

## **AMELIORATIVE PENALTY CONSIDERATION (RISK REVIEW #2)**

### **DOC CERTIFIES ELIGIBILITY, FORWARDS THOSE ELIGIBLE TO COMMITTEE ON PAROLE**

#### **PAROLE INVESTIGATIVE SPECIALIST - Hall**

Receives certified application from DOC

Reviews application, confirms all required documents are included

Determines sentencing based on 2003 criminal code for listed offense

Schedules docket for administrative record review

Sends certified victim notification letter, with cc to District Attorney - **MUST BE DONE AT LEAST 30 DAYS** in advance of administrative hearing. **Note:** If there is no victim, a letter must be sent directly to the District Attorney requesting written input

Notifies offender of docketed date

#### **COMMITTEE ON PAROLE - Parole Panel**

Administrative record review only - offender not present

Review written information from victim and district attorney, if any was provided

No testimony in support of, or in opposition, to the case should be taken during the panel review

Solicit ex-officio input, as deemed necessary

Vote must be majority (unanimous vote not required)

A GRANT vote means the application will be forwarded to the Board of Pardons

A DENY vote may be based on:

- poor conduct and/or disciplinary record

- maximum custody status

- low level of program activity and/or completion

- extensive habitual and/or violent criminal history

- extensive supervision revocation history

- Other

#### **PAROLE INVESTIGATIVE SPECIALIST - Hall**

Notifies offender of outcome of proceedings

If denied by Committee on Parole, cc's DA on notice to offender

If granted, forwards the information to Pardon Board

#### **PARDON INVESTIGATIVE SPECIALIST- LaKisha**

Receives information from Parole Investigative Specialist

Notifies offender to place advertisement in local journal within 60 days

Requests clemency investigation - marked Risk Review 2, request 90 day response

Sends housing facility request for additional information (Bill of Information, Sentencing Minutes Pre-Sentence Investigation, if available)

#### **ADMINISTRATIVE PROGRAM MANAGER - Pardon Board - John**

Determines and sets docket date upon receipt of proof of advertisement( approx 150 days from receipt of info from Committee on Parole)

Send DA, law enforcement, and victim notification of hearing date

#### **PARDON BOARD**

Follows normal clemency hearing procedure

Revised 8/3/2016 to clarify that if no crime victim, a notice must be sent to DA 30 days in advance of administrative record review