditions and shall clarify such consensus with the Chairman as needed.
3. The "Other" section of the ballot will include:
  - a. The names of persons who appear as a delegation or as a protestor and their relationship to the offender, if known;
  - b. Any previously unreported misconducts, detainers, or other information relevant to the Board's decision;
  - c. A request by a Board member to redocket an inmate prior to annual consideration, or a majority vote to redocket up to five years;
  - d. Passes due to misconduct or other circumstance, if voted by the Board;
  - e. Modification of an inmate from personal appearance to jacket review and the reason therefore.
4. On all sections of the ballot, abbreviations should be used only if the meaning is generally recognizable.
5. The person recording the votes will be responsible, with the assistance of the Pardon and Parole coordinator, for ensuring that stipulations and conditions are recorded as intended by the Board members and that conditions are appropriate for the jurisdiction or location to which the inmate intends to parole.

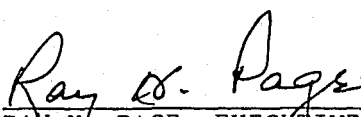


6. The person who recorded the vote shall sign and date the ballot and indicate the inmate's location in the appropriate spaces. Each ballot shall be proofread for accuracy and completeness and shall be compared to the official docket maintained by the Pardon and Parole Coordinator. Discrepancies should be resolved during the Board meeting if possible.
- C. Following each meeting, designated Pardon and Parole Board personnel shall enter all Board member votes into the computer.
1. The votes shall include all stipulations, modifications and passes. Administrative passes and strikes will not be included.
  2. After the votes have been entered, designated Pardon and Parole Board personnel shall obtain a print-out of the votes and shall review it for accuracy and completeness. The print-out will be forwarded to the Executive Director, and the ballots will be forwarded to designated Pardon and Parole Board personnel for inclusion in the individual inmate files.
- D. The minutes will include both the audio tape of the meeting and the computer print-out.
- E. Minutes of each Board meeting shall be accurately maintained and shall be open to public inspection at all times during normal working hours until approved for archiving by the Department of Libraries.

III. BASIS FOR PROCEDURE:

- A. Oklahoma Statutes Title 25, Section 301 et seq.
- B. Pardon and Parole Board Policy Number 002.
- C. To ensure preservation of the records of the Pardon and Parole Board.

DATE APPROVED: 8-8-91

  
RAY H. PAGE, EXECUTIVE DIRECTOR

PARDON AND PAROLE BOARD POLICY

NUMBER 004

EFFECTIVE 8-8-91

- I. TITLE: Establishment of Docketing Criteria for Consideration of Paroles, Pre-Parole Conditional Supervision, Sentence Commutations, Leaves of Absence and Pardons
- II. POLICY: The policy of the Oklahoma Pardon and Parole Board is to establish criteria for the determination of parole, pre-parole conditional supervision, commutation, leave of absence and pardon eligibility. The criteria shall be implemented in procedures distributed by the Executive Director and shall incorporate statutory clemency provisions.
- A. Parole and Sentence Commutation Eligibility
1. All inmates incarcerated in Oklahoma penal institutions or in other jurisdictions pursuant to a judgment from an Oklahoma court shall be assigned a parole consideration date (docket date), except:
    - a. Inmates projected to discharge the sentence within 180 days of the docket calculation;
    - b. Inmates committed to the Department of Corrections under the Delayed Sentencing Program For Young Adults prior to formal sentencing;
    - c. Inmates returned to prison as parole violators as specified in A.3.g. (below);
    - d. Inmates sentenced to death or life without parole.
  2. The parole consideration date shall be established in accordance with state law based upon completion of one-third of the sentence unless:
    - a. Other specific state law or Board policy applies or
    - b. The 15/12 or 15/24 date established in accordance with Policy 008 is prior to one-third of the sentence and the offender is not required to serve a mandatory term prior to consideration.
  3. The following rules and definitions shall govern the establishment of the parole consideration date:
    - a. Inmates serving life sentences or sentences exceeding 45 years shall have their one-third eligibility date calculated based upon a 45-year sentence.

- b. Inmates serving indeterminate sentences shall have their one-third eligibility dates calculated using the minimum sentence.
- c. Inmates required to serve mandatory minimum terms prior to parole consideration shall have their parole consideration dates established as required by applicable law, regardless of the 15/12 or 15/24 date.
- d. Inmates serving concurrent sentences with the same effective date shall have the one-third eligibility date calculated using the longest sentence. In the event of concurrent sentences with different effective dates, the Executive Director or other designated staff shall have the authority to assign a docket date using the effective date and sentence length which is reasonable under the circumstances.
- e. Inmates serving consecutive sentences shall have a parole consideration date calculated for each consecutive sentence after the inmate rebills to each case.
- f. All parole consideration dates based upon one-third of the sentence or 15/12 or 15/24 date will be calculated as two months prior to the actual one-third or 15/12 or 15/24 date to allow time for processing parole recommendations.
- g. Inmates who are received on a whole or partial parole violation sentence or who rebill to a whole or partial consecutive parole violation sentence shall be docketed for consideration one year from the date of rebill or reception on the parole violation except:
  - (1) inmates having less than twenty-eight (28) months left to serve on the violation or
  - (2) inmates who have had only a portion of the parole revoked by the Governor if they have less than twenty-eight months (28) months left to serve on the violation.
- h. Inmates serving a sentence of five (5) years or less who are CAP eligible and inmates who are serving a sentence of three (3) years or less who have committed a non-violent crime as defined in 57 O.S. § 574 will be docketed on the next available docket. The inmates will also be given a PPCS and regular parole docket date. However, no docket date will be within ninety days of another and in cases of conflict between PPCS and regular parole, the regular parole docket date will take priority.

- i. The Executive Director shall have the authority to establish parole consideration dates in cases which do not conform to standard docket calculation under this policy and to establish criteria for special dockets as needed.
- j. Eligibility for sentence commutation, except special commutation to time served, shall be the same as the parole eligibility provided by law or Board policy.
  - (1) The Board shall have the option to consider commutation of sentence at any parole consideration date.
  - (2) The Executive Director may promulgate criteria for special commutation dockets, consistent with guidelines adopted by the Board. Consideration of an inmate on a special commutation docket may substitute for the regularly scheduled parole consideration required by law or Board policy.
- k. Regardless of the method of calculation or basis for the parole consideration date:
  - (1) All calculations will be made by rounding the number of days of creditable time to the nearest whole month. All dates will be rounded to the nearest month and year.
  - (2) All parole consideration dates will be tentative and may be administratively modified if additional information is received or if changes in policy or procedure require such modification.
  - (3) Parole or commutation candidates may be passed to a later docket by the Executive Director or designated staff if:
    - a) The inmate is out to court, hospitalized, or illness temporarily prevents travel to the meeting;
    - b) The inmate's assigned facility does not transport inmates to other facilities for parole hearings and jacket review criteria does not apply;
    - c) Any unusual circumstances are documented in writing and approved by the Executive Director.

(4) All inmates who are projected to discharge within 30 days of the final deadline for investigative reports for their scheduled docket date shall be stricken from the docket.

4. Docket dates may be modified by a vote of the majority of the Board members unless prohibited by law as outlined in Procedure 004-5.

B. Redocketing Criteria

1. Docket dates for inmates considered for parole or commutation and denied clemency shall be established according to the following criteria:

a. An inmate denied by the Board at a regularly scheduled docket date shall be redocketed for annual consideration unless the Board directs by majority vote that the inmate be redocketed up to five years from the consideration month.

b. An inmate previously considered at a regularly scheduled date and denied by the Board on Special Review, or an inmate whose recommendation is administratively withdrawn, shall be redocketed:

(1) for annual consideration from the date of the last Board consideration if less than ten months has elapsed from the date of the last consideration, or

(2) for consideration six months from the month of withdrawal of the recommendation if ten months or more has elapsed from the date of the last consideration.

c. An inmate who is docketed by special authorization of a majority of the Board members and who is denied parole or commutation at the special docket, denied at a subsequent Special Review, or whose recommendation is administratively withdrawn, shall be redocketed:

(1) for annual consideration if the special consideration occurred thirteen (13) months or less from the regularly scheduled parole docket, or

(2) for consideration on the original parole consideration date if the special consideration occurred more than thirteen (13) months prior to the inmate's regularly scheduled docket date.

- d. An inmate denied clemency by the Governor after recommendation by the Board, shall be redocketed for annual consideration from the date of the last Board consideration.
2. Inmates may be redocketed for parole or commutation consideration upon the recommendation of the Redocketing Review Committee. The Committee shall be comprised of the Executive Director, Deputy Director and other staff designated by the Executive Director.
    - a. As soon as practical following each meeting of the Pardon and Parole Board, the Redocketing Review Committee may review the files of all offenders who are serving their first or second incarceration and who were not recommended by the Board.
    - b. After reviewing the files, the Committee may, upon a majority vote, redocket denied inmates for additional consideration prior to their release from prison or their regularly scheduled docket date.
    - c. Recommendations for redocketing shall be contingent upon clear conduct of the inmate. Receipt of a misconduct report may result in cancellation of the redocketing.
    - d. If an inmate is redocketed by the Committee, a memorandum shall be prepared for the inmate's file briefly outlining the basis for redocketing.
  3. Inmates who waive parole consideration after assignment of a parole docket date shall be redocketed for annual consideration, unless the inmate was docketed by special authorization of a majority of the Board members. In those cases redocketing shall be in accordance with B.1.c.(1) and (2) above.
  4. Inmates who are placed on escape status and subsequently return to the custody of the Department of Corrections shall have their parole docket dates reviewed for modification in accordance with one of the following:
    - a. If the inmate has been considered for parole on the current offense(s) prior to the escape, the docket date shall be modified for annual consideration one year from the date of return from escape.
    - b. If the inmate has not been considered for parole on the current offense(s) prior to the escape, both the one-third date and the 15/12 or 15/24 date, if applicable, shall be recalculated with adjustments for escape time.

(1) If the new docket date would occur within the year following the inmate's return from escape, the docket date shall be modified for annual consideration one year from the date of return.

(2) If the new docket date is one year or more after the date of the inmate's return from escape, the new docket date shall apply without further adjustment.

5. Inmates who have participated 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 written documentation, shall have their docket dates reviewed for modification in accordance with one of the following:

a. If the inmate's parole consideration is scheduled to occur within the year following the incident, the docket date shall be modified for annual consideration one year from the date of the incident.

b. If the inmate's parole consideration is scheduled to occur one year or more after the date of the incident, the docket date shall not be modified.

6. Inmates who are returned from PPCS for program failure shall be redocketed annually from the date of return.

C. Leave of Absence Eligibility

1. All requests for leave of absence must be made to the Pardon and Parole Coordinator, Department of Corrections, and must comply with the format required by the Department of Corrections.

2. The Pardon and Parole Coordinator will contact the Executive Director to obtain authorization from a majority of the Board members to place the inmate on the docket for consideration of a leave of absence.

3. Leave of absence consideration shall not affect other regularly scheduled clemency consideration.

D. Pardon Eligibility

1. Persons requesting consideration for a pardon must meet the following criteria; however, section b, c, d or e below may be waived by a Board member due to unusual circumstances:

- a. Must have been convicted of a violation of Oklahoma law, including all felonies and misdemeanors involving moral turpitude.
  - b. Must not have any pending charges or be incarcerated.
  - c. Must not have been considered by the Board within the previous six (6) months.
  - d. Must not have had a pre-pardon investigation terminated or withdrawn an application for pardon consideration in the past six (6) months.
  - e. Must have discharged all sentences, successfully completed supervision on all sentences or have successfully completed five years of supervision on all sentences.
2. If a Board member requests that a person be placed on a pardon docket, the individual will be investigated to determine that he or she meets the criteria listed above. Persons failing to meet the criteria will not be placed on the docket unless special permission is granted by a Board member.
  3. Persons who meet the criteria will be the subject of a pre-pardon investigation completed by the Department of Corrections and will be placed on the next available pardon docket for the Board to review information collected in the investigation.
  4. Persons on the docket will be administratively stricken if he or she is arrested or incarcerated for a new offense prior to Board review.
- E. The Pardon and Parole Board reserves the right to modify any parole consideration date including, but not limited to the following circumstances:
1. Receipt of new information concerning the inmate, pardon candidate or offense.
  2. Correction of administrative or calculation errors.
  3. Modifications in Board policy or procedure which affect parole consideration dates.



III. BASIS FOR POLICY:

- A. Pardon and Parole Board Policy Number 001 - Establishment, Maintenance and Distribution of Pardon and Parole Board Manual.
- B. Title 57, Oklahoma Statutes, Sections 332, 332.2, 332.7.
- C. To ensure compliance with state law and assignment of clemency consideration dates to eligible offenders.

DATE APPROVED: 8-8-91

Jari Askins  
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PARDON AND PAROLE BOARD PROCEDURE

NUMBER 004-1

EFFECTIVE 8-8-91

- I. TITLE: Calculation of Parole Consideration Dates and Assignment of No Docket
- II. PROCEDURE: The Executive Director shall ensure that all parole consideration dates are calculated in accordance with the policies adopted by the Board and with state law governing parole consideration. The Executive Director shall also ensure that the exceptions from parole consideration required by law or policy are correctly applied. Regardless of the applicable law or exception, all inmates committed to the custody of the Department of Corrections shall have a docketing worksheet completed in accordance with Procedure 008-1.
- A. Calculation of Docket Dates for Inmates Subject to Mandatory Terms
1. Inmates who are subject to mandatory terms of incarceration required by state statute prior to parole consideration shall be ineligible for any type of clemency consideration until the mandatory term has been served. The presumptive parole date or the 15-12/15-24 date shall be calculated for reference in those cases.
  2. Under 21 O.S. § 801, inmates must serve ten (10) calendar years, if:
    - a. The inmate has been convicted of three or more separate felonies in violation of 21 O.S. § 801, which includes the following elements;
      - (1) Robs or attempts to rob
      - (2) With any firearm, any dangerous weapon or any imitation firearm
      - (3) Any person, place of business, residence, banking institution or any place inhabited or attended by any person at any time.
      - (4) The first two convictions must be prior or former convictions. The three convictions cannot have been committed contemporaneously. It is only upon the third conviction, after two former convictions that 21 O.S. § 801 applies.
    - b. Investigators shall determine whether an inmate has three convictions under 21 O.S. § 801 as defined above. The controlling and/or any concurrent offense(s) must have occurred after April 16, 1982.

- c. After the cases have been identified for inclusion under 21 O.S. § 801, the Investigator shall refer the cases to the General Counsel for establishment of a parole docket date. Cases which require further Investigation shall also be referred to the General Counsel.
- d. The General Counsel shall determine whether the three or more charges constitute separate and distinct transactions and whether the first two convictions are prior or former convictions. For the purposes of this policy, crimes shall not be separate and distinct if committed as a continuing offense or a series of acts started by a single impulse and operated by an unintermittent force. The time transpiring between the offense may be a factor in making the determination, but shall not be the controlling factor.
- e. The length of sentence to be served by the inmate shall create a presumption as to application of the statute.
  - (1) If an inmate having three or more convictions for violation of 21 O.S. § 801 receives a sentence of less than ten (10) years, a presumption shall arise that the statute does not apply.
  - (2) The presumption may be overcome by the facts and circumstances of each case or, if after contact with the sentencing judge or district attorney, a determination can be made that 21 O.S. § 801 should apply.
  - (3) If the circumstances surrounding the application of 21 O.S. § 801 are vague or undeterminable, the question shall be resolved in the inmate's favor.
- f. If, after examining the facts and circumstances of each case, a determination is made that three or more separate and distinct transactions have been committed by an inmate, the inmate shall not be eligible for parole or sentence commutation until he or she has served ten (10) years of his or her sentence. The ten-year date shall be inserted in the space used for the one-third date on the docketing worksheet.

- g. If an inmate who falls within 21 O.S. § 801 is sentenced to a term of less than ten (10) years, he or she shall not be eligible for parole or sentence commutation and shall be given a "No Docket" status. "No Docket" status shall be indicated on the worksheet citing 21 O.S. § 801.
3. Under 57 O.S. § 332.7.B., inmates must serve the lesser of one-third of the sentence or ten (10) years, if convicted of three (3) or more felonies and incarcerated three (3) or more times for such felonies. For the purpose of applying 57 O.S. § 332.7.B., the following procedural guidelines shall apply:
  - a. The inmate must have been convicted of the instant offense and/or any concurrent offenses, including delayed concurrent cases, on or after October 1, 1980. The date of conviction shown on the judgment and sentence shall be utilized in applying this procedure.
  - b. The inmate must have been convicted of three (3) or more felonies arising out of separate and distinct transactions, including the instant and any concurrent cases. The statute shall apply only to the third felony and any subsequent convictions occurring on or after October 1, 1980.
  - c. The requirement of three (3) or more incarcerations shall include the present incarceration.
  - d. If the application of 57 O.S. § 332.7.B. is questionable, the case shall be referred to the General Counsel for further investigation.
4. As an exception to the mandatory terms described in subsection 3 above, wherever the population of the prison system exceeds ninety-five percent (95%) of the capacity as certified by the State Board of Corrections, the Pardon and Parole Board may, at its discretion, recommend to the Governor any person who is incarcerated for non-violent offenses not involving injury to a person and who is within six months of their statutory parole eligibility date.
5. Inmates who are convicted of Racketeering under 22 O.S. § 1404 after November 1, 1988 shall not be considered for any type of release until they have served one-half of their sentence.

6. Inmates who are subject to mandatory terms shall be identified by recording the statutory citation by the Reason For Docket on the docketing worksheet. If Board policy supersedes the mandatory term, or if more than one statute is applicable, all criteria utilized for the establishment of the docket date shall be cited on the docketing worksheet in the following order:

- a. Presumptive Parole Date or 15-12/15-24 date 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

B. Calculation of Docket Dates for In Absentia Parole Applications

1. Inmates incarcerated in other jurisdictions who have been sentenced to a concurrent Oklahoma case may apply for parole consideration on the Oklahoma case.
2. The Administrative Officer shall be responsible for accumulating and verifying conviction data and criminal or social history records necessary to calculate the parole docket date.
3. Upon completion of the calculation, the inmate shall be placed on a docket and processed in accordance with standard policies and procedures. The Administrative Officer shall complete the investigative report and make recommendations to the Board on all in absentia parole candidates.

C. Assignment of No Docket

1. Inmates who are excluded from parole consideration by state law or Board policy shall be assigned a "No Docket" designation. The Reason For Docket on the Docketing worksheet shall indicate "No Docket" and one of the following:
  - a. Projected release within 180 days
  - b. Committed under the Delayed Sentencing Program for Young Adults
  - c. Parole violator serving less than twenty-eight (28) months
  - d. Sentence of death or life without parole
2. Investigators shall determine whether an inmate is within 180 days of projected discharge when the docketing worksheet is completed.

- a. The projected release date shall be calculated using the current earned credit rate.
  - b. Assignment of No Docket shall not affect an inmate's eligibility for special parole.
3. Offenders who are committed to the custody of the Department of Corrections pursuant to the Delayed Sentencing Program For Young Adults shall have a docketing worksheet completed for future reference. In the event of subsequent sentencing to a term of incarceration, a docket date shall be calculated consistent with standard policies and procedures.
  4. Inmates who are received or rebilled as parole violators shall receive a No Docket if the amount of time remaining to serve on the parole violation is less than twenty-eight (28) calendar months at the time of reception or rebill. Twenty-eight months shall not include reduction of time to serve by earned credits.
  5. Inmates sentenced to death on any case for which the current incarceration applies shall be given a No Docket.
  6. Persons sentenced to life without parole on or after November 1, 1987, shall receive a No Docket.
- D. Calculation of Docket Dates Which Do Not Conform to Standard Procedures
1. Cases which do not conform to standard procedures, such as delayed concurrent cases with different effective dates and/or sentences, shall be referred to the Deputy Director for docket calculation.
  2. The Deputy Director shall, with the assistance of the Executive Director and General Counsel, apply standard docketing procedures as nearly as possible. Calculations may vary, depending upon the unique circumstances of each case, as long as the intent of the applicable law or policy is considered in arriving at the assignment of the docket date.
    - a. As a general rule, conflicting provisions shall be resolved in the inmate's favor.
    - b. Common sense and the general objectives of clemency consideration shall be weighed in the assignment of the docket date.

NUMBER 004-1  
PAGE SIX

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 004 - Establishment of Docketing Criteria for Consideration of Paroles, Sentence Commutations, Leaves of Absence and Pardons.
- B. To establish guidelines for docket calculations and exemptions from docket assignments.

DATE APPROVED: 8-8-81

*Ray H. Page*  
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RAY H. PAGE, EXECUTIVE DIRECTOR

PARDON AND PAROLE BOARD PROCEDURE

NUMBER -- 004-2

EFFECTIVE 8-8-91

- I. TITLE: Entry of Docket Dates on Computer and Distribution of Documents
- II. PROCEDURE: The designated Pardon and Parole Board personnel shall be responsible for the entry of all parole docket dates and codes on the computer terminal and the inmate card file, distribution of docketing worksheets and notification forms, and the distribution of computer parole dockets.
  - A. Entry of Parole Docket Dates by Designated Pardon and Parole Board Personnel
    1. Upon receipt of an approved docketing worksheet and notification form, a written memorandum authorizing Board member placement or redocketing by the Redocketing Review Committee, or telephone authorization from the Investigator assigned to the Lexington Assessment and Reception Center, docket dates and appropriate codes shall be entered on the computer in a timely manner. Absolute priority shall be given to inmates scheduled for parole dockets within the next two (2) months. All docket dates shall be entered into the computer in accordance with the monthly deadlines established by the Executive Director. The following steps shall be routinely utilized in the computer entry process:
      - a. Enter the docket date, risk level and reason for docket on the computer terminal. After such entry, the upper right hand corner of the Notification Form shall be marked with a capital "C" to indicate that the entry has been made.
      - b. Enter the transaction on the inmate's file card, including the date of entry, type of transaction, reason for docket and the docket date. The upper right hand corner of the Notification Form shall be marked with a capital "F" to indicate that the file card has been marked. If no card is in the file, a card shall be established, including the inmate's last name, first name, middle initial and DOC number.
      - c. Complete Notification Forms for Board member placements or other cases as needed.
    2. Upon receipt of the official parole docket following each Pardon and Parole Board meeting, all persons denied clemency shall be redocketed in accordance with Policy 004, to include the following steps:



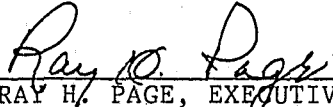
- a. Complete Notification Forms, indicating the new docket date and reason for docket.
  - b. Enter the appropriate information in the computer terminal and on the file card, in accordance with II.A.1. (above).
3. Upon receipt of parole waivers (Form 004-6-A) from the Executive Secretary, all persons waiving assigned parole dockets shall be redocketed in accordance with Policy 004, to include the following steps:
- a. Complete Notification Forms indicating the docket date and reason for docket.
  - b. Enter the appropriate information on the computer terminal and the card in accordance with II.A.1. (above).
4. Upon notice of the parole, discharge or escape of an inmate, the discharge code shall be entered on the computer terminal and the appropriate notation shall be made on the card.
- a. Cards shall be moved to either the "escape" or the "closed" section of the card file.
  - b. In the cases of parole or discharge, the designated Pardon and Parole Board personnel shall be notified to transfer the inmate's file to the closed files.
- B. Distribution of Docketing Worksheets and Notification Forms
1. Originals of Docketing Worksheet/Risk Assessments shall be filed in the Pardon and Parole Board administrative office and copies forwarded to records office at the inmate's facility.
  2. Originals of the Notification of Parole Consideration Date shall be forwarded to the inmate's facility for distribution to the inmate, and copies shall be forwarded to:
    - a. Records office at the inmate's facility
    - b. Administrative office inmate file, with a copy of the Docketing Worksheet. If the docket date is the result of a Board member placement, the authorization memorandum shall also be attached to the worksheet.

3. If an inmate is placed on a docket ten days prior to the date that reports are due, the designated Pardon and Parole Board personnel shall notify by telephone the Investigator assigned to the inmate's facility.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy Number 004 - Establishment of Docketing Criteria for Consideration of Paroles, Pre-Parole Conditional Supervision, Sentence Commutation, Leave of Absence and Pardons.
- B. To ensure uniformity and consistency in the docketing process.

DATE APPROVED: 8-5-81

  
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RAY H. PAGE, EXECUTIVE DIRECTOR

PARDON AND PAROLE BOARD PROCEDURE

NUMBER 004-3

EFFECTIVE 8-8-91

- I. TITLE: Administrative Modification of Parole Docket Dates
- II. PROCEDURE: Parole docket dates may be modified at any time prior to parole consideration with the approval of the Deputy Director and in accordance with Board policy and procedure. If an inmate has been interviewed for parole consideration purposes and modification, which is not required by law, is necessary, the parole consideration date shall not be changed. The Deputy Director shall ensure that the parole consideration dates of inmates whose sentences are modified are correctly calculated.
  - A. Modification of Parole Consideration Date
    1. Prior to parole consideration, an inmate's docket date shall be modified based upon the following:
      - a. Documented criminal history indicates that the inmate should be subject to a minimum mandatory term prior to parole consideration.
      - b. Documented conviction records indicate that the inmate's docket date would be modified due to a delayed concurrent case affecting the docket calculation.
      - c. Department of Corrections records indicate that the inmate has rebelled to a consecutive sentence after the docket date was established.
      - d. Documentation indicates that the inmate has been returned from escape, or has participated in a riot.
      - e. Notification of other changes is received from the Department of Corrections including, but not limited to, modification of jail time credit, reordering of sentences, court-ordered sentence modification or credit.
      - f. An error in calculation is discovered during an audit of the worksheet.
      - g. Misconduct reports are received after Board member placement.

h. Pardon and Parole Board Policies and Procedures are modified retroactively after the docket date is established.

2. Prior to parole consideration, an inmate may be stricken from the parole consideration docket based upon one of the following:

a. If the inmate's projected release date is within 30 days of his/her docket date, the information shall be referred to the Deputy Director with a recommendation to strike the inmate from the docket. Projected release dates shall be calculated based upon the current rate of earned credits.

b. If an inmate has been redocketed at the request of a Board member for reconsideration prior to annual review and has received a significant misconduct(s), or has been charged with a criminal offense during that time period, the Deputy Director may strike the inmate from parole consideration.

c. An inmate may be stricken from parole consideration if he or she has escaped and remains at large.

d. An inmate may be stricken if the docket date has been modified pursuant to Section A of this procedure.

e. An inmate docketed for parole consideration by a majority of the Board members may be stricken from the docket and returned to the original parole consideration date if the Board members vote to withdraw their request.

3. The Deputy Director shall determine whether an inmate shall be stricken from the docket and shall document the action by memorandum. The memorandum shall include the inmate's name and number, the reason for the modification, and the name of the investigator requesting the modification.

B. Monitoring of Docket Modification

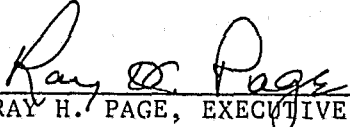
1. Designated Pardon and Parole Board personnel shall be responsible for monitoring the docket modification of all inmates. Each week, the designated Pardon and Parole Board personnel shall review the status change sheets prepared by the Department of Corrections. Receipt of status change sheets shall be recorded by facility and week in the Status Modification Data File and shall list the changes by inmate name and number. The date of which the status change information is received from the facility shall also be recorded.
2. Upon receiving the status change sheet, the designated Pardon and Parole Board personnel shall refer it to the Investigator assigned to the inmate's facility and record the date forwarded in the Status Modification Data File. The Investigator shall review the information reflected by the status change sheet and, where necessary, recalculate the inmate's parole consideration date according to Pardon and Parole Board Policies and Procedures and state law. The Investigator shall then return the status change sheet to the designated Pardon and Parole Board personnel who shall record the date of return.
3. The designated Pardon and Parole Board personnel shall review for accuracy the status change sheet returned by the Investigator and record the date of the return in the Status Modification Data File. Status change sheets must be returned to the designated Pardon and Parole Board personnel within thirty (30) days of receipt. The designated Pardon and Parole Board personnel may refer the status change information to the Docketing Investigator for further action.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 004 - Establishment of Docketing Criteria for Consideration of Paroles, Pre-Parole Conditional Supervision, Sentence Commutations, Leaves of Absence and Pardons.
- B. To ensure that parole consideration dates are modified as necessary and in a timely manner.

DATE APPROVED

8-8-91

  
RAY H. PAGE, EXECUTIVE DIRECTOR

PARDON AND PAROLE BOARD PROCEDURE

NUMBER 004-4

EFFECTIVE 8-8-91

- I. TITLE: Modification of Docket Dates by Investigators and Supervisors
- II. PROCEDURE: Investigators and Supervisors shall be responsible for the modification of docket dates of inmates assigned to their caseloads. The designated Pardon and Parole Board personnel shall review all status change sheets provided by the Department of Corrections and shall forward the information to the appropriate Investigator if the new information will affect the docket date. Status change sheets which do not require docket modification shall be placed in the inmate's file.
  - A. Investigators shall be required to review docket dates upon receipt of status change sheets from the designated Pardon and Parole Board personnel or the inmate's facility. The Investigator shall determine whether the new information affects the docket calculation and shall complete a docketing worksheet, assessment of risk and inmate notification form on all modifications.
    1. Documents shall be completed within thirty (30) days of receipt of the status change sheet from the designated Pardon and Parole Board personnel or the facility.
    2. Inmates with short sentences or whose docket dates are substantially affected by the new information shall be given priority. Investigators shall consult the docketing deadlines to ensure that those inmates are placed on the next available docket if possible.
    3. Upon completion, documents shall be forwarded to the designated Pardon and Parole Board personnel for review and processing as required by Procedure 004-3.
    4. Information which does not affect the docket date shall be returned to the administrative office for placement in the inmate file.
  - B. Status changes shall include, but not be limited to, the following:
    1. Rebill to a consecutive case
      - a. Docket dates shall be calculated in accordance with policies and procedures governing assignment of parole and special commutation dockets.
      - b. Priority for processing shall be given to inmates serving short sentences.

2. Receipt of Jail Time

- a. Previously unreported jail time shall be applied to the appropriate docket calculation.
- b. If the jail time credit is less than fifteen (15) days, no docket modification will be required.

3. Returned Escapees

- a. Inmates who are placed on escape status and subsequently returned to the custody of the Department of Corrections shall have their docket dates reviewed for modification in accordance with Board policy.
  - (1) Escapees who are returned through the Lexington Assessment and Reception Center shall have their dockets reviewed by the Docketing Investigator.
  - (2) Escapees who are not processed through the Center shall have their dockets reviewed by the Investigator assigned to the inmate's facility. Investigators shall be notified of returned escapees through status change sheets.
- b. In calculating the docket dates for returned escapees, the following shall apply:
  - (1) All dates and amounts of escape time shall be rounded to the nearest month in completing calculations.
  - (2) Escape time shall be indicated under Dead Time on the docketing worksheet, to include the date of escape and the date of return to Department of Corrections custody.
  - (3) Annual dockets for escapees shall be calculated as one full year from the date of return to a Department of Corrections facility, with no deductions allowed. Time served in county jail awaiting transportation to a DOC facility shall not count toward service of the year.
- c. The Executive Director may authorize an exception to the application of this procedure due to unusual circumstances documented by the Department of Corrections which demonstrates that the inmate should not have been placed on escape status or an error occurred.

4. Court-Ordered Modification

- a. When a court orders that an inmate is to be given any credit or reduction in sentence on the current case, or that time served on a previous case be credited to the current case, the parole docket date shall be recalculated.
- b. The docket date for an inmate who has been resentenced shall be calculated based on the new sentence length with credit for time previously served on the same offense.
- c. Orders granting credit for calendar time served on the current or a prior sentence shall be credited toward the current sentence as directed by the court order. Earned credits shall not affect the docket calculation.
  - (1) Time credited on the current sentence shall be recorded in the Other Credit section of the docketing worksheet.
  - (2) Credited time shall be rounded to the nearest month and shall be applied to the one-third, the Presumptive Parole Date or the 15-12/15-24 date.
- d. If available, a copy of the court order or other documentation of the modified sentence or credit shall be attached to the docketing worksheet. Cases requiring interpretation shall be referred to the General Counsel.

5. Delayed Sentencing Program

- a. Inmates who are sentenced as a part of the Delayed Sentencing Program for Young Adults shall have a docket date calculated upon receipt of a status change or other official notice that the offender has been sentenced to a term of incarceration.
- b. Credit shall be given for any time served in custody of Department of Corrections for the current offense prior to sentencing.

6. Participation in Riot

- a. Inmates who have participated in a riot or the taking of hostages during the current incarceration shall have their docket date reviewed for modification in accordance with Board policy.



- b. Evidence of such participation shall include a felony charge or conviction, misconduct report, institutional investigation or other written documentation.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 004 - Establishment of Docketing Criteria for Consideration of Paroles, Pre-Parole Conditional Supervision, Sentence Commutations, Leaves of Absence and Pardons.
- B. To ensure the timely modification of docket dates by Investigators as required by new information.

DATE APPROVED: 8-8-91

  
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RAY H. PAGE, EXECUTIVE DIRECTOR

PARDON AND PAROLE BOARD PROCEDURE

NUMBER 004-5

EFFECTIVE 8-8-91

- I. TITLE: Docket Placement by Pardon and Parole Board Members
- II. PROCEDURE: Inmates may be docketed for clemency consideration when authorized by at least three members of the Pardon and Parole Board. Such consideration may include an earlier parole docket date, 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. Board members may request that the Executive Director or Deputy Director investigate an inmate's record and see that a Pre-Docket Investigation Report be compiled to determine whether the inmate should be placed on an earlier parole docket, unless the modification of the docket date is prohibited by law. The Executive Director may also recommend an earlier docket based upon file information, correspondence or requests from investigators or Department of Corrections personnel.
    2. Investigators requesting earlier dockets for inmate's shall complete the Pre-Docket Investigation Report.
    3. The Department of Corrections may request that the Executive Director initiate a Pre-Docket Investigation Report.
  - B. Pre-Docket Investigation Report Requests
    1. Upon written or verbal request from a Board Member or the Department of Corrections, the Executive Director or Deputy Director shall complete the Pre-Docket Investigation Report Request Form Number 004-5-A, which will then be forwarded to the appropriate investigator. Relevant documents may be attached to all requests. If the request is due to illness, documentation from medical personnel must be attached.
  - C. Pre-Docket Investigation Reports
    1. Once the investigators have received the request form, they shall have thirty (30) days to complete the report worksheet, Form Number 004-5-B, unless in cases of emergency.

2. The Pre-Docket Investigation Report, Form Number 004-5-C, shall include:

- a. Regular docket date and reason
- b. Name of Board member requesting report and name of person(s) who contacted the Board member
- c. Inmate's facility (abbreviation)
- d. Name of person preparing the form
- e. Date prepared
- f. Inmate's name
- g. DOC number
- h. Date of birth/age
- i. Sex
- j. Controlling offense
- k. Sentence length
- l. County of conviction
- m. Felony case number
- n. Reception/rebill date
- o. Projected release date
- p. Offense history
- q. Prior incarcerations
- r. Security level
- s. Concurrent/consecutive cases
- t. Chronology of other felony convictions
- u. Disciplinary record
- v. Program participation
- w. Institutional work history
- x. Official version of offense

3. Upon completion of the report, it shall be sent to the administrative staff at which time the finished report will be sent to the Board or requesting Board member.

4. Once the Board member has made the decision to pursue early placement, the report will be sent to the rest of the Board and the matter will be voted on at a subsequent Board meeting. At least three members of the Pardon and Parole Board must concur, and in that instance the inmate can be placed on the next available docket. If at that time the inmate is denied by the Board he cannot be considered again for six (6) months.

D. Modification of Docket Dates for Commutation Consideration

1. Requests for consideration for commutation of sentence shall be made according to the requirements for requests for modification of parole docket dates.

2. In addition, requests for commutation of sentence must include a statement explaining the requestor's justification for concluding that the sentence imposed by the Court is excessive or beyond the norm for the offender's record.

E. Consideration of Leaves of Absence Requests

1. Requests for consideration for a leave of absence shall be made directly to the Pardon and Parole Coordinator, Department of Corrections, and shall include a statement indicating the reasons that Department procedures cannot be utilized to allow the inmate a temporary leave.
2. If the Pardon and Parole Coordinator determines that the case is appropriate for clemency review, the Executive Director shall be contacted to obtain authorization from the Board members.
3. Docket dates for regularly scheduled clemency consideration shall not be affected by a leave of absence consideration.

F. Consideration of Clemency Hearing Requests for Death Row Inmates

1. Upon notification from the Attorney General's Office, Department of Corrections or other reliable source that an execution date has been set for an inmate who is nearing the end of the appeals process, the Executive Director will provide written notification to the Board members, including:
  - a. The execution date and status of appeals;
  - b. The inmate's prior criminal history;
  - c. The District Attorney's Narrative Report, Court of Criminal Appeals Opinion or other documented source of the circumstances of the offense;
  - d. A summary of any pertinent information from the inmate's file;
  - e. The name of the attorney(s) representing the inmate during the appeal.
  - f. Any pertinent information received from the attorneys for either the inmate or the State of Oklahoma.

2. At the next regularly scheduled meeting or at an emergency or special meeting called by the Chairperson, the Board may consider whether or not they wish to have a clemency hearing.
  3. Upon a majority vote of the Board to hold a clemency hearing, the Executive Director shall assist in scheduling any emergency or special meeting. Consistent with state law, the Chairperson shall have the final authority to call any meeting.
- G. The Director of the Department of Corrections shall have the authority to request of the Chief Administrative Officer of the Pardon and Parole Board that an inmate be placed on the Pardon and Parole Board docket for a medical reason, out of the normal processing procedures, if documentation of the medical condition is certified by the medical director of the Department of Corrections. The Pardon and Parole Board shall have the authority to bring any such inmate before the Board at any time.
- H. Documentation of Modifications
1. The Executive Director shall document the authorization of an earlier docket for parole, commutation or leave of absence consideration by written memorandum to the docketing clerk, including:
    - a. Name and number of inmate;
    - b. Name of Board members authorizing the modification;
    - c. Name and/or title of any person requesting such action.
  2. The memorandum shall be attached to the notification form and placed in the inmate's file with any correspondence or other documents pertinent to the docket request. The docketing clerk shall be responsible for modification of docket dates and distribution of notification forms in accordance with established procedure.

III. BASIS FOR PROCEDURE:

- A. 57 O.S. Supp 1989 § 332.18.
- B. Pardon and Parole Board Policy Number 004 - Establishment of Docketing Criteria for Consideration of Paroles, Sentence Commutations, Leaves of Absence and Pardons.
- C. To establish a procedure for the modification of docket dates as authorized by members of the Pardon and Parole Board.

DATE APPROVED: 8-8-91

Ray W. Page  
RAY W. PAGE, EXECUTIVE DIRECTOR

PRE-DOCKET INVESTIGATION REPORT REQUEST

NAME: \_\_\_\_\_

NUMBER: \_\_\_\_\_

FACILITY: \_\_\_\_\_ INVESTIGATOR: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

DATE SENT: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_







6. OFFICIAL VERSION OF OFFENSE:

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— This offense was not unusual in any way and contained only circumstances commonly 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

NUMBER 004-6

EFFECTIVE 8-8-91

I. TITLE: Waiver of Parole Docket

II. PROCEDURE: Pardon and Parole Investigators shall be responsible for obtaining Waiver of Parole Docket forms (004-6-A) from inmates on their caseloads who have been assigned to a parole docket and wish to waive parole consideration.

A. Waiver of Assigned Parole Docket

1. Inmates who have been assigned to a parole docket and request a waiver of parole consideration must sign the waiver form (004-6-A) no earlier than ninety (90) days prior to the scheduled docket date. Waivers executed prior to that time will be void and will be returned to the Investigator.
  - a. Inmates who request a waiver after the investigative interview, but prior to signing the parole certificate, should contact the Investigator assigned to his/her facility. If the Investigator is not available, the waiver may be witnessed by a Department of Corrections staff member and forwarded to the appropriate Investigator.
  - b. Waivers must be executed prior to the beginning of the Board meeting or after the Board meeting has adjourned. Waivers executed during the Board meeting are void and a vote by the Board denying parole shall take precedence over a waiver executed during the Board meeting.
  - c. Waivers may not be executed after the parole certificate has been signed by the Governor and filed with the Secretary of State. Waivers executed after certification of the parole certificate are void.
  - d. If a waiver is executed after favorable recommendation by the Board but 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 shall be indicated on the waiver form:
  - a. Inmate's name
  - b. DOC number
  - c. Facility
  - d. Month/Year of docket being waived
  - e. Type of parole docket

3. The Investigator shall ensure that the inmate reads and understands the waiver and that the inmate dates the form and signs his/her correct name. Copies shall be provided to the facility and the inmate, and the original forwarded to the administrative office.
4. If the Investigator receives a signed waiver, witnessed by Department of Corrections staff, (s)he shall review the waiver for correct information and indicate approval on the appropriate section of the form. In the event of irregularities, the Executive Director shall make the final determination as to the validity of the waiver.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy Number 004 - Establishment of Docketing Criteria for Consideration of Paroles, Pre-Parole Conditional Supervision, Sentence Commutations, Leaves of Absence and Pardons.
- B. To provide guidelines for acceptance of parole waivers.

DATE APPROVED: \_\_\_\_\_

8-8-81

  
\_\_\_\_\_  
RAY H. PAGE, EXECUTIVE DIRECTOR

WAIVER OF PAROLE

(Please print clearly.)

NAME \_\_\_\_\_ DOC NUMBER \_\_\_\_\_

DOCKET TYPE \_\_\_\_\_ DOCKET DATE \_\_\_\_\_  
(Month/Year)

FACILITY \_\_\_\_\_

(Read the following before signing the waiver form.)

I HEREBY WAIVE PAROLE CONSIDERATION FOR THE DOCKET INDICATED ABOVE.

I UNDERSTAND THAT THIS WAIVER CANNOT BE WITHDRAWN UNDER ANY CIRCUMSTANCES.

\_\_\_\_\_ I UNDERSTAND THAT IF MY PAROLE CONSIDERATION IS BASED UPON THE MANDATORY PAROLE REVIEW DOCKET AND I WAIVE PAROLE CONSIDERATION, I WILL NO LONGER BE ELIGIBLE FOR EMERGENCY RELEASE CREDITS.

\_\_\_\_\_  
INMATE SIGNATURE

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
WITNESS SIGNATURE

\_\_\_\_\_  
TITLE OF POSITION

APPROVED BY:

\_\_\_\_\_  
INVESTIGATOR SIGNATURE

\_\_\_\_\_  
DATE APPROVED

Copies to:

\_\_\_\_\_ Inmate

\_\_\_\_\_ Facility

\_\_\_\_\_ Pardon and Parole Coordinator, DOC

PARDON AND PAROLE BOARD PROCEDURE

NUMBER 004-7

EFFECTIVE 8-8-91

- I. TITLE: Appeal of Parole Docket Date
- II. PROCEDURE: Inmates may appeal the computation of the one-third, the 15-12/15-24 date, the Presumptive Parole Date, Pre-Parole Conditional Supervision Consideration Date or other docket date shown on the form. Appeals shall be used only to challenge the accuracy of information or the mathematical calculation upon which the dates are based. Disagreement with Board policy, procedure or action is not grounds for appeal.
- A. Prior to completing an appeal form, the inmate must review the docketing worksheet and assessment of risk to determine whether the information is correct. The worksheet may be obtained by writing the administrative office of the Pardon and Parole Board or by contacting the Investigator assigned to the inmate's facility.
  - B. The inmate must read and follow all instructions on the appeal form. Failure to comply with the instructions will result in denial of the appeal. The following information must be provided on the form:
    - 1. Inmate name;
    - 2. DOC number;
    - 3. Assigned facility;
    - 4. Date form was completed;
    - 5. The docket date being appealed.
  - C. The inmate shall state his or her reasons for appeal of the docket date on the reverse side of Form 004-7-A. Additional pages and supporting documents may be attached if needed.
  - D. In stating the reasons for appeal, the inmate shall clearly explain any incorrect information used or miscalculations made in establishing the docket date. The inmate should also show, where applicable, how he or she calculated the docket date.
  - E. After completing the form, the inmate shall send the appeal to the administrative office of the Pardon and Parole Board. The General Counsel 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 filed in the administrative office.

- F. Each inmate will be allowed only one appeal per docket calculation unless the subsequent appeal raises issue which substantially differ from any prior appeal. Letters or other documents submitted by the inmate may be deemed an appeal for purposes of applying this provision.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy Number 004 - Establishment of Docketing Criteria for Consideration of Paroles, Sentence Commutations, Leaves of Absence and Pardons.
- B. To provide a standard procedure for the appeal of incorrect information or miscalculations in the establishment of parole docket dates.

DATE APPROVED: 8-8-91

  
RAY H. PAGE, EXECUTIVE DIRECTOR



APPEAL OF PAROLE DOCKET DATE

READ THE FOLLOWING INSTRUCTIONS CAREFULLY. Failure to follow the instructions will result in a denial of your appeal.

1. Before completing the appeal form, review your docketing worksheet and risk assessment. A copy may be obtained by writing the Pardon and Parole Board or contacting the Investigator assigned to your facility.
2. Appeals may be used only to ensure that accurate information was used and that calculations were made correctly in determining your parole docket date. Disagreement with Board policy or procedure is not grounds for appeal. Appeals should not be used to request an earlier docket date.
3. On the reverse side of this form, explain why the indicated docket date is incorrect. If a calculation is incorrect, show how you calculated a different date. NOTE: In all calculations, dates are rounded off to the nearest month.
4. Additional pages may be attached to the form where needed. Copies of supporting documents may also be attached. Another person may assist you in preparing your appeal; however, your signature is required.
5. The purpose of your appeal is to clearly explain the incorrect information or calculation. Be simple and concise. Avoid big words or legal terms which may confuse the issue. PLEASE PRINT, TYPE OR WRITE CLEARLY.
6. Mail the completed form and supporting documents to the

Pardon and Parole Board  
 4040 North Lincoln  
 Suite 219  
 Oklahoma City, Oklahoma 73105

NAME \_\_\_\_\_ DOC NUMBER \_\_\_\_\_

ASSIGNED FACILITY \_\_\_\_\_ DATE \_\_\_\_\_

I AM APPEALING MY (Check appropriate category and indicate date as stated on your Inmate Notification of Parole Consideration Date):

\_\_\_\_\_ 1/3 date which is \_\_\_\_\_

\_\_\_\_\_ 15-12/15-24 date which is \_\_\_\_\_

\_\_\_\_\_ Presumptive Parole Date which is \_\_\_\_\_

\_\_\_\_\_ Pre-Parole Conditional Supervision Consideration Date which is \_\_\_\_\_

\_\_\_\_\_ Docket date based upon two (2) or more prior incarcerations and convictions for three (3) or more felonies. My docket date is \_\_\_\_\_

\_\_\_\_\_ Docket date based upon convictions for three or more robberies. My docket date is \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_ which is \_\_\_\_\_

\_\_\_\_\_  
 SIGNATURE

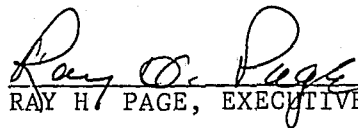
PARDON AND PAROLE PROCEDURE

NUMBER 004-8

EFFECTIVE 8-8-91

- I. TITLE: Special Commutation and Parole Dockets
- II. PROCEDURE: The Executive Director shall assist the Pardon and Parole Board to consider Special Parole Dockets as required by law and may issue criteria for Special Commutation Dockets as needed to reduce the prison population.
- A. As directed by the Pardon and Parole Board and Governor, the Executive Director may issue criteria for consideration of qualified inmates on Special Commutation Dockets. Consideration shall be for the reduction of the inmate's sentence to time served.
  - B. The Board may consider inmates for parole on a Special Docket when all correctional facilities have reached maximum capacity. Special Parole Docket criteria will be issued when the need arises for such dockets.
- III. BASIS FOR PROCEDURE
- A. Pardon and Parole Board Policy 004 - Establishment of Docketing Criteria for consideration of Pardons, Pre-Parole Conditional Supervision, Sentence Commutations, Leaves of Absence and Pardons.
  - B. To ensure compliance with 57 O.S. § 37 requiring special parole dockets.
  - C. To provide guidelines for considering Special Commutation Dockets to reduce prison crowding.

DATE APPROVED: 8-8-91

  
RAY H. PAGE, EXECUTIVE DIRECTOR

PARDON AND PAROLE BOARD PROCEDURE

NUMBER 004-9

EFFECTIVE 8-8-91

- I. TITLE: Parole in Absentia
- II. PROCEDURE: The Administrative Officer I or other person designated by the Executive Director shall be responsible for the distribution and processing of applications for parole in absentia, and the maintenance of in absentia parole files. The Administrative Officer shall calculate parole consideration dates for applicants in accordance with Procedure 008-1, and compile parole investigations for in absentia parole candidates in accordance with Procedure 006-2. The Administrative Officer will act as the liaison between the Pardon and Parole Board and other jurisdictions in the in absentia parole process.
  - A. Applications
    1. Upon written request for in absentia parole consideration, the Administrative Officer will forward a Request for In Absentia Parole Consideration (Form 004-9-A) directly to the inmate, unless the inmate's facility has requested that applications be sent through a facility official.
      - a. The following information shall be provided by the inmate:
        - (1) Commitment name on Oklahoma case(s)
        - (2) Oklahoma and other jurisdiction inmate numbers
        - (3) Social security number
        - (4) Date of birth
        - (5) Current facility and mailing address
        - (6) Listing of cases on which the inmate is requesting consideration (case number, county of adjudication, offense and sentence length)
        - (7) Notarized or certified copy of the judgment and sentence for each case the inmate is applying for consideration on. A copy of the revocation order shall also be required for a revoked suspended sentence.
      - b. The following information shall be requested from the inmate's assigned facility:

- (1) Listing of felony convictions other than Oklahoma cases the inmate is currently serving (offense, date begun, jurisdiction and sentence)
- (2) Listing or copies of Oklahoma detainers
- (3) Scheduled or projected date of release from the other jurisdiction's custody
- (4) Prior history under community supervision
- (5) History of alcohol and drug use
- (6) Age when first documented felony conviction occurred
- (7) Amount of state jail time
- (8) Amount of escape time
- (9) Copy of FBI rap sheet
- (10) Name, address and phone number of a contact person at the facility

B. Opening of in absentia parole files

1. When the completed application is received, an in absentia parole file shall be activated. These files will be maintained by the Administrative Officer. An out card will be placed in the regular filing system to indicate the location of the file.
  - a. In absentia files shall be contained in folders of a different color than those in the regular filing system, to differentiate them from those of inmates in the Oklahoma system.
  - b. The jacket label shall include the inmate's name, assigned Oklahoma and other jurisdiction numbers, and the words "IN ABSENTIA PAROLE FILE".
  - c. If information or documents are missing from the application, the Administrative Officer will notify the inmate in writing. No docket date will be assigned until the deficiencies have been corrected.

2. If the inmate has an Oklahoma number from a prior incarceration or supervision, that number shall be used as the Oklahoma number. If an Oklahoma number has not previously been assigned, the next available number in the 600000 series shall be used. The Administrative Officer will make a number assignment if a new number is required.

C. Assignment of parole docket date

1. A docketing worksheet shall be prepared in accordance with Policy 008 and Procedure 008-1 from information contained in the application and the documents submitted with the application.
  - a. The date of reception for calculation purposes shall be determined as follows:
    - (1) If the inmate was received in the other jurisdiction after the sentencing date on a case of incarceration, the reception date in the other jurisdiction shall be used.
    - (2) If the inmate was received in the other jurisdiction after the revocation of a suspended sentence or parole, the reception date in the other jurisdiction shall be used.
    - (3) If the inmate was received in the other jurisdiction prior to the sentencing date on a sentence of incarceration, the sentencing date on the Judgment and Sentence shall be used.
    - (4) If the inmate was received in the other jurisdiction prior to the revocation of a suspended sentence or parole, the date of revocation shall be used.
  - b. If the inmate is projected or scheduled to be released from the other jurisdiction prior to parole consideration on the Oklahoma case(s), the inmate will receive a no docket.
  - c. If the inmate has been considered for in absentia parole previously on the same case(s), the inmate must reapply in writing. Upon reapplication, the inmate will be redocketed in accordance with Policy 004. A letter requesting reconsideration shall be considered a reapplication.

- d. The Administrative Officer may strike an inmate from the scheduled docket if the inmate has not supplied any requested information or documents by the deadline for reports for the month of consideration. In such cases, a new docket date will not be assigned until the inmate has supplied the requested documents or information.
- e. In absentia applicants shall be considered for parole on concurrent cases only. Inmates must apply for consideration on any consecutive cases following rebill.

D. Parole investigations

1. The Administrative Officer shall compile parole investigations on applicants for in absentia parole in accordance with Procedure 006-2.
  - a. The Administrative Officer will request a progress report from the contact person. The request will be made 60 days prior to the scheduled docket date if possible.
  - b. If the inmate is projected or scheduled to be released from the other jurisdiction within 90 days of consideration, the Administrative Officer shall send an In Absentia Parole Program form (Form 004-9-B) to the inmate. This form shall be mailed 120 days in advance of the scheduled docket date if possible.
  - c. In the calculation of the current release date, add the sentence length to the reception date, and subtract any applicable jail time. Time credits are not applied to the sentence while the inmate is not in Oklahoma custody.
  - d. In the calculation of the projected release date, subtract the scheduled or projected release date in the other jurisdiction from the calculated Oklahoma current release date. Apply the minimum credit rate (one day credit at five days per week) to the difference, and add to the scheduled or projected release date.

E. Processing after consideration

1. Following consideration, the Administrative Officer will send a letter to the inmate concerning the Board's decision. The letter shall include any stipulations in addition to the standard conditions of parole.

- a. If the inmate has been recommended, the Administrative Officer shall send the following documents to the inmate along with the notification letter. Instructions for completion shall be listed in the letter:
    - (1) One original and five 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 inmate)
    - (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 the inmate has been denied, the letter shall state that the inmate must reapply in order to be reconsidered for parole. The next docket date in accordance with Policy 004 shall be listed in the letter.
2. Signed parole certificates shall be reviewed by the Administrative Officer for accuracy and forwarded to the Department of Corrections Pardon and Parole Coordinator.
- a. If the inmate is due to be released from the other jurisdiction within 90 days and will be supervised in Oklahoma, a completed Pre-Parole Investigation Request (DOC 022001) shall be enclosed.
  - b. If the inmate is to be supervised in another state, three copies of the completed Interstate Investigation Request (DOC 020011) shall be included, along with the signed copies of the Application for Compact Services (DOC 024001). Three separate packets of information shall be prepared with one copy each of the above forms and the documents listed in F.1.a-e below. The information packets shall be sent to the Department of Corrections Parole Coordinator, unless the Parole Coordinator has requested another arrangement.

3. The Administrative Officer shall contact the facility records officer or contact person to inquire about additional misconduct reports, new felony charges or convictions, escapes and other events which may affect the approval of parole by the Governor. Any new information shall be brought to the attention of the Department of Corrections Pardon and Parole Coordinator as soon as possible.
4. After the parole certificates have been signed by the Governor, the Administrative Officer shall notify the records officer at the inmate's facility of the parole by telephone. This shall be followed up by the mailing of a letter verifying the parole and a copy of the signed parole certificate.

F. Assistance to the Department of Corrections

1. After the parole is signed by the Governor, the Administrative Officer shall forward the following documents and information to the appropriate district of the Division of Probation and Parole of the Department of Corrections for the opening of the case file:
  - a. Letter listing the inmate's current location and projected or scheduled release date, parole discharge date, and the name, address and telephone number of a contact person at the inmate's facility
  - b. Signed Certificate of Parole
  - c. Certified or notarized copies of the Judgment and Sentence documents on each case the inmate was paroled on
  - d. Copy of FBI rap sheet, if available
  - e. Copy of parole investigation
2. If the inmate will be released from the other jurisdiction within 90 days of the parole date, the information shall be sent to the district of residence. If the release date is more than 90 days after parole, or if the inmate will be supervised in another state, the information shall be sent to the district which serves the county of conviction. If there are cases from more than one county, the county of adjudication on the controlling case shall be used.



III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 004: Establishment of Docketing Criteria for Consideration of Paroles. Sentence Commutations, Leaves of Absence and Pardons
- B. Title 57, Oklahoma Statutes, Section 332.7 C.
- C. To ensure compliance with state law and assignment of clemency consideration dates to eligible offenders.
- D. To provide assistance to the Department of Corrections in the opening of in absentia cases for supervision.

DATE APPROVED: 8-8-91

*Ray H. Page*  
RAY H. PAGE, EXECUTIVE DIRECTOR

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 Code \_\_\_\_\_

Have you ever served time in an Oklahoma prison? \_\_\_\_\_ If so, when? \_\_\_\_\_

List the Oklahoma case(s) which are running concurrently with the case(s) you are currently serving.

<u>CASE NUMBER</u>	<u>COUNTY</u>	<u>OFFENSE</u>	<u>SENTENCE</u>

I understand that this information will be verified and used to determine my eligibility for parole consideration. I understand that completing this application does not guarantee that I will be considered or paroled.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

INMATE NAME AND NUMBER \_\_\_\_\_

THE INFORMATION BELOW MUST BE PROVIDED BY A CORRECTIONAL COUNSELOR, CASE MANAGER OR RECORDS OFFICER WHO CAN BE CONTACTED FOR INFORMATION IF NECESSARY.

Date received into your agency's custody \_\_\_\_\_

Date of projected or scheduled release from your custody \_\_\_\_\_  
(If less than four months away, contact the office listed below before completing the application for a determination of eligibility.)

A COPY OF THE APPLICANT'S FBI RAP SHEET IS REQUESTED.

Felony convictions currently being served other than Oklahoma cases:

<u>OFFENSE</u>	<u>DATE RECEIVED</u>	<u>JURISDICTION</u>	<u>SENTENCE</u>

Oklahoma Detainers

<u>DATE FILED</u>	<u>CASE NUMBER</u>	<u>COUNTY</u>	<u>OFFENSE</u>

Detainers from other states or jurisdictions

You may attach additional pages if necessary.

Application, additional information and questions should be directed to:

Administrative Officer  
Pardon and Parole Board  
4040 North Lincoln, Suite 219  
Oklahoma City, OK 73105-5284  
(405) 427-8601

CONTACT PERSON:

NAME

TITLE

MAILING ADDRESS

CITY, STATE, ZIP

(AREA CODE) PHONE NUMBER

EXT

PARDON AND PAROLE BOARD PROCEDURE

NUMBER 004-10

EFFECTIVE 8-8-91

- I. TITLE: Pardon Applications
- II. PROCEDURE: The Administrative Officer I or other person designated by the Executive Director shall be responsible for the processing of all applications for pardon consideration. The Administrative Officer shall check the applications for eligibility of the applicant and accuracy, and shall distribute the applications to the appropriate district of the Division of Probation and Parole of the Department of Corrections for investigation. The Administrative Officer shall review all pre-pardon investigations for content and accuracy, and forward them to the Pardon and Parole Coordinator for the Department of Corrections for docket placement.
  - A. Distribution of applications
    1. The following offices shall be on the distribution list for Request for Pardon Consideration forms:
      - a. Pardon and Parole Board Administrative Office
      - b. District offices of the Division of Probation and Parole of the Department of Corrections
      - c. Pardon and Parole Coordinator for the Department of Corrections
      - d. Office of the Governor
    2. The Administrative Officer shall distribute pardon applications in response to requests received at the Administrative Office.
  - B. Processing of completed applications
    1. When completed pardon applications are received, the Administrative Officer shall review the application for completeness and accuracy. The Administrative Officer shall assess the eligibility of the applicant in accordance with Policy 004 based upon available information. If the application is incomplete or requested documents are missing, the Administrative Officer shall notify the applicant of the deficiencies by mail.

2. The Administrative Officer shall maintain the following information from the pardon application in an automated file at the Administrative Office:
  - a. Name of applicant
  - b. Race and sex
  - c. Date of birth
  - d. Social Security Number
  - e. Home address and telephone number
  - f. Employer
  - g. Employer's address and telephone number
  - h. Probation and Parole district conducting the investigation
3. The Administrative Officer shall forward the application and documents to the Probation and Parole district of the Department of Corrections which serves the applicant's area of residence. Applications from applicants residing in another state shall be forwarded to the Department of Corrections Pardon and Parole Coordinator.

C. Monitoring of deadlines

1. Probation and Parole districts shall have 70 days from the date of distribution for the completion of pre-pardon investigations. This allows 10 days for mailing, and 60 days allowed by Department of Corrections policy for the completion of reports. An extension of the deadline can be granted by the Administrative Officer when necessary for the completion of the report. Investigations for inmates residing in another state shall not have deadlines.
2. If an investigation is overdue, the Administrative Officer shall contact the appropriate Probation and Parole district supervisor to check on the status of the investigation.

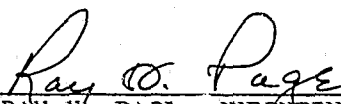
D. Review and submission of reports

1. The Administrative Officer shall review all pre-pardon investigations for accuracy and completeness. The investigating officer shall be contacted concerning any information which is unclear or appears to be questionable or inaccurate.
2. The Administrative Officer shall make sure that all necessary documents are attached to the investigation prior to submitting it to the Pardon and Parole Coordinator. Any missing documents shall be requested from the investigating district. The documents shall include:
  - a. Completed Request for Pardon Consideration
  - b. Certified judgment and sentence for each case, and any other documents relating to a conviction (such as revocation orders and court-ordered modifications)
  - c. FBI and/or OSBI rap sheet
  - d. DPS traffic record
  - e. Letters or documents received in connection with the application
  - f. Any other documents referred to in the investigation
3. After review, the application and all related materials shall be forwarded to the Pardon and Parole Coordinator for the assignment of a pardon docket date.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 004: Establishment of Docketing Criteria for Consideration of Paroles, Sentence Commutations, Leaves of Absence and Pardons.
- B. Oklahoma Constitution, Article 6, Section 10.
- C. To ensure compliance with state law and assignment of clemency consideration dates to eligible offenders.

DATE APPROVED: 8-5-91

  
RAY H. PAGE, EXECUTIVE DIRECTOR

PARDON AND PAROLE BOARD PROCEDURE

NUMBER 004-11

EFFECTIVE 8-8-91

- I. TITLE: Pre-Parole Conditional Supervision (PPCS)
- II. PROCEDURE: The Executive Director shall assist the Pardon and Parole Board to consider inmates for pre-parole conditional supervision as required by law and shall issue criteria for consideration. Pre-parole conditional supervision is utilized when capacity at Department of Corrections institutions is ninety-two and one-half (92½%) percent or above and will continue until ninety-two and one-half (92½%) capacity is reached.
  - A. As directed by the Pardon and Parole Board, the Executive Director shall issue criteria for consideration of qualified inmates for pre-parole conditional supervision.
    1. The Executive Director shall issue criteria for the selection of inmates and eligibility based on the amount of time served and the parole eligibility date. Criteria shall be periodically adjusted as needed to reduce the prison population through early release. Statutory criteria for pre-parole conditional supervision eligibility include:
      - a. Inmate must have served fifteen (15%) percent of sentence by time of release on PPCS.
      - b. Inmate must be within one (1) year of the regularly scheduled initial parole consideration.
      - c. Also, inmates who are within twenty-one (21) months of their projected release date.
    2. Administrative criteria for pre-parole conditional supervision eligibility shall include all except the following:
      - a. Inmates who have consecutive cases.
      - b. Inmates serving death sentences.
      - c. Inmates serving life without parole.
      - d. Inmates serving a controlling case for a parole violation.
      - e. Inmates with a docket for annual from escape.
    3. The following guidelines shall apply to the calculation of pre-parole conditional supervision dockets:

- a. Inmates must have served 15% of their time and be within two (2) to thirteen (13) months of their regularly scheduled docket date.
  - b. For those inmates who are serving indeterminate sentences, the fifteen (15%) percent shall be calculated on the maximum rather than the minimum sentence.
4. Inmates eligible for this program shall only be considered once prior to their initial parole consideration.
  5. At an inmate's regularly scheduled docket it may be recommended that the inmate participate in the PPCS program prior to parole.
  6. Inmates who are not recommended by the Board will be considered for parole on the regularly scheduled docket.
  7. Inmates who are placed on PPCS and successfully reach their parole docket date will automatically be recommended for parole to the Governor at that time, or if serving a mandatory term will be recommended at their parole eligibility date.
  8. Inmates who are denied by the Governor shall remain on PPCS and shall be reviewed by the Parole Board ninety days from denial to determine whether or not the Parole Board desires to allow the inmate to remain on PPCS.
  9. The Executive Director shall coordinate the responsibilities of investigators for the preparation of pre-parole conditional supervision reports with the parole coordinator for the Department of Corrections.
    - a. The investigators will provide a report for each inmate eligible for pre-parole conditional supervision. The pre-parole report shall follow the definitions for investigative reports as defined in Procedure 006-2 and shall include:
      - (1) Docket month and year
      - (2) Parole docket date/reason
      - (3) Inmate's facility (abbreviation)
      - (4) Name of person preparing the form
      - (5) Date prepared
      - (6) Inmate's name



- (7) DOC number
- (8) Date of birth/age
- (9) Sex
- (10) Controlling offense
- (11) Sentence length
- (12) County of conviction
- (13) Felony case number
- (14) Reception/rebill date
- (15) Jail time
- (16) Offense history
- (17) Current release date
- (18) Projected release date
- (19) Number of prior incarcerations
- (20) Security level
- (21) Concurrent and/or consecutive cases or  
detainers
- (22) Chronology of other felony convictions
- (23) Official version of offense as indicated by a  
documented source
- (24) Inmate's version of instant offense
- (25) Institutional assignments and transfers
- (26) Institutional disciplinary record
- (27) Institutional participation program
- (28) Institutional work performance
- (29) Pre-parole plan
- (30) Evaluation of previous adult community  
supervision and deferred sentences
- (31) Juvenile institutionalization/supervision

- (32) Substance abuse and mental health history and treatment
  - (33) Evaluation of disciplinary record
  - (34) Personal and family information
  - (35) Miscellaneous
  - (36) Recommendation
  - (37) Rationale and documentation or relevant comments supporting the recommendation, and any program stipulations. (Stipulated programs to be completed prior to or following release.)
- b. Investigators shall verify the accuracy and completeness of information with the file. The report shall be forwarded to the appropriate personnel as required by the deadline schedule.
  - c. If the inmate is found to be ineligible for pre-parole, the investigator shall send a memo to the Deputy Director with a recommendation that said inmate be removed from the PPCS docket.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 004 - Establishment of docketing criteria for consideration of paroles, pre-parole conditional supervision, sentence commutations, leaves of absence and pardons.
- B. To ensure compliance with 57 O.S. Supplement 1988 § 577 requiring pre-parole conditional supervision.
- C. To provide guidelines for considering pre-parole conditional supervision to reduce prison crowding.

DATE APPROVED: 8-8-91

  
RAY H. PAGE, EXECUTIVE DIRECTOR

PARDON AND PAROLE BOARD PROCEDURE

NUMBER 004-12

EFFECTIVE 8-8-91

- I. TITLE: Mandatory Parole Review
- II. PROCEDURE: The Executive Director shall assist the Pardon and Parole Board to consider inmates for mandatory parole review as required by law and policy of the Pardon and Parole Board and shall issue criteria for such consideration.
  - A. As directed by the Pardon and Parole Board, the Executive Director shall issue criteria for consideration of qualified inmates for mandatory parole review.
    1. The Executive Director shall issue criteria for selection of inmates and eligibility based on the amount of time left to be served and whether or not the inmate qualified for emergency time credits. Statutory criteria for mandatory parole review eligibility includes:
      - a. An inmate who has been sentenced to a maximum term of confinement of five (5) years or more, must be within twenty-one (21) months of his projected release date.
      - b. An inmate who has been sentenced to a maximum term of three (3) years or more, but less than five (5) years must be within eighteen (18) months of his projected release date.
      - c. An inmate who has been sentenced to a maximum term of confinement of one (1) year or more, but less than three (3) years must be within fifteen (15) months of his projected release date.
    2. Inmates who are not eligible for emergency time credits but who have committed non-violent offenses as defined in Procedure 008-1 will also be considered for Mandatory Parole Review with the same statutory criteria as enumerated in A.1.a-c above.
    3. The Executive Director shall coordinate the responsibilities of investigators for the preparation of mandatory parole review reports with the parole coordinator from the Department of Corrections.
      - a. The investigators will provide a report for each inmate eligible for mandatory parole review. The mandatory parole review report shall follow the definitions for investigative reports as defined in Procedure 006-2 and shall include:

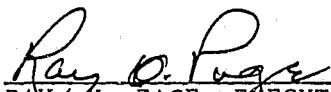
- (1) Docket month and year
  - (2) Name of person preparing the form
  - (3) Date prepared
  - (4) Inmate's facility (abbreviation)
  - (5) CAP eligible - yes/no
  - (6) Inmate's name
  - (7) DOC Number
  - (8) Date of birth/age
  - (9) Controlling offense
  - (10) Length of sentence
  - (11) County of conviction
  - (12) Felony Case Number
  - (13) Reception/Rebill Date
  - (14) Projected Release Date
  - (15) Offense History
  - (16) Last Board Consideration
  - (17) Prior Incarcerations
  - (18) Concurrent and/or Consecutive Case or Detainer
  - (19) Chronology of Other Felony Convictions
  - (20) Institutional Disciplinary Record
  - (21) Recommendation
  - (22) Rationale and documentation or relevant comments supporting the recommendation and any program stipulations.
- b. Investigators shall verify the accuracy and completeness of information in the file. The report shall be forwarded to the appropriate personnel as required by the deadline schedule.
- c. If the inmate is found to be ineligible for mandatory parole review, the investigator shall send a memo to the Deputy Director with a recommendation that said inmate be removed from the MPR docket.
- d. If an inmate's regularly scheduled parole/PPCS consideration date falls during the same month as the Mandatory Parole Review date, the inmate will be stricken from the regular parole docket and placed on the Mandatory Parole Review Docket. If such an inmate is then denied by the Pardon and Parole Board, the inmate will be automatically placed on the regular parole docket ninety days from denial.
- e. Any time an inmate is stricken from the parole/PPCS docket, a memorandum shall be prepared by the Investigator detailing that such action was taken and will be sent to the Deputy Director.

- f. When an inmate's regularly scheduled parole/PPCS consideration date is the next month after the Mandatory Review Docket, that inmate shall be passed, and if the inmate is subsequently denied by the Pardon and Parole Board, the inmate will be redocketed in ninety days.
- g. Redocketing of inmates denied on the mandatory parole review will take place in the Administrative office.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 004, Establishment of Docketing Criteria for Consideration of Paroles, Pre-Parole Conditional Supervision, Sentence Commutations, Mandatory Parole Review, Leaves of Absence and Pardons.
- B. To ensure compliance with 57 O.S. Supp. 1987 § 574.1 requiring mandatory parole review.
- C. To provide guidelines for considering mandatory parole review.

DATE APPROVED: 8-5-91

  
RAY. H. PAGE, EXECUTIVE DIRECTOR

NOTIFICATION OF MANDATORY PAROLE REVIEW CONSIDERATION DATE

NAME \_\_\_\_\_ DATE \_\_\_\_\_

NUMBER \_\_\_\_\_ FACILITY \_\_\_\_\_

YOU WILL BE CONSIDERED FOR PAROLE IN \_\_\_\_\_

\_\_\_\_\_

Your parole consideration date is based on 57 O.S. Supp. 1989 § 574.1 or Board Policy. Section 574.1 requires that all inmates be considered for parole before they discharge.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Standard Distribution

MANDATORY PAROLE REVIEW: \_\_\_\_\_ DOCKET

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

FACILITY: \_\_\_\_\_

CAP ELIGIBLE: \_\_\_\_\_

NAME: \_\_\_\_\_ NUMBER: \_\_\_\_\_ DOB: \_\_\_\_\_ ( )

OFFENSE: \_\_\_\_\_

SENTENCE: \_\_\_\_\_ COUNTY: \_\_\_\_\_ CRF: \_\_\_\_\_

RECEPTION/REBILL DATE: \_\_\_\_\_ PROJECTED RELEASE DATE: \_\_\_\_\_

OFFENSE HISTORY: \_\_\_\_\_

LAST BOARD CONSIDERATION: \_\_\_\_\_

PRIOR INCARCERATIONS: \_\_\_\_\_ REGULAR DOCKET DATE: \_\_\_\_\_

1. CC AND/OR CS CASES OR DETAINERS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. CHRONOLOGY OF OTHER FELONY CONVICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. DISCIPLINARY RECORD: (Last 6 months)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. RECOMMENDATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MANDATORY PAROLE REVIEW: DOCKET

PREPARED BY:

DATE:

FACILITY:

CAP ELIGIBLE:

NAME:

NUMBER:

DOB:

OFFENSE:

SENTENCE:

COUNTY:

CRF:

RECEPTION/REBILL DATE:

PROJECTED RELEASE DATE:

OFFENSE HISTORY:

LAST BOARD CONSIDERATION:

PRIOR INCARCERATIONS:

REGULAR DOCKET DATE:

1. CC AND/OR CS CASES OR DETAINERS:

2. CHRONOLOGY OF OTHER FELONY CONVICTIONS:

3. DISCIPLINARY RECORD: (Last 6 months)

4. RECOMMENDATION:



PARDON AND PAROLE BOARD POLICY

NUMBER 005

EFFECTIVE 8-8-91

- I. TITLE: Establishment of Standard and Special Conditions of Parole
- II. POLICY: The policy of the Oklahoma Pardon and Parole Board is to establish standard conditions of parole supervision, which shall apply to all inmates recommended for parole, unless a standard condition is specifically waived by the Board. Furthermore, the Board shall establish special conditions of parole supervision and pre-parole stipulations which will apply only when specifically indicated by the Board. Violation of any conditions, either standard or special, shall be grounds for revocation of parole, and failure to complete pre-parole stipulations shall result in withdrawal of the parole recommendation unless superseded by other Board action or policy.
- A. Standard Conditions shall require the parolee to:
1. Report to his parole officer and employer immediately upon arrival at his destination.
  2. Obey all city, state and federal laws. Agree to immediately report any new arrests to his parole officer. Agree not to own, possess or travel in a vehicle with a firearm or explosives.
  3. Agree not to leave the State of Oklahoma without prior written permission by his officer and not leave the county without permission of his officer or his/her district office.
  4. Agree to report as directed by his officer in person and in writing on the forms provided by his officer. Agree to allow the officer to visit at home, work, or other convenient places.
  5. Agree to immediately report in person, in writing or by telephone any changes in residence, employment or marital status.
  6. Agree not to use or possess drugs other than those legally prescribed by a physician. Agree not to use alcohol nor go onto the premises where alcoholic beverages are served, to include: beer parlors, taverns, clubs, group meetings or parties where alcoholic beverages are served.
  7. Agree not to 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.

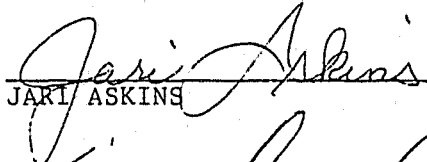
8. Agree not to associate with persons on parole or probation or persons with criminal records, communicate with inmates of any penal institution, except members of the immediate family, unless my parole officer gives permission because of work or other good reason.
  9. Agree to pay parole fees of \$20.00 per month, payable in cashier's check or money order to the Department of Corrections Restitution and Accounting Office.
  10. Comply with all lawful directives issued by his supervising officer or any member of the Department of Corrections.
  11. Agree that at any time or place, he is subject to search. In addition, his vehicle and any property under his control is subject to search.
  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.
  2. Attend drug counseling sessions.
  3. Successfully complete some type of substance abuse treatment program as prescribed by the parole officer.
  4. Attend counseling sessions with a psychiatrist, psychologist, therapist, or other person designated by the parole officer.
  5. Attend T.A.D.D. (Treatment Alternatives to Drunk Drivers) aftercare.
  6. Accept banishment to another state or country, and be forbidden to return unless pardoned by the Governor.
  7. Pay restitution in the amount and according to the payment schedule indicated by the Parole Officer.
  8. Successfully complete the specified amount of time on the Level I Supervision Program established by the Department of Corrections.
  9. Other special conditions as the Board may direct.

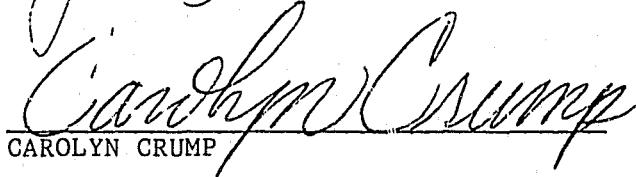
- C. Special conditions may be modified during parole supervision by mutual agreement of the designees of the Pardon and Parole Board, the Department of Corrections and the Office of the Governor. Modification may include substitution of a special condition in place of the original condition if the new condition is no more restrictive than the original condition agreed upon at the time of parole.
1. The Executive Director shall have the authority to act as designee of the Pardon and Parole Board in approving or disapproving requests for modification of special conditions.
  2. All requests and the action of the Executive Director, Department of Corrections, and the Governor's Office shall be documented and a copy retained in the Pardon and Parole Board inmate file.
  3. The Department of Corrections will be responsible for ensuring that the request is properly submitted and that the parolee consents to the modification as approved.
- D. The Board may require that stipulations be completed prior to the parole recommendation being effective. Pre-parole stipulations may be modified only by subsequent Board action or by administrative review or withdrawal as authorized by Policy 007. The stipulations may include:
1. A post-dated release date, with or without a requirement that the inmate maintain clear conduct;
  2. Completion of school or vocational training;
  3. Participation in GED or adult basic education programs;
  4. Completion of a specified amount of time on work release status;
  5. Participation in substance abuse counseling or residential programs;
  6. Parole only to a consecutive case or detainer;
  7. Parole only to a specified state;
  8. Other conditions as the Board may require.

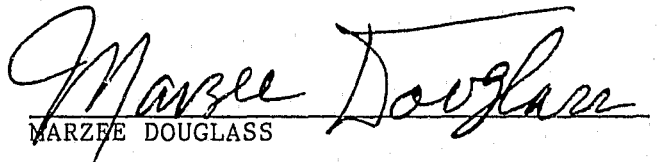
III. BASIS FOR POLICY:

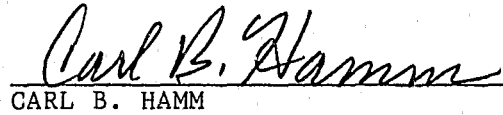
- A. Pardon and Parole Board Policy 001 - Establishment, Maintenance and Distribution of Pardon and Parole Board Manual.
- B. Article VI, Section X of the Oklahoma Constitution
- C. Oklahoma Statutes Title 57, Sections 332.2, 347, 355
- D. Oklahoma Statutes Title 22, Section 991 d.B.
- E. To establish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

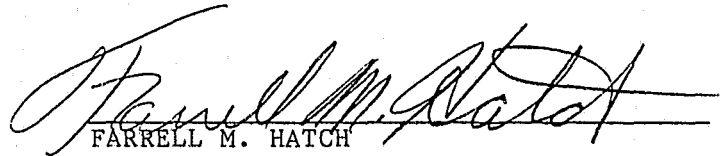
DATE APPROVED: 8-8-81

  
JARI ASKINS

  
CAROLYN CRUMP

  
MARZEE DOUGLASS

  
CARL B. HAMM

  
FARRELL M. HATCH

PARDON AND PAROLE BOARD PROCEDURE

NUMBER -005-1

EFFECTIVE 8-8-91

I. TITLE: Distribution of Parole Fact Sheets

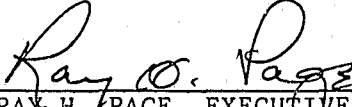
II. PROCEDURE: A Parole Fact Sheet shall be available for distribution to inmates prior to their consideration by the Board. The purpose of the Parole Fact Sheet shall be to provide a list of the standard conditions of parole and to explain the basic requirements of parole to inmates.

- A. Investigators shall provide a Parole Fact Sheet (Form 005-1-A) to each inmate during the investigative interview and shall give the inmate an opportunity to ask questions concerning parole.
  - 1. Questions may be referred to the Executive Director or other staff for response if needed.
  - 2. If the inmate indicates an unwillingness to follow any of the rules and conditions of parole, the Investigator shall include the inmate's statement in the investigative report.
- B. If the inmate is not available for an interview, a Parole Fact Sheet may be requested by the inmate or the case manager for mailing to the inmate.
- C. Parole Fact Sheets shall only be provided to those inmates who are scheduled on the parole docket for consideration in the near future.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy Number 005 - Establishment of Standard and Special Conditions of Parole
- B. To ensure that parole candidates are informed of the rules and conditions of parole.

DATE APPROVED: 8-8-91

  
RAY H. PAGE, EXECUTIVE DIRECTOR

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

NUMBER 005-2

EFFECTIVE 8-8-91

I. TITLE: Preparation of Parole Certificates and Parole Revocation Certificates

II. PROCEDURE: Following each meeting of the Pardon and Parole Board, parole certificates shall be prepared by the designated Pardon and Parole Board personnel. Certificates for inmates receiving a recommendation without pre-parole stipulations or a recommendation to a detainer or consecutive case should be given priority for completion before other certificates. All certificates must be completed and forwarded to the Pardon and Parole Coordinator, Department of Corrections one week after the meeting. Revocation certificates shall be prepared as directed by the General Counsel.

A. Parole Certificates

1. Certificates shall be completed by inserting required information into the blanks on the certificate forms. Information necessary to complete the front side of parole certificates may be obtained from the first page of the Investigative Report, from a memorandum supplying the necessary information, from a docketing worksheet, or from other file documents.
2. The blanks on the front side of the parole certificate shall be completed as follows:
  - a. Indicate the inmate's name as shown on the Investigative Report;
  - b. Indicate the inmate's DOC number;
  - c. Designate the county in which the inmate was convicted on the controlling case;
  - d. Include the case number (CRF number) on the controlling case;
  - e. Indicate the complete title of the offense in the controlling case;
  - f. Include the sentence length on the controlling case including any portions suspended or previously served. If the sentence is a parole violation, indicate only the original sentence length;



- g. Indicate the reception or rebill date on the controlling case. Indicate, on the line below, the effective beginning date of any delayed concurrent cases. If the case is a parole violation, indicate the original reception date and, on the line below, include the date of return as a parole violator.
  - h. List all concurrent cases including the case (CRF) number, the county of conviction, the offense title, and the sentence length, as is required in f. (above). If a concurrent case is a staggered sentence, indicate the reception date as required by g. (above). If the parole includes a consecutive case, list the same information required for a concurrent case, with "CS" preceding the information.
  - i. Insert the name of the Governor who will consider the recommendation for parole.
  - j. 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 (CRF) number, the county of conviction, the offense title, and the sentence length. Include any portion of the sentence which has been 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 detaining jurisdiction, offense title and case number.
3. Special conditions of parole shall be listed on the back side of the parole certificate. If the Board does not stipulate 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 \_\_\_\_ 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 \_\_\_\_\_.

g. Banishment:

I will be banished to the state/country of \_\_\_\_\_ 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 \$ \_\_\_\_\_ 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.

1. Any other special condition imposed by the Board. The Executive Director shall be consulted for proper wording of other conditions.

4. If the recommendation is to a consecutive case or to a detainer, a statement shall 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 shall 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 shall be prepared to correct errors appearing in certificates previously executed by the Governor and filed with the Secretary of State.

a. Amended certificates shall be prepared in accordance with II.A. and the word "Amended" shall be typed above the title of the document.

- b. The following language shall be typed in the upper right corner: "This Certificate corrects the Certificate executed on (insert date) and shall not affect the Rules and Conditions of Parole on the original Certificate."
  2. Amended certificates, with four (4) copies, shall be forwarded to the Governor's Office for signature. After the executed copies are returned, they shall be distributed as follows:
    - a. If the parolee is incarcerated in a Department of Corrections facility, to the parolee, field file, supervising Probation and Parole District, and to the Deputy Director of Probation and Parole, Department of Corrections.
    - b. If the parolee is released under parole supervision, to the parolee, field file, supervising Probation and Parole District and to the Deputy Director of Probation and Parole, Department of Corrections.

C. Revocation Certificates

1. Revocation certificates shall be prepared in handwritten form by the General Counsel and referred to the designated Pardon and Parole Board personnel for typing.
  - a. All information shall be provided by the General Counsel in accordance with revocation documents provided by the Department of Corrections.
  - b. Revocation certificates shall be typed in a timely manner and returned to the General Counsel for proofreading.
2. Completed revocation certificates shall be forwarded to the Governor's Office with all revocation documents. Prior to forwarding, two (2) copies of the certificate shall be made for distribution to:
  - a. The General Counsel's files;
  - b. The inmate's parole file.
3. Amended revocation certificates shall be prepared as directed by the General Counsel.

NUMBER 005-2  
PAGE SIX

III. BASIS FOR PROCEDURE:

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

DATE APPROVED: 8-5-91

Ray H. Page  
RAY H. PAGE, EXECUTIVE DIRECTOR

PARDON AND PAROLE BOARD POLICY

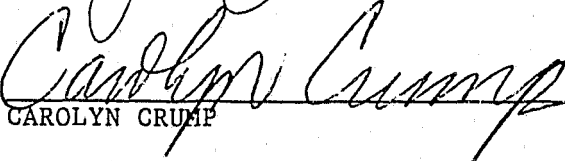
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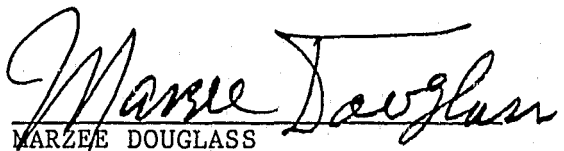
EFFECTIVE 8-8-91

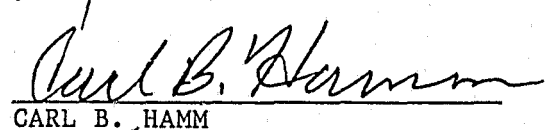
- I. TITLE: Establishment of Guidelines for Investigative Reports and Documentation
- II. POLICY: The policy of the Oklahoma Pardon and Parole Board is to promote efficiency and professionalism in the preparation of investigative reports. The Executive Director shall issue procedures to implement the following:
- A. A uniform method for the collection of information, preparation of investigative reports, and documentation of the information contained therein.
  - B. Uniform guidelines for collection of information through personal interviews with inmates considered for clemency.
  - C. Distribution of investigative caseloads and establishment of field offices at designated institutions.
  - D. Guidelines for the consolidation and timely distribution of investigative reports to the Board members, the Pardon and Parole Coordinator, Department of Corrections, and other recipients.
  - E. Procedures to ensure the accuracy of information provided to the Board and the maintenance of high standards of quality in all phases of report preparation.
  - F. Other procedures necessary to provide the Board with accurate, detailed and sufficient information on each inmate considered for clemency.
- III. BASIS FOR POLICY:
- A. Pardon and Parole Board Policy Number 001 - Establishment, Maintenance and Distribution of Pardon and Parole Board Manual.
  - B. To establish standards and guidelines facilitating the comprehensive and equitable consideration of clemency candidates.


DATE APPROVED 8-8-91

  
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JARI ASKINS

  
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CAROLYN CRUMP

  
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MARZEE DOUGLASS

  
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CARL B. HAMM

  
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FARRELL M. HATCH

PARDON AND PAROLE BOARD PROCEDURE

NUMBER 006-1

EFFECTIVE 8-8-91

- I. TITLE: Distribution of Investigative Caseloads and District Assignments
- II. PROCEDURE: The Executive Director shall establish supervisory districts and assign institutional caseloads based upon geographic location, inmate populations and available resources.
  - A. The McAlester District Supervisor shall be located at the Oklahoma State Penitentiary and shall be responsible for caseloads including:
    1. Oklahoma State Penitentiary
    2. Jackie Brannon Correctional Center
    3. McAlester Community Corrections Center
    4. Mack Alford Correctional Center
    5. Idabel Work Center
    6. McLeod Correctional Center
    7. John Lilley Correctional Center
    8. Ouachita Correctional Center
    9. District 3, PPCS
  - B. The Oklahoma City District Supervisor shall be located in Oklahoma City and shall be responsible for caseloads including:
    1. Mabel Bassett Correctional Center
    2. Oklahoma City Community Corrections Center
    3. Kate Barnard Community Corrections Center
    4. Oklahoma City Work Center
    5. Clara Waters Community Corrections Center
    6. Oklahoma State Reformatory
    7. Sayre Work Center
    8. Hollis Work Center
    9. Mangum Work Center
    10. Lawton Community Corrections Center
    11. Waurika Work Center
    12. Frederick Work Center
    13. Joseph Harp Correctional Center
    14. Lexington Correctional Center
    15. Ardmore Work Center
    16. Madill Work Center
    17. Healdton Work Center
    18. William S. Key Correctional Center
    19. District 4, PPCS
    20. District 7, PPCS
    21. District 6, PPCS

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

1. Tulsa Community Corrections Center
2. James Crabtree Correctional Center
3. Eddie Warrior Correctional Center
4. Vinita-Eastern State Hospital
5. Conner Correctional Center
6. Enid Community Corrections Center
7. Muskogee Community Corrections Center
8. Jess Dunn Correctional Center
9. District 1, PPGS
10. District 2, PPGS
11. District 5, PPGS

D. The Investigator Supervisor for each district shall be responsible for the specific caseload assignments for each Investigator within the district, subject to the approval of the Deputy Director and Executive Director. Caseloads shall be periodically reviewed for adjustments.

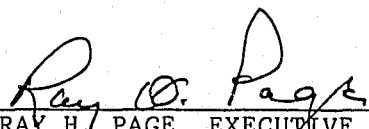
E. Specialized caseloads shall include the following:

1. Docketing at Lexington Assessment and Reception Center shall be completed by the Investigator and Administrative Assistant I supervised by the Deputy Director.
2. Parole applications of inmates serving Oklahoma sentences concurrent with other jurisdictions shall be processed by the Administrative Officer, including preparation of investigation reports, and assisting other Investigators as needed. The Administrative Officer shall complete investigative reports for inmates confined in other jurisdictions under the Interstate Corrections Compact.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 006 - Establishment of Guidelines for Investigative Reports and Documentation.
- B. To designate the distribution of caseloads and district assignments.

DATE APPROVED: 8-8-91

  
RAY H. PAGE, EXECUTIVE DIRECTOR



PARDON AND PAROLE BOARD PROCEDURE

NUMBER 006-2

EFFECTIVE 8-8-91

- I. TITLE: Interviewing Process and Investigative Worksheets
- II. PROCEDURE: Each Investigator and Supervisor shall be responsible for interviewing inmates assigned to his or her caseload prior to completion of investigative reports. The purpose of the interview shall be to gather factual information for parole decisions made by the Pardon and Parole Board and to assist Investigators in making recommendations to the Board. Investigation worksheets shall be utilized to ensure uniformity in the preparation of reports.
  - A. Completion of Worksheets Prior to Interview
    1. Each inmate's institutional file shall be reviewed prior to the interview to familiarize the Investigator with the contents of the file.
    2. Information shall be recorded on investigation worksheets (Form 006-2-A), which shall provide the format for completion of investigative reports.
  - B. Scheduling Interviews
    1. Investigators shall 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 shall be made to contact inmates to arrange interviews.
    3. Investigators shall follow institutional rules and regulations at all times during the interviewing process and file research.
  - C. Conducting Interviews
    1. Parole candidates shall be informed of the purpose of the interview and shall be encouraged to contribute information which is pertinent to parole consideration.
    2. Investigators are prohibited from counseling inmates and may only answer questions related to the parole process. Inquiries concerning Department of Corrections policy or procedure shall be directed to personnel within that agency.

3. Inmates who refuse to cooperate or who are disruptive during the interview shall be dismissed and the interview terminated. Inappropriate behavior should be reported to the Department of Corrections.

III: Investigators shall prepare Investigative Reports for each inmate on his or her caseload in a standard and uniform manner in compliance with the following:

A. 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 where possible, unless the heading requires a narrative explanation.
3. Narrative information should be brief and concise but should also be complete.
4. Information should be based on documented facts and interviews. Where required by this procedure, a source of information shall immediately follow in parentheses.
5. After the report is typed, the Investigator or Supervisor shall proofread the report and initial the first page.

B. Each Investigative Report will begin with preliminary information on Form Number 006-2-A, to be completed as follows:

1. Docket - Indicate the month and year that the inmate is on the docket for consideration.
2. Facility - Indicate by official abbreviation the facility where the inmate is assigned at the time the report is prepared or where the field file is maintained if the inmate is housed at a different location. Inmates incarcerated in another jurisdiction should be indicated by "Interstate."
3. Date of Interview - Indicate by month-day-year the date the inmate was personally interviewed in preparation of the final report. If there was no personal interview, write "None."

4. Name - State the name of the inmate (first name first) as it appears on the Judgment and Sentence. If inconsistencies appear in the file, verify the correct commitment name with records personnel. Do not include aliases or nicknames.
5. Number - Indicate the inmate's Department of Corrections number.
6. Date of Birth - Indicate date of birth, with age at time of parole consideration in parentheses.
7. Sex - Indicate 'M' for male and 'F' for female.
8. Offense - State the offense as it appears on the Judgment and Sentence document. Include the count number, if applicable. If the offense title exceeds the space provided, verbiage such as "to the included offense of" may be omitted. Lengthy offense titles may be abbreviated and degrees may be indicated by Roman Numerals.
9. Sentence - Indicate number of total years to be served on the instant offense, followed by the number of years suspended and/or previously served.
10. County - State county in which conviction was rendered.
11. CRF # - Record the CRF number of the Judgment and Sentence.
12. Reception/Rebill Date - Indicate by month-day-year the most recent date of reception or rebill as contained in the file or on the consolidated record card. If a rebill, indicate by underlining the word rebill.
13. Jail Time - Indicate amount of jail time in days credited by the Department of Corrections.
14. Offense History - Include any additional information that relates to the controlling case (i.e., sentence modification, revocation, etc.) and list in chronological order including the date and the type of action taken. Also note any credit for time served on a previous sentence which has been applied to the current sentence due to post-conviction relief, prior invalid sentence, or other court action (except earned credits).

Indicate the amount of time remaining to be served on a parole revocation. Do not include escape time in this section. Indicate time out on appeal bond. A source is not required; however, only documented information should be included in this section.

15. Current Release Date - Indicate by month-day-year the current release date shown on the Department of Corrections time calculation forms or record card.
16. Projected Release Date - Indicate by month-day-year the projected release date calculated by the Investigator or as verified by DOC personnel. In the case of two or more projected release dates, give the latest date. If the projected release date is based upon a delayed concurrent case, indicate the corresponding case with an asterisk by the delayed concurrent case.
17. Number Prior Incarcerations - State the number of prior incarcerations in any state or federal adult penal institution for which there is documentation. An incarceration is defined as reception, confinement and release by parole or discharge, excluding escape from an Oklahoma incarceration and release on appeal bond until the conviction is upheld by the court.
18. Security Level - Indicate the security level of the inmate's institution. If the institution has more than one security level, indicate the inmate's assigned security level.
19. Minimum Parole Eligibility Date - Indicate by month and year the first date under docketing criteria at which the inmate was or would be considered for parole, other than by Board member placement.
20. Reason for Current Docket - Indicate by abbreviation the reason for the current docket, i.e., 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 actual eligible date in parentheses.

21. Last Board Consideration - Give month, year and type of docket of any Board consideration on the current case during the past year or the last consideration if it was over a year ago. Indicate the Board's recommendation. If the inmate was recommended at the Board consideration, indicate the type of disposition which resulted in the present docket. If the disposition is Board Denial, the reason for current docket need not be restated.
  22. Jacket Review Level - Indicate jacket review eligibility pursuant to Policy 007. If the inmate is a personal appearance, write "N/A".
  23. Presumptive Parole Date - Record by month or year from a current docketing worksheet. If the existing docketing worksheet is inaccurate, submit an accurate one with the report. Record the latest PPD.
  24. 15/12 or 15/24 Date - Record by month or year from a current docketing worksheet. If the existing docketing worksheet is inaccurate, submit an accurate one with the report.
  25. 15% Date - Record by month or year from a current docketing worksheet.
- C. After the preliminary information is provided on Form Number 006-1-A, each report will include the following topics and numbered headings in paragraph form:
1. CC AND/OR CS CASES OR DETAINERS:
    - a. List all felony offenses which are concurrent to the controlling case. Include the length of sentence, county/jurisdiction and CRF number, only if the information is not the same as the controlling case. Also, include date received of any staggered concurrent cases. Staggered concurrent cases with a different reception date and that have expired should be listed under #2. Directly below each case in parentheses indicate any offense history, as required by paragraph B.14 of this procedure, which pertains to the concurrent case(s). If the offense history is exactly the same as the history of the controlling case, indicate by writing the words "same history" in parentheses after the entry. If the concurrent case has expired, state "Expired" and the date of expiration.

- b. List all consecutive felony offenses in the order of priority. Include the length of sentence. Also include the county/jurisdiction and CRF number, if the information differs from the controlling case. Directly below each case indicate in parentheses any offense history, as required by paragraph B.14 of this procedure which pertains to the consecutive case(s).
- c. List all detainers, foreign or domestic, in order of priority, recording as much information as is available, including the offense, sentence and jurisdiction. If no sentence has been rendered, state "Pending" in place of the sentence. Directly below each detainer indicate in parentheses any offense history as required by paragraph B.14 of this procedure, which pertains to that detainer.

2. CHRONOLOGY OF OTHER FELONY CONVICTIONS:

- a. List in chronological order all documented adult felony convictions and active suspended sentences unless listed in Section 1. Include the offense, length of sentence, the date the supervision/incarceration began, jurisdiction, type and dates of action(s) taken. If a substantial period of time has elapsed between the date of conviction and the date supervision/incarceration began, indicate the date of conviction in parentheses. The chronology of each case should include the method and date of the latest disposition and/or 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 are different from the preceding controlling case. If all data is the same, list only the offense title and number of cases if more than one. Where 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 which are different from the preceding controlling case.
- b. Do not include arrests, charges which were dismissed, successfully completed deferred sentence, active deferred sentences, juvenile misdemeanor convictions or Non-Violent Intermediate Offender (NIO) cases which were not amended to determinate sentences.

3. DISTRICT ATTORNEY'S VERSION OF INSTANT OFFENSE

- a. Give a summary of the facts of the instant offense and concurrent cases based upon information supplied by a District Attorney's office. Include the method of conviction. If the version indicates that the crime was not unusual in any manner, so state. A verbal statement made by a District Attorney's office may be used as an official version if the information is documented by a written memorandum. The memorandum shall include the date of the conversation, the identity of the official and the signature of the person preparing it. A lengthy version or attachments may also be summarized in a similar manner.
- b. If the inmate is incarcerated on a revoked suspended sentence or parole, include a brief summary of the official version of the offense which led to the revocation and state the source. If the inmate has a consecutive case for murder, manslaughter, rape or other violent offense, include a version of the consecutive case if significantly different from the controlling case.

4. INMATE'S VERSION OF INSTANT OFFENSE

- a. Give the inmate's current statement as made to the Investigator, regarding the instant offense and any concurrent cases. Also include the inmate's statement regarding consecutive cases if these cases involve murder or sex offenses and no D.A. Narrative is available. Include the circumstances and details of the crime (use of weapon, injury to person or property, type of victim, etc.) the identity of convicted co-defendants (except juveniles) and disposition of charges against them, and the inmate's admission or denial of guilt. Also 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 these differences and document them by source and date. If the inmate was not personally interviewed, give the reason and any available prior statement made to law enforcement officials.

- 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 all institutional transfers which have occurred during incarceration on the instant case. If the inmate rebilled within the past ninety days, include all movements which have occurred within the past ninety days. List movements by date and facilities.
- b. If the inmate has escaped, list the facility from which the escape occurred and the facility to which the inmate was returned after recapture. In parentheses, state the date of escape and the date of apprehension. The date of apprehension is the date of re-arrest, regardless of the date of return to DOC custody.
- 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 last misconduct report and the scheduled Board consideration.
- b. List the six most recent misconduct reports received during the past year while serving the current offense. List them in chronological order with the most recent misconduct first. State only the date of the report, the title of the violation, where the misconduct report was issued and the punishment received. If more than six misconducts have been received, indicate the number of misconducts received during the past year.
- c. If the inmate has 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 form (excluding substance abuse and psychological information) and give a general statement regarding the progress made toward completion. If available, include a brief evaluation of participation in each program. Indicate a reason for any variance from the needs listed including whether the program has been available, or whether application has been made by the inmate. If he/she has entered a program and failed to complete it, indicate the reason. Give the source of all information included in this section.
- b. 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 the present institutional job assignment and briefly summarize work evaluations and/or supervisor statements concerning the current job. Also indicate if employment is outside the institution.
- b. Give a brief summary of overall work performance during this incarceration and explain any institutional transfers or changes in security assessment which are relevant to work assignments. Also state current earned credits level.
- c. Indicate the source of all information included in this section.

9. PAROLE PLAN

- a. Indicate the inmate's current statement concerning:
  - (1) City and state wherein he/she will live;

(2) Type of job, place of potential employment, and projected salary;

(3) Type of school, location, and how he/she 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). Include the jurisdiction, type of sentence or parole, the dates of supervision and how terminated. Multiple supervisions on the same offense should be listed separately but designated by an asterisk followed by "Same offense." If the case remains active or 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 after each supervision period.
- b. Following each item, summarize documented violations which occurred during that supervision period. All law violations shall 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 successfully completed an unsupervised deferred or suspended sentence, indicate the sentence followed by the designation "unsupervised".
- e. List in chronological order all documented Non-Violent Intermediate Offender sentences for which the inmate was not re-sentenced and given a determinate sentence. Include the offense, length of sentence, the date the supervision/incarceration began, jurisdiction, the date and type of termination of the

sentence, 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 preceding 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 have been 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 re-sentenced to determinate sentences should be listed pursuant to Section C.2.

11. JUVENILE INSTITUTIONALIZATION/SUPERVISION

List in chronological order all juvenile incarcerations or supervisions resulting from criminal behavior. Include the location confined or supervised, the offense and the dates and length of confinement or supervision. State the source of the information.

12. SUBSTANCE ABUSE AND MENTAL HEALTH HISTORY AND TREATMENT

a. Substance Abuse History and Treatment

- (1) Give a brief statement, as made by the inmate, including the type of substance, the time period it was used, and any admissions or denials of current dependency. If the inmate was not interviewed, record any prior statements documented in his file and indicate the source.
- (2) State substance abuse treatment history as provided by inmate.
- (3) State substance abuse information and treatment history from other documented sources except felony convictions and indicate the source.

- (4) Indicate any substance abuse need shown on the most recent DOC assessment and detail participation in appropriate programs while currently incarcerated. 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 any out-patient 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 any documented history of violent behavior, other than felony convictions, which indicates a pattern of assaults or a propensity toward violence and state the source. Non-assaultive sexual crimes may be listed if the current offense is for a sex crime.
- (4) If, in the opinion of the Investigator, the inmate is a suitable parole candidate but psychological evaluation is advisable prior to consideration, attach a memorandum to the front of the report requesting such evaluation.

13. EVALUATION OF DISCIPLINARY RECORD

Briefly detail the circumstances of the misconducts listed in Section 6 and any other significant misconducts within the last year. Identify each report by date and title, followed by a brief clarifying statement. State the total number of misconduct reports received while serving the current offense. If misconducts prior to the past year or rebill are of significance, explain them also.

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 shall 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, the dates thereof, 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 and which is not included in other sections of the report. Include substance abuse, child abuse, or criminal behavior by family members and the inmate's general environment prior to incarceration: Personal history shall be defined as the external factors contributing to criminal behavior and not the actual behavior. If no factors contributed to criminal behavior include a statement similar to "stable home life" rather than "none".
- d. Briefly state any documented information concerning the inmate's personal or family history which is relevant to criminal behavior and is not included in other sections of the report. This 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.
- f. Give the inmate's statement concerning details of the parole plan to include whether the inmate will return to the same environment, unite with family members, move to a different location, etc. If available, state whether the inmate's statement coincides with parole program documents. Indicate the type of clemency requested and any reasons supporting the request. Also include any pre-parole programs or stipulations requested by the inmate and reasons supporting the requested stipulations.

15. MISCELLANEOUS

- a. Indicate the category and risk shown on the matrix, the Presumptive Parole Date, and the 1/3 date. If the PPD has been aggravated or mitigated, indicate the type of action, the number of months applied, and the reason. Aggravation or mitigation should not include escape or dead time. If the one-third date is mandatory, indicate by "\*1/3" or if mandatory 10 years applies, indicate by "\*10 years".
- b. If an official version is not available, 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. State the source.
- c. If information concerning prior undocumented felony convictions/incarcerations is discovered, list the convictions or incarcerations indicating the source, i.e., inmate statement, incarceration plan, etc. Include the inmate's explanation of an "AFCF" designation on the current offense title if no documentation is available. Any undocumented offense history (inmate statement) may be included in this section.

- d. Note the date, title, source and a brief explanation of any misconducts which were pending at the time of report preparation and any pending criminal charges which were not listed as a detainer.

16. RECOMMENDATION

State whether parole/commutation is or is not recommended and list the objective reasons which are supported by the information in the report or other independent information.

- a. If parole is recommended, special conditions may also be recommended with a reason given therefor. If work release, PPCS or Level I is recommended, specify the number of days. If substance abuse monitoring and treatment is recommended before release, specify CAT, which would include TADD or 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.
- b. Indicate whether parole is recommended to be effective on a specific date such as PPD, mandatory 1/3 or a 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 stipulations.
- d. If commutation is recommended or likely to be considered by the Board, state at least three commuted sentence lengths and the projected release date for each.
- e. If the inmate will discharge his sentence without a consecutive case or detainer prior to his/her next consideration, the probable discharge should be noted, regardless of the Investigator's 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 before the Board and may have a communication problem advise the Board of the problem.
- h. If the inmate was recommended at the last Board consideration and the recommendation was subsequently withdrawn, indicate the reason(s) 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 will be required as a condition of a suspended sentence following parole, include restitution as a condition of parole also.
- j. The Investigator may recommend that the inmate be reconsidered for parole in six months or that parole consideration be set off 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.
- l. Note whether the District Attorney objects to parole of the inmate.

IV. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy Number 006 - Establishment of Guidelines for 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

DATE APPROVED: 8-5-91

  
RAY H. PAGE, EXECUTIVE DIRECTOR



Prepared By: \_\_\_\_\_

INVESTIGATIVE WORKSHEET

DOCKET: \_\_\_\_\_ FACILITY: \_\_\_\_\_ DATE OF INTERVIEW: \_\_\_\_\_

NAME: \_\_\_\_\_ NUMBER: \_\_\_\_\_ DOB: \_\_\_\_\_ ( ) SEX: \_\_\_\_\_

OFFENSE: \_\_\_\_\_

SENTENCE: \_\_\_\_\_ COUNTY: \_\_\_\_\_ CRF: \_\_\_\_\_

RECEPTION/REBILL DATE: \_\_\_\_\_ JAIL TIME: \_\_\_\_\_ DAY

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#
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B. List CS cases to instant offense:

OFFENSE	SENTENCE	JURISDICTION	CRF#
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C. List Detainers in order of priority: (Including CC cases in other jurisdictions)

OFFENSE	SENTENCE/CASE PENDING	JURISDICTION
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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
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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.

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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.

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B. Summarize general activities of inmate. State source.

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8. INSTITUTIONAL WORK PERFORMANCE:

A. Present Job and Work Evaluations (State source). State current Earned Credit I

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

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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):

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2. FACILITY/PROGRAM	REASON ADMITTED	DATE BEGAN	DATE COMPLETED	SOURCE
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3. Documented substance abuse information and documented source.  
(Other than felony convictions):

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

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

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

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**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

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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/TYPER	COURT-MARTIALS	SOURCE
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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.



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
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D. PENDING MISCONDUCTS:

DATE	TITLE OF VIOLATION	WHERE PENDING	EXPLANATION	SOURCE
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PARDON AND PAROLE BOARD PROCEDURE

NUMBER 006-3

EFFECTIVE 8-8-91

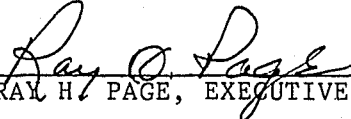
- I. TITLE: Consolidation and Distribution of Investigative Reports
- II. PROCEDURE: Investigators shall be responsible for submitting completed reports to the Executive Secretary for consolidation and distribution in accordance with deadlines established by the Executive Director.
  - A. Reports shall be prepared and submitted in final form to the Executive Secretary on a weekly basis.
    1. Reports for parole candidates transferred to a different facility shall be the responsibility of the Investigator assigned to the receiving facility. Investigators shall monitor transfers to ensure that all reports are completed by the deadline.
    2. Investigators shall report waivers, transfers and other docket changes to the Executive Secretary weekly during the docket preparation.
    3. Investigators shall proofread and initial typed reports as directed by the Supervisor. Completed reports shall be submitted on a weekly basis, and all reports must be received no later than the date indicated on the deadline schedule.
  - B. The Executive Secretary shall consolidate the completed reports and forward them to the Pardon and Parole Coordinator, Department of Corrections, by the designated deadline.
    1. Investigative reports and Department of Corrections parole summaries shall be organized in alphabetical order by the inmates' last names. Investigative reports shall be placed first, followed by the parole summary and any attachments to each inmate's report. The pages shall be numbered and an alphabetical index compiled.
    2. The designated Pardon and Parole Board personnel shall be responsible for making press copies of the releasable portions of reports for distribution to major newspapers which request the information.
    3. As the reports are received, the information contained therein shall be entered in the computer. When all reports are received, the docket shall be printed in final form.

4. The reports and docketts shall be forwarded to the Department of Corrections for printing and distribution. Upon return of the reports, the originals shall be placed in the inmate files.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 006 - Establishment of Guidelines for Investigative Reports and Documentation
- B. To establish an efficient system for the timely consolidation and distribution of investigative reports.

DATE APPROVED: 8-8-91

  
\_\_\_\_\_  
RAY H. PAGE, EXECUTIVE DIRECTOR

PARDON AND PAROLE BOARD PROCEDURE

NUMBER 006-4

EFFECTIVE 8-8-91

- I. TITLE: Audits of Investigative Reports and Inmate Files
- II. PROCEDURE: Investigative reports shall be audited for errors on a regular basis, and the auditor shall prepare a written report documenting the results of the audit. Inmate files maintained in the administrative office shall be audited for accuracy and completeness.
  - A. Audit of Investigative Reports
    1. Audits of each Investigator's reports shall be conducted at least twice each year using a random sampling. A minimum of five reports shall be reviewed.
    2. All Investigator Supervisors shall conduct audits of all Investigators within their District. Audits of each Supervisor's reports shall be completed by the Deputy Director.
    3. Audits shall be conducted by comparing the information found on the Consolidated Record Card and the inmate's institutional file with the information contained within the investigative report, including:
      - a. All preliminary information;
      - b. All information pertaining to concurrent and/or consecutive cases or detainers;
      - c. Chronology of other felony convictions;
      - d. Evaluation of previous supervision;
      - e. District Attorney's version of the offense;
      - f. All other information which requires that the source of the information, other than an interview, be stated.
    4. A written summary of the audit shall be prepared by the auditor. The summary shall include an explanation of each error and how it was discovered. The summary shall be distributed to:
      - a. The audited Investigator;
      - b. The Deputy Director.
    5. If a significant error is discovered, the auditor shall report the error to the Executive Director. A significant error shall be an error which could have affected the Board's decision in the opinion of the auditor.
      - a. The report may contain a recommendation by the auditor that the case be scheduled for special review by the Board.

- b. A correction shall be distributed to designated Pardon and Parole Board personnel and to the appropriate facility for the inmate's files.

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 shall be conducted by designated Pardon and Parole Board personnel.
2. Audits shall include the following steps:
  - a. Docketing worksheets shall be reviewed to ensure that all mathematical calculations are correct and in accordance with Board policies and procedures and state law.
  - b. Inmate notification forms shall be audited to ensure that the inmate was notified of the correct docket date and reason for the docket.
  - c. All obsolete worksheets and forms shall be updated.
  - d. Docket dates shall be compared to the index card file and computer data to ensure that correct dates are recorded. Any errors in the worksheet, notification, card file or computer data shall be immediately reported to the Deputy Director for corrections.
  - e. District Attorney narrative reports shall be reviewed for aggravation and mitigation purposes. If no report is in the file, a request shall be sent to the appropriate District Attorney.
3. Upon completion of the audit, the designated Pardon and Parole Board personnel shall 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: Establishment of Guidelines for Investigative Reports and Documentation.
- B. To create an audit system which ensures accuracy of information provided to Board members.
- C. To establish guidelines for conducting audits of inmate files.

DATE APPROVED: 8-8-91

Ray H. Page  
RAY H. PAGE, EXECUTIVE DIRECTOR

PARDON AND PAROLE BOARD POLICY

NUMBER 007

EFFECTIVE 8-8-91

- I. TITLE: Establishment of Guidelines for Jacket Review and Personal Appearances, Special Reviews and Administrative Reviews
- II. POLICY: The policy of the Oklahoma Pardon and Parole Board is to designate the methods by which inmates are considered for parole. Inmates considered on the regular parole dockets shall be scheduled for personal appearances or jacket reviews. Cases designated for jacket review shall be considered based upon Board review of the inmate's parole file. Cases designated for personal appearance shall be personally interviewed by the Board members. Applicants for clemency other than parole shall be considered as jacket reviews, except as otherwise noted. After consideration by the Board, the Executive Director is authorized to return the files of inmates to the Board for special review, or to administratively modify the Board's recommendation consistent with the guidelines established in this policy.
- A. Jacket Review Criteria
1. Inmates shall be considered by jacket review if any of the following apply:
    - a. The inmate is serving the first or second adult incarceration for a non-violent offense as defined in Procedure 008-1 Attachment A, including all concurrent cases.
    - b. The inmate is serving the fourth incarceration or more, regardless of the offense title.
    - c. The inmate is in the custody of law enforcement officials with a pending charge or a new conviction.
    - d. The inmate has been found guilty of a serious misconduct or is placed in the Disciplinary Unit within sixty (60) days of the Board meeting.
    - e. The inmate is confined to a mental institution, nursing home, hospital or out-of-state correctional facility, or the inmate's mental or physical condition prevents a personal appearance.
    - f. Corrections officials verify that the inmate's appearance at a Board meeting could create a security risk, including inmates assigned to administrative segregation. Placement of an inmate on jacket review under this section must be approved by the Executive Director or staff designated by the Executive Director.

- g. The inmate refuses to be transported to the meeting or threatens verbal or physical abuse if permitted to appear before the Board.
  - h. The inmate submits a written request to the Executive Director that the personal appearance be modified to a jacket review.
  - i. The inmate refused to appear for an interview with the Pardon and Parole Board Investigator or was uncooperative during the interview.
  - j. A majority of the Board votes to consider an inmate as a jacket review.
  - k. Other circumstances warrant jacket review and the Executive Director or designated staff approves such action.
2. All inmates who do not meet the criteria for jacket review will be personally interviewed by the Board.
  3. All inmates being considered for Pre-Parole Conditional Supervision and Mandatory Parole Review shall be considered by jacket review.

B. Pardons

1. Pardon applicants will be considered by review of a Pre-Pardon Investigation Report, provided by the Department of Corrections, and other pertinent documents.
2. Pardon applicants will not be granted a personal appearance before the Board unless warranted by unusual circumstances and authorized by a Board member.

C. Special Jacket Reviews

1. Cases considered by the Board at a previous meeting may be reviewed by the board prior to consideration of the case by the Governor.
2. Special Review may be scheduled at the discretion of the Executive Director under the following circumstances:
  - a. A recommendation is automatically withdrawn due to misconduct, escape or new charges and the reason for withdrawal is overturned or dismissed.



- b. An inmate is denied parole by the Board due to misconduct(s) or new charges which are later expunged or dismissed.
  - c. Administrative error affects clemency consideration or implementation of parole, commutation or other clemency.
  - d. A special condition or recommendation requires review by the Board, based on newly obtained information.
  - e. Major misconduct(s) were not reported prior to the Board meeting.
4. Special reviews shall be considered as jacket reviews unless otherwise authorized by the Executive Director. Also, the Investigator who prepared the Investigative Report shall be contacted to determine if the original recommendation stands or if it has changed.

D. Administrative Reviews

- 1. The Executive Director and/or the Deputy Director shall have the authority to administratively review Board recommendations and to modify pre-parole stipulations and special conditions of parole. Administrative review shall include the following circumstances:
  - a. Waiver of Vo-tech or other educational program upon verification of prior completion of an acquired skill.
  - b. Substitution of programs required by pre-parole stipulations or special conditions of parole if the original program is unavailable or when a substitute program is more feasible.
  - c. Waiver of Vo-tech, GED, work release or other pre-parole program (except drug programs) or special conditions of parole due to the unavailability of the program or a substitute program if the inmate is unable to complete the program due to illness, medical condition, mental limitation or other hardship. Hardship shall not include financial or family problems.
  - d. Waiver of work release when the inmate has successfully completed a pre-parole work release stipulation or a substituted post-date within the previous year, or when the inmate is currently completing a work release stipulation or substituted post-date exceeding sixty (60) days.

If the inmate has received a misconduct during the 60-day period but has not been removed from work release, the Executive Director may authorize the waiver or may require the inmate to complete more than 60 days or the entire stipulation.

- e. Addition of restitution as a condition of parole where documentation of the economic loss was not considered by the Board.
  - f. Authorization to continue parole processing if the inmate's institution failed to report minor misconduct(s) prior to the Board meeting.
  - g. Extension of PPCS and addition of special parole conditions if recommended by the District Supervisor.
2. In all cases the Executive Director shall have the authority to refer modification to the Board for Special Review whenever Board action is deemed appropriate.
- E. Automatic Withdrawal, Reinstatement and Modification of Recommendations (Applies to recommendation of PPCS until discharge)
- 1. Recommendations shall be automatically withdrawn if any of the following events occur prior to approval by the Governor. This withdrawal shall constitute a denial by the Parole Board.
    - a. Inmate is placed on escape status or receives a new charge or misconduct report for escape following a favorable recommendation, or prior to the recommendation if the Board was not informed of the escape before voting.
    - b. Inmate is in the custody of law enforcement officials or is in the custody of the Department of Corrections with new charges pending or anew conviction (except minor traffic violations) following a favorable recommendation, or prior to the recommendation if the Board was not informed of the charges or conviction before voting.
    - c. Inmate receives a misconduct report for law violation (except minor traffic violations) following a favorable recommendation, or prior to the recommendation if the Board was not informed of the charges or conviction before voting.

- d. A pre-parole stipulation cannot be completed due to misconduct report(s), or the inmate is removed from the program due to behavioral problems or deliberate lack of participation following a favorable recommendation, or prior to the recommendation if the Board was not informed of the removal before voting.
  - e. Inmate is transferred to a mental hospital or a Department of Corrections mental health unit for treatment or evaluation, or is placed under psychiatric care due to a deteriorating mental condition since the Board meeting.
  - f. Inmate refuses to waive extradition to another jurisdiction which has filed a valid detainer.
  - g. Inmate receives one or more misconduct reports after a favorable recommendation and is placed on disciplinary unit, or is placed on disciplinary unit prior to the recommendation and the Board was not informed of the misconduct(s) before voting.
  - h. Inmate is recommended to the detainer or void and the detainer is determined to be invalid.
  - i. Inmate is recommended to an out-of-state program only or is banished and the other state(s) will not accept parole supervision.
  - j. Inmate received PPCS program failure.
  - k. Inmate is recommended on the PPCS docket and becomes ineligible for PPCS according to Procedure 004-11.
  - l. Inmate received a misconduct for Class A Battery, Group Disruption, Riot, or use or possession of alcohol or drugs following a favorable recommendation or prior to the recommendation if the Board was not informed of the misconduct before voting.
  - m. Inmate refuses to sign the parole certificates or Rules and Conditions of PPCS.
2. The Executive Director may authorize an exception to the automatic withdrawal policy or may authorize Special Review rather than withdrawal if warranted.

3. Recommendations which are automatically 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 as a Special Review or may decline to authorize reinstatement.
4. Recommendations shall be automatically modified without the approval of the Board or the Executive Director under the following circumstances:
  - a. Substitution of an out-of-state parole program for another out-of-state program.
  - b. Inmate who is denied work release status by the Department of Corrections will have the work release stipulation removed and the parole will be post-dated for the number of days stipulated by the Board.
  - c. If the inmate is recommended for release to the street or to a detainer, and documentation of a consecutive case is subsequently received, the recommendation shall be modified to the consecutive case if the new case is the result of a previous charge or suspended sentence which was known to the Board at the time of voting or at the discretion of the Executive Director if unknown to the Board.
  - d. If the inmate is recommended for release to the street, and documentation of a detainer is subsequently received, the recommendation shall be modified to the detainer if it is the result of a previous charge or conviction which was known to the Board at the time of voting or at the discretion of the Executive Director if unknown to the Board.
  - e. If the inmate is recommended for PPCS and is not eligible for immediate placement, the recommendation shall be modified to the same number of months on Level I Supervision. If the PPCS stipulation is for 90 days or less, the stipulation shall be waived with no special condition.

III. BASIS FOR POLICY:

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

DATE APPROVED: 8-8-81

Jarl Askins  
JARL ASKINS

Carolyn J. Crump  
CAROLYN CRUMP

Marzee Douglass  
MARZEE DOUGLASS

Carl B. Hamm  
CARL B. HAMM

Farrell M. Hatch  
FARRELL M. HATCH

PARDON AND PAROLE BOARD PROCEDURE

NUMBER 007-1

EFFECTIVE 8-8-91

I. TITLE: Guidelines for Administrative Review of Misconduct Reports and Other Information

II. PROCEDURE: The misconduct reports of all parole candidates shall be reviewed prior to parole consideration in accordance with this procedure. However, administrative action may be taken only on misconducts occurring sixty (60) days prior to Board consideration. Other circumstances affecting an inmate's ability to attend a Board meeting, or negative behavior not resulting in a misconduct report, shall also be reviewed for proper application of jacket review criteria.

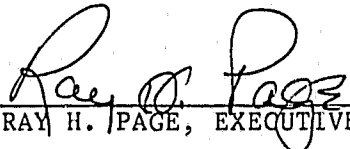
- A. Misconduct reports and other information shall be reviewed by the designated Pardon and Parole Board personnel prior to each Board meeting.
- B. Two misconduct memoranda shall be prepared prior to each Board meeting. The memoranda shall include:
  - 1. All Class A and serious Class B misconducts, as defined by Department of Corrections Policy, not previously included in the Investigative Report
  - 2. Administrative changes in personal appearance or jacket review
  - 3. The names of all inmates stricken from the docket due to escape, rebill, waiver, discharge or modification in docket date
  - 4. The names of all inmates who are passed due to location
  - 5. Reversal or expungment of a misconduct conviction
  - 6. Any other new information pertinent to parole consideration
- C. Parole consideration may be modified from personal appearance to jacket review by administrative action. Modification shall be pursuant to the guidelines in Board Policy 007 for jacket reviews.

- D. Convictions for the following misconducts shall result in modification from a personal appearance to jacket review unless the designated Pardon and Parole Board personnel determines that mitigating factors do not warrant modification. If the convicted inmate is a jacket review prior to the misconduct, the inmate shall remain on the same jacket review level.
1. Battery, law violation, group disruption, extortion, attempting or assisting in an escape.
  2. All other Class A misconducts.
  3. Any other misconduct which results in the inmate serving time on the Disciplinary Unit within 60 days of the Board meeting.
  4. Serious Class B misconducts, such as menacing or refusing to work.
- E. Convictions for misconducts other than those listed in Section D may result in modification of a personal appearance to jacket review. The designated Pardon and Parole Board personnel shall have the discretion to 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 status.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy 007 - Establishment of Guidelines for Jacket Review and Personal Appearances of Clemency Candidates.
- B. To establish uniformity and continuity in the review of misconduct reports and other information.

DATE APPROVED: 8-8-91

  
RAY H. PAGE, EXECUTIVE DIRECTOR

PARDON AND PAROLE BOARD POLICY

NUMBER 008

EFFECTIVE 8-8-91

- I. TITLE: Calculation of 15/12 - 15/24 Dates
- II. POLICY: The policy of the Oklahoma Pardon and Parole Board is to utilize a 15/12 - 15/24 date for all offenders eligible for parole, except those exempted from the 15/12 - 15/24 date by policy. The 15/12 - 15/24 date shall be established as a guideline for use in the calculation of a parole docket date and in the consideration of parole candidates by the Board. In no case shall a 15/12 - 15/24 date be construed as providing an inmate with a right to a favorable parole recommendation or to parole consideration prior to the eligibility mandated by state law.
- A. Calculation of 15/12 - 15/24 Dates
1. The 15/12 date shall be calculated at twelve months after an inmate has served fifteen percent of his/her sentence. The 15/24 date shall be calculated at twenty-four months after an inmate has served fifteen percent of his/her sentence.
  2. The Executive Director shall be responsible for developing and maintaining an offense list to use in the calculation of 15/12 - 15/24 dates. The offense list shall include:
    - a. A list of all offenses for which a 15/12 - 15/24 date may be assigned, categorized by severity. The Executive Director shall have the authority to determine whether an offense title denotes a violent or non-violent crime unless otherwise directed by the Board.
    - b. The 15/12 date shall be assigned to those inmates whose offense is non-violent, or a 15/12 eligible violent offense as defined in Procedure 008-1 Attachment A.
    - c. The 15/24 date shall be assigned to those inmates whose offense is violent and is subject to a 15/24 date as defined in Procedure 008-1 Attachment A.

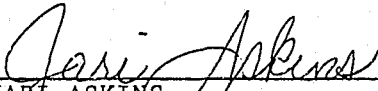


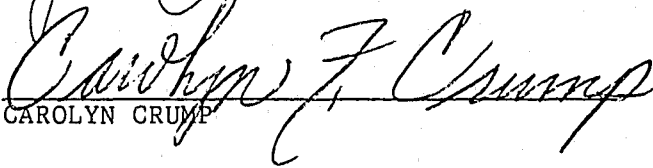
3. The following rules and definitions shall govern the establishment of 15/12 - 15/24 dates:
    - a. Attempts to commit a crime shall be categorized as if the crime had actually been committed, unless otherwise listed on the offense list.
    - b. Conspiracy to commit a crime, solicitation of a crime and accessory to a crime shall be categorized in the category below the one which would have applied if the crime had actually been committed, unless otherwise listed on the offense list. Offenses which are specifically exempt from the offense list for which conspiracy, solicitation or accessory occurred, shall be assigned a 15/24 date.
    - c. If the inmate is serving concurrent sentences for different offenses, the higher crime category shall be utilized.
    - d. Offenses which are not listed on the offense list at the time of docket calculation shall be referred to the Executive Director for assignment of a category consistent with similar offenses.
    - e. All 15/12 - 15/24 dates shall be tentative and shall be subject to change if new information is received which affects the docket date.
  4. The following offenses shall be exempt from the 15/12 - 15/24 date and shall be docketed for parole consideration as specified in Policy 004:
    - a. Murder in the first degree;
    - b. Rape and other sex offenses, except indecent exposure;
    - c. Parole violations.
- B. The Pardon and Parole Board reserves the final authority and right:
1. For each member to cast his or her individual vote for or against parole, regardless of the 15/12 - 15/24 date.

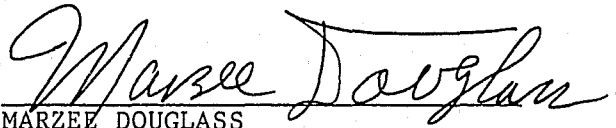
III. BASIS FOR POLICY:

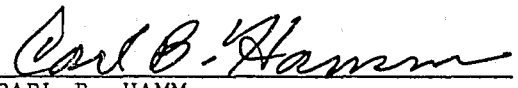
- A. Pardon and Parole Board Policy 004 - Establishment of Docketing Criteria for Consideration of Paroles, Sentence Commutation, Leaves of Absence and Pardons.
- B. To establish a system of parole guidelines to assist the Board in making decisions.
- C. To delegate authority to the Executive Director for the development and implementation of parole guidelines.

DATE APPROVED: 8-8-91

  
JARI ASKINS

  
CAROLYN CRUMP

  
MARZEE DOUGLASS

  
CARL B. HAMM

  
FARRELL M. HATCH

PARDON AND PAROLE BOARD PROCEDURE

NUMBER 008-1

EFFECTIVE 8-8-91

- I. TITLE: Completion of Docketing Worksheet
- II. PROCEDURE: The Pardon and Parole Board personnel assigned to the Lexington Assessment and Reception Center shall be responsible for completing a docketing worksheet on all inmates processed through the Center. Docketing worksheets which cannot be completed by the docketing investigator shall be referred to the investigator at the inmate's facility for completion. All investigators shall be responsible for completing the forms for inmates on their caseloads due to rebill to a consecutive case or other changes which affect the docket date.
  - A. Completion of Docketing Worksheet (Form 008-1-A)
    1. NAME - Record the inmate's full name, first name first.
    2. DOC NUMBER - Record the inmate's Department of Corrections number.
    3. CRF - Enter the case number of each case. Designate concurrent and consecutive cases and detainers by preceding the case number with "CC", "CS" or "Det".
    4. OFFENSE - Enter the title of each offense as shown on the Judgment and Sentence.
    5. COUNTY - Record the county of conviction for each case.
    6. SENTENCE LENGTH - Indicate length of each sentence as shown on the Judgment and Sentence, or as modified by sentence commutation or court decision.
    7. RECEPTION/REBILL DATE - Enter the month, day and year of reception or rebill. Also enter the date of return from escape or parole violation if appropriate.
    8. DATE WORKSHEET COMPLETED - Enter the 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. RECEPTION OR REBILL - Enter the month and year of reception or rebill, rounded to the nearest month.
11. MINUS JAIL TIME - Enter jail time rounded to the nearest month. Record the actual number of days in the parentheses to the right of the jail time blank.
12. DEAD TIME - Enter the number of months of months of documented non-creditable time due to escape or other circumstance. State the reason in the space provided.
13. OTHER CREDIT - Enter the number of months of additional documented creditable time granted by the Department of Corrections due to court order or other circumstance. State the reason in the space provided.
14. 15% DATE - Enter the month and year of the 15% date, calculated by determining 15% of the sentence (see 15% chart, Form 008-1-C) and subtracting the number of jail time months. For indeterminate sentences, the 15% should be calculated on the long end of the sentence.
15. 15/12 - 15/24 DATE - Enter the month and year of the 15/12 or 15/24 date, calculated by adding twelve months if the offender's crime is a non-violent or a 15/12 violent offense, or adding twenty-four months if the offender's crime is a 15/24 violent offense. Circle whichever date was used.
16. ONE-THIRD - Record the month and year of completion of one-third of the controlling sentence, calculated by dividing the number of sentence months by 3 and then subtracting the number of jail time months.
17. PAROLE DOCKET - Enter the docket month and year which shall be two months prior to the 15/12 - 15/24 date or the one-third date, whichever comes first. If the offender is exempt from the 15/12 or 15/24 date, only the one-third date shall be used.
18. PPCS DOCKET - Enter the month and year of the PPCS docket calculated by subtracting one year and one month from the 15/12 or 15/24 date or if the docket date is one-third, the PPCS date is when the offender has both served 15% of his time and is between two and thirteen months of the docket date.
19. MPRD DOCKET - Enter the month and the year of the MPRD docket, if the inmate is eligible, as specified in Procedure 004-12.

- a. 15/12 - 15/24 date
- b. 1/3 (one-third of sentence)
  - (1) If the inmate is subject to state laws limiting parole consideration, Procedure 004-1 shall be applied and the proper statutory provision cited on the worksheet.
  - (2) If the inmate will not receive a docket date in accordance with Procedure 004-1, "No Docket" shall be entered.
- c. Annual - returned escapee
- d. Annual - parole violator
- e. Annual - program failure PPCS
- f. Other - Specific reason shall be stated.

- 20. COMMENTS - Enter any unusual circumstances or explanations which you believe should be noted on the worksheet.
- 21. PREPARED BY - The investigator who completed the worksheet shall sign in this blank.
- 22. REVIEWED BY - After final review, the Deputy Director or other designated personnel shall initial the form in this blank, and enter the date.

B. Inmate Notification Forms

- 1. Upon completion of a docketing worksheet form, the investigator shall also 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. Inmate's Department of Corrections number
  - d. Inmate's assigned facility
  - e. Parole consideration date (docket date as calculated on the worksheet)
  - f. Reason for the docket date (as shown on the worksheet)
  - g. PPCS docket
  - h. MPRD docket
  - i. Any applicable information for which a space is provided at the bottom of the form.

2. All notification forms shall be compared to the worksheet to ensure that information is accurately recorded.

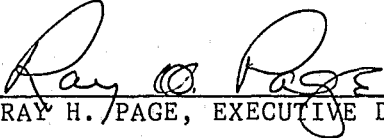
C. Referral of Forms to Deputy Director

1. Docketing worksheets and notification forms completed by investigators shall be referred to the Deputy Director for processing at least once per week.
  - a. The Deputy Director or designee shall review all forms for accuracy and completeness, including all mathematical calculations.
  - b. Worksheets shall be compared with notification forms to ensure that all information has been correctly recorded on the notification.
  - c. The Deputy Director shall initial the worksheet to indicate that no apparent errors appear on the worksheet or the notification, and shall forward the documents to Pardon and Parole Board personnel for processing.

III. BASIS FOR PROCEDURE:

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

DATE APPROVED: 8-8-91

  
RAY H. PAGE, EXECUTIVE DIRECTOR

PROCEDURE 008-1

OFFENSE LISTING FOR  
CALCULATION OF 15/12 AND 15/24 DATES

EXEMPT OFFENSES: MURDER I  
ALL SEX OFFENSES (except Indecent Exposure)

VIOLENT OFFENSES - 15/24

Arson I  
Assault and Battery with Intent to Kill  
Child Stealing  
Kidnapping  
Manslaughter I and 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  
Arson II, III and IV/Possession of Explosives/  
Setting Explosives in Building  
Assault and Battery with Dangerous/Deadly Weapon  
Burglary I/Burglary with Firearm  
Carrying a Firearm AFCF/Into Liquor Establishment  
Child Abuse  
Cultivation/Distribution of Marijuana  
Distribution of Controlled Dangerous Substance  
Extortion/Blackmail  
Feloniously Pointing a Weapon  
Larceny From a Person  
Leaving Scene of Accident with Personal Injury  
Maiming  
Manufacture of Controlled Dangerous Substance  
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 and II/By Force/By Two or More Persons  
Robbery with Firearm/Dangerous Weapon/Armed Robbery  
Shooting With Intent to Injure  
Use or Possession of Firearm During Commission of Felony

NON-VIOLENT OFFENSES - 15/12

Bail Jumping  
Bribing a Public Official  
Bringing Contraband Into Prison  
Burglary II/of Auto Vending Machine  
Child Abandonment  
Commercial Gambling  
Concealing/Disposing/Possession/Receiving Stolen  
Property/Auto/Credit Card  
Contributing to Delinquency of Minor  
Defrauding an Innkeeper  
Driving Under the Influence/Operating  
Motor Vehicle Under the Influence  
Embezzlement  
Escape  
False/Bogus Check  
False Pretenses  
False Representation in Obtaining Assistance  
Forged Prescription  
Forgery  
Grand Larceny  
Harboring A Fugitive/Concealing Escaped Prisoner/Assisting Escape  
Indecent Exposure/Telephone Conversation/Literature/Movies  
Injury to Public Building  
Intimidation of Witness  
Larceny of Auto/Domestic Animal/Airplane/Merchandise From Retailer  
Larceny From House  
Manufacture/Sale/Use of False Identification/  
Fictitious Drivers License  
Operating a Still  
Pandering  
Perjury  
Petit Larceny  
Possession of Contraband in State Prison  
Possession of Controlled Drug/Marijuana  
Running A Roadblock  
Selling/Unlawful Removal of Mortgaged Property  
Unauthorized Use of Credit Card/Motor Vehicle  
Unlawful Removal of the Dead  
Use of Radio Equipment in Commission of Felony  
Uttering a Forged Instrument



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 \_\_\_\_\_

YOU WILL BE CONSIDERED FOR PAROLE IN \_\_\_\_\_

YOU WILL BE CONSIDERED FOR PRE-PAROLE IN \_\_\_\_\_

YOU WILL BE CONSIDERED FOR MANDATORY PAROLE REVIEW IN \_\_\_\_\_

Your parole consideration date is based on:

\_\_\_\_\_ Your 15/12 - 15/24 Date \_\_\_\_\_

\_\_\_\_\_ One-third of your longest current sentence \_\_\_\_\_

Since you have two or more prior incarcerations and have been convicted of three or more felonies, one of which was on or after October 1, 1980, you cannot be considered before the date shown at the top of the form. (57 O.S. § 332.7.B)

Since you have three or more convictions for robbery, at least one of which occurred after April 16, 1982, you cannot be considered for parole until you have served ten years. (21 O.S. § 801)

Annual from: \_\_\_\_\_ Denial \_\_\_\_\_ Return from Escape  
\_\_\_\_\_ Waiver \_\_\_\_\_ Return/Rebill to Parole Violation  
\_\_\_\_\_ Return from PPCS Program Failure  
\_\_\_\_\_ Last Favorable Consideration

No Docket due to: \_\_\_\_\_ Parole violation of less than 28 months to serve  
\_\_\_\_\_ Death Sentence/Life without Parole  
\_\_\_\_\_ Projected discharge/rebill within 180 days  
\_\_\_\_\_ Delayed Sentencing Program

Other \_\_\_\_\_

THIS IS A TENTATIVE DOCKET DATE and may be modified upon receipt of additional information. You will be notified of any change in your parole consideration date. If you believe an error has been made in the calculation, complete Appeal Form 004-7-A and send it to:

Pardon and Parole Board  
4040 North Lincoln, Suite 219  
Oklahoma City, Oklahoma 73105

\_\_\_\_\_ Standard Distribution  
\_\_\_\_\_ New Reception  
\_\_\_\_\_ Rebill  
\_\_\_\_\_ Redocket-Escape

Modification due to:  
\_\_\_\_\_ Appeal  
\_\_\_\_\_ Audit  
\_\_\_\_\_ Jail Time  
\_\_\_\_\_ New Information

Calculated without:

\_\_\_\_\_ Jail Time Statement  
\_\_\_\_\_ FBI/OSBI Abstract  
\_\_\_\_\_ Other \_\_\_\_\_

## LISTING OF 15 PERCENT IN MONTHS

<u>SENTENCE</u> <u>(YEARS)</u>	<u>ELIGIBILITY</u> <u>(MONTHS)</u>	<u>SENTENCE</u> <u>(YEARS)</u>	<u>ELIGIBILITY</u> <u>(MONTHS)</u>
1 -----	2	24 -----	43
2 -----	4	25 -----	45
3 -----	5	26 -----	47
4 -----	7	27 -----	49
5 -----	9	28 -----	50
6 -----	11	29 -----	52
7 -----	13	30 -----	54
8 -----	14	31 -----	56
9 -----	16	32 -----	58
10 -----	18	33 -----	59
11 -----	20	34 -----	61
12 -----	22	35 -----	63
13 -----	23	36 -----	65
14 -----	25	37 -----	67
15 -----	27	38 -----	68
16 -----	29	39 -----	70
17 -----	31	40 -----	72
18 -----	32	41 -----	74
19 -----	34	42 -----	76
20 -----	36	43 -----	77
21 -----	38	44 -----	79
22 -----	40	45 -----	81
23 -----	41		

All dates rounded to nearest month.

PARDON AND PAROLE BOARD POLICY

NUMBER 009

EFFECTIVE 8-8-91

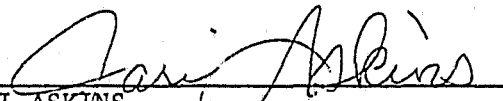
- I. TITLE: Maintenance of Records and Release of Information
- II. POLICY: The policy of the Oklahoma Pardon and Parole Board is to maintain records as required by law and as needed by the agency in the performance of duties. This policy recognizes the legitimate interests of the public to know and understand the information utilized by the Board, subject to legal restrictions on the release of such information.
- A. The Executive Director shall ensure that all records of the Pardon and Parole Board are established and maintained in a uniform manner and that records are preserved as required by law, to include:
1. Issuance of procedures governing the maintenance and use of records by staff members;
  2. Designating appropriate staff members to serve as Publications Officer with the Oklahoma Publications Clearinghouse and as Records Management Coordinator with the Oklahoma Department of Libraries.
- B. The Executive Director shall also ensure that members of the public and press who request information shall be entitled to review or to receive copies of any information contained in Pardon and Parole Board records, subject to the limitations defined in the Open Records Act or other applicable state and federal law. The Executive Director shall:
1. Designate staff members who will be familiar with the Open Records Act and who will have sole authority over the release of information in the Executive Director's absence.
  2. Establish procedures for the routine release of information on clemency candidates to members of the press who request such information.
  3. Establish a reasonable fee schedule as required by the Open Records Act for the copying of records requested by the press or members of the public.

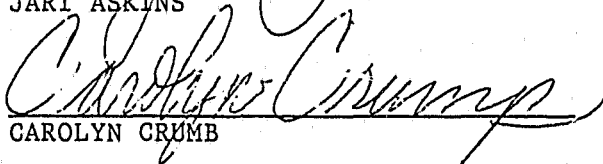
- C. The Executive Director shall ensure that District Attorneys or other officials receive notice of clemency candidates or the release of inmates on parole as required by law.
- D. Requests for information on specific inmates which is not contained in Pardon and Parole Board records or which is distributed by the Department of Corrections shall be referred to the appropriate personnel in the Department of Corrections.

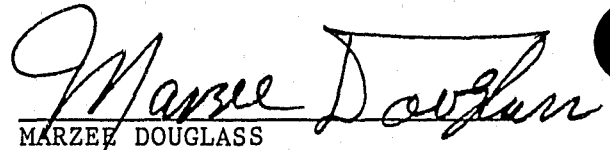
III. BASIS FOR POLICY:

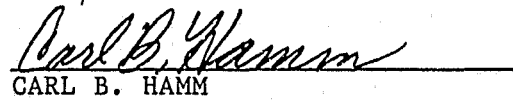
- A. To ensure public access to disclosable information.
- B. To establish responsibility for the maintenance and release of records.
- C. To ensure compliance with all laws governing the disclosure of information.

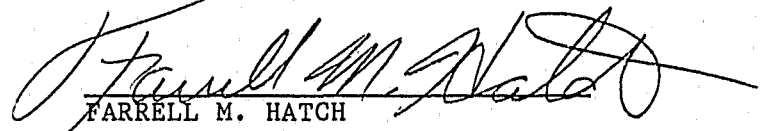
DATE APPROVED: 8-8-91

  
JARI ASKINS

  
CAROLYN CRUMB

  
MARZEE DOUGLASS

  
CARL B. HAMM

  
FARRELL M. HATCH

PARDON AND PAROLE BOARD PROCEDURE

NUMBER 009-1

EFFECTIVE 8-8-91

- I. TITLE: Maintenance of Records and Release of Information by Staff Members
  
- II. PROCEDURE: All permanent agency records shall be maintained by administrative office employees and shall include inmate files, monthly dockets, minutes of Board meetings, or other similar records. Appropriate Pardon and Parole Board personnel shall be designated by the Executive Director as Records Management Coordinator to ensure the proper procedures for archiving and destruction of records are followed. Unless specified by policy or procedure, information contained in agency records shall not be released without prior approval of the Executive Director or the General Counsel.
  - A. The Executive Director or designated staff shall ensure that the following information is available to members of 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 meeting, minutes of meeting 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 from disclosure by law. As a general rule, the following types of information are presumed to be confidential:
      - a. Correspondence from persons exercising their rights under the Constitution;
      - b. Criminal history information not resulting in conviction;
      - c. Juvenile records;
      - d. Drug or alcohol use and treatment;
      - e. Mental health diagnosis and treatment;
      - f. Medical records;
      - g. References to internal investigations conducted by the Department of Corrections;

- h. Pre-Sentence Investigations;
  - i. Any other types of information determined to be confidential by the Executive Director or General Counsel.
- 6. Any other agency records which are deemed releasable by law or which are not protected by law.
- B. Pursuant to the Open Records Act, Pardon and Parole Board records may be inspected and/or 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 business hours, Monday through Friday, between 8:00 a.m. and noon, and 1:00 p.m. and 5:00 p.m.
  - 2. The Executive Director, the General Counsel and the Deputy Director are authorized to release records for inspection or copying.
  - 3. To protect the integrity and organization of records, the records shall be inventoried by an authorized person prior to inspection and shall be examined upon return. Records, or any portion thereof, may not be removed from the office during inspection.
  - 4. To protect the integrity and organization of records and to prevent disruption of Board meetings, inmate files shall not be open to public inspection during any meeting of the Board. Requests for specific information shall be made to the Executive Director.
  - 5. Reproduction costs of 25¢ per page may be charged for copies of records provided by the agency.
    - a. Copies routinely distributed to major newspapers each month shall be billed at a bulk rate of 15¢ per page.
    - b. A courtesy exemption may be granted for copies distributed to governmental agencies, associations, or for educational purposes.
- C. The Executive Director shall coordinate the monthly mailing schedule of information which is routinely released through the Pardon and Parole Coordinator, Department of Corrections.

1. Major newspapers who request such information shall receive the following prior to each Board meeting:
  - a. A copy of the official dockets at no charge;
  - b. A copy of information from investigative reports which has been designated for routine release to the press by the Executive Director, at a charge of 15¢ per page billed monthly.
2. District Attorneys shall receive the following information for each Board meeting and action subsequent to each meeting:
  - a. A copy of all dockets at least twenty (20) days before the meeting;
  - b. A copy of any supplemental, addendum or special docket at least ten (10) days before each meeting;
  - c. A list of any recommendations for clemency or commutation no later than twenty (20) days after each meeting.
3. Assistant District Attorneys, judges, law enforcement agencies and news media who request inclusion on the mailing list shall receive a copy of the official dockets prior to each meeting.
4. Victims or their representatives who have requested such notice shall receive the following information for each Board meeting and action subsequent to each meeting.
  - a. Notice of an inmate's parole/PPGS hearing thirty (30) days prior to each meeting.
  - b. Notice of the Parole Board's recommendation no later than twenty (20) days after each meeting.
5. Upon the granting of clemency by the Governor, the following shall be notified in writing within ten (10) days after the month of the Governor's action.
  - a. The sheriff and district attorney of the county where the parolee will reside, unless an out of state parole is granted;
  - b. The sheriff and district attorney of the sentencing county, if different from the parolee's residence; and

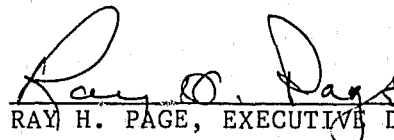


- c. The chief law enforcement officer of any city in which the parolee plans to reside or who has requested such notification.
  - d. Any victim of a crime, for which the parolee was convicted, who has requested such information
6. Upon the granting of a pardon by the Governor, the following shall be notified within ten (10) days after the month of the Governor's action:
- a. The sheriff and district attorney of the sentencing county; and
  - b. The chief law enforcement officer of any city in the sentencing county who has requested such notification.
  - c. Any victim of a crime, for which the parolee was convicted, who has requested such information.
- D. Records of the Pardon and Parole Board which are not the subject of Policy 009 nor required to be disclosed by law may not be released without prior approval of the Executive Director or General Counsel. Such 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 actions;
  3. Emergency situations involving a threat to public safety.

III. BASIS FOR PROCEDURE:

- A. Pardon and Parole Board Policy Number 009 - Maintenance of Records and Release of Information.
- B. To ensure public access to releasable information and confidentiality as required by law.

DATE APPROVED 8-5-91

  
RAY H. PAGE, EXECUTIVE DIRECTOR

REQUEST FOR DOCUMENTS

NAME \_\_\_\_\_ DATE \_\_\_\_\_

NUMBER \_\_\_\_\_ FACILITY \_\_\_\_\_

I have requested the following documents maintained by the Pardon and Parole Board

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

consisting of \_\_\_\_\_ pages at a cost of 25¢ per page for a total cost of \$ \_\_\_\_\_.

PLEASE CHECK ONE BELOW:

\_\_\_\_\_ I have enclosed payment of \$ \_\_\_\_\_.

\_\_\_\_\_ I understand that my canteen account will be billed \$ \_\_\_\_\_.

\_\_\_\_\_ I have insufficient funds in my canteen account and have had the form below completed by the Business Manager at my facility.

\_\_\_\_\_  
\_\_\_\_\_

AFFIDAVIT

I do hereby certify that the above named inmate does not have sufficient funds in his/her canteen account to reimburse the Pardon and Parole Board for copying costs.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
BUSINESS MANAGER

\_\_\_\_\_  
FACILITY

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

My Commission Expires:

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_

PARDON AND PAROLE BOARD PROCEDURE

NUMBER --009-2

EFFECTIVE 8-8-91

- I. TITLE: Establishment and Maintenance of Inmate Files
- II. PROCEDURE: The administrative staff designated by the Executive Director shall establish and maintain inmate files in an accurate and uniform manner. All employees of the Pardon and Parole Board shall be responsible for the secure maintenance of inmate files and for following correct procedure in the use of those files.
- A. Establishment of Files
1. Designated Pardon and Parole Board personnel shall create an inmate file for each new reception.
    - a. Permanent files shall be created for all inmates.
    - b. A file label containing the inmate's last name, first name, middle initial, number and any cross-reference name shall be typed and placed on all permanent files. Temporary files may be labeled in legible handwriting. All labels should be clearly visible and legible when the file is closed, and information should be checked for accuracy.
    - c. Closed inmate files shall be reviewed to determine prior incarcerations, and all prior information shall be included in the new file. Closed information shall be placed in the file first, followed by a pink sheet to designate the latest incarceration.
    - d. Information concerning the current incarceration shall be placed in the file, and on top of any pink sheet if applicable, in the following order:
      - (1) Docketing worksheet/assessment of risk, with the worksheet side forward
      - (2) Inmate 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 the inmate's rebill to a consecutive case, a blue sheet shall be placed in the file to separate documents pertaining to each case. All information which applies to the new case shall be placed on top of the blue sheet in the order required in A.1.c. above.

2. Upon the request of the crime victim or the relative or representative of a crime victim, a memorandum shall be prepared indicating that the designated person be notified of the inmate's parole/PPCS consideration date. The memorandum shall be placed on the left side of the file and stamped confidential.

a. Protests from law enforcement agencies or concerned citizens shall be designated by a yellow tab placed near the label.

b. Requests for restitution shall be designated by a green tab placed near the label.

B. Maintenance of Files

1. Designated Pardon and Parole Board personnel shall 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. All materials shall be maintained in an orderly manner, and legal documents shall be folded to fit the file as needed.

a. Materials shall be securely fastened into permanent files.

b. Materials may be filed with fasteners in temporary and closed files only.

3. Designated Pardon and Parole Board personnel shall maintain a system for the orderly receipt of information for filing and for the disbursement of inmate files to other staff members.

a. Trays shall be maintained for the placement of documents prior to filing and for the return of inmate files from staff members. Documents should not be filed unless stamped with the date received.

- b. Designated Pardon and Parole Board personnel shall be responsible for checking out files at the request of staff members. A checkout card shall replace the pulled file and shall note the inmate's name and number, the requestor's name and the date removed. Files transmitted to the Governor's office shall be checked out to that office. color-coded checkout cards may be utilized for up-coming parole dockets without listing the required information on the card.
- c. Except for special projects and immediate need situations, inmate files should only be removed by the Records Clerk or Executive Secretary.

C. Preparation of Files for Board Meetings

- 1. The Records Clerk or other designated Pardon and Parole Board personnel shall be responsible for preparing inmate files for parole consideration by the Board.
  - a. Originals of investigative reports shall be filed in the respective inmate files after printing. If other documents are placed on top of the investigative report, the report shall be tabbed for easy reference.
  - b. Correspondence contained in the inmate file shall be placed on top of the investigative report unless:
    - (1) the protest is dated more than five years prior to the docket date, or
    - (2) the support letter or documents are dated more than one year prior to the docket date.
  - c. All other documents and agency correspondence shall remain under the investigative report.
  - d. D.A. narratives and misconduct memoranda received after the report was prepared shall be filed on top of the report.
- 2. Files shall be pulled for preparation according to the following schedule:
  - a. Files for the main dockets shall be pulled upon receipt of the final computer printout.
  - b. Files for the Special Review Docket shall be pulled no later than three (3) weeks prior to a Board meeting.

3. During the week of each Board meeting, files shall 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, shall be placed in the inmate files prior to the files being returned to the appropriate cabinets.

D. Closed Files

1. Files of inmates who are lawfully released from custody or who are deceased shall be considered closed files.
2. Designated Pardon and Parole Board personnel shall upon reviewing the status changes and the list of inmates who have paroled or discharged purge each file and prepare a closed record cover sheet (Form 009-2-A).
3. The information regarding each closed file shall then be entered into the computer. This information should include the inmate's DOC number, name, number of incarcerations, end of sentence, date and type of release.
4. The files, with the Closed Record Information Sheet included, shall then be put in boxes and the boxes numbered.
5. The files are then filmed and loaded in into microfiche.
6. The boxed files shall then be sent to the State Archives as their space allows.
7. Designated Pardon and Parole Board personnel shall be responsible for updating or reactivating the closed files.
8. Any new or updated material shall also be microfilmed.

NUMBER 009-2  
PAGE FIVE

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.

DATE APPROVED: 8-5-91

Ray H. Page  
RAY H. PAGE, EXECUTIVE DIRECTOR

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 "1U" for "more than one unknown". If indeterminate sentence or NIO, put "0" 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

NUMBER .. 009-3

EFFECTIVE 8-8-91

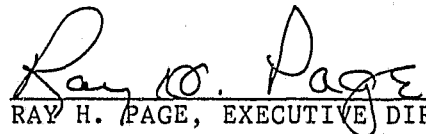
- I. TITLE: Deposit of Documents With Oklahoma Publications Clearinghouse
- II. PROCEDURE: The General Counsel shall be designated by the Executive Director as Publications Officer to ensure compliance with the deposit procedures required by the Publications Clearinghouse. The Executive Director shall notify the Clearinghouse and all staff members of the designation.
  - A. All staff members who prepare and/or distribute documents shall be responsible for informing the General Counsel of such distribution, except for documents which are prepared for internal use only. Staff shall use the following guidelines to determine whether a document should be referred to the General Counsel for deposit.
    1. A document which must be deposited consists of any form of informational material, regardless of the format, method of reproduction or source, which is produced by 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 shall ensure that all documents which must be deposited are prepared in a uniform matter, including all required identifying information and a statement of cost.
    1. The Publications Clearinghouse chart shall be consulted to ensure that the correct number of copies is provided for each publication issued.

2. Documents shall be deposited when general distribution occurs. Internal distribution for the purpose of informing employees only shall not be considered general distribution.
3. The Semiannual Publications List Form required by the Clearinghouse shall be completed and submitted by the General Counsel no later than January 31 and July 31 of each year.

III. BASIS FOR PROCEDURE:

1. Title 65 Oklahoma Statutes Sections 3-113.1 through 3-115.
2. To provide uniformity in the preparation and distribution of all documents prepared by the Pardon and Parole Board.

DATE APPROVED: 8-5-91

  
RAY H. PAGE, EXECUTIVE DIRECTOR