

January 7, 2008

Pursuant to Chapter 2, Title 63, Government Records Access and Management Act, the Board determined police reports are classified as 'private' documents and will be disclosed to offenders. Victim contact information will be redacted prior to disclosure.

The Board asked that staff schedule 30 minutes for death case hearings.

The Board asked when Board members indicate on the ratification order of hearing officer interim decisions 'Should have issued a warrant', that a copy of the interim decision with Board member comments be placed in the offender's file.

The Coordinator was asked to check to make sure offender numbers are shown on worksheets and routing templates.

February 25, 2008

The Board asked that calendars be adjusted to reflect toll time for offenders who have been detained out of state. Toll time should stop the day the offender is returned to the prison. The Board asked the Administrative Coordinator to check why this is not occurring and report to the Board with a recommendation of how to correct the process.

The Board expressed concern that some pro tem Board members are not filling out the rationale form and are signing it. The Board asked that hearing summaries be sent to pro tem Board members one week before the hearing. The Board also requested that pro tems identify a specific release date and list special conditions of parole.

March 31, 2008

The Board asked that when expiration or release dates are changed by toll time that the case be re-routed to the Board.

Curtis Garner, Chairman, said he would send an e-mail to Dr. Gardner at the prison regarding requests for early release based on medical reasons to reiterate the information the Board requires before acting on these requests. Each request should contain the following:

1. A statement of diagnosis and prognosis provided by the treating physician.
2. A statement of whether the inmate has a verified residence in the community.
3. A statement of where the inmate is likely to receive treatment in the community, together with some indication of who will pay for it (i.e., does the family have sufficient resources to pay for medical needs, or is the offender covered by insurance, Medicaid, etc.?)
4. In cases of offenders with victim crimes, a statement of the Department of Corrections' position regarding this individual's risk and ability to reoffend.

The Board determined if it orders a release date based on successful completion of sex offender therapy, the prison must track the case and place the offender into therapy so he can complete it prior to the release date. If an offender fails to complete therapy prior to the release date, the prison must contact the Board with a status update and recommendation. Jan Nicol, Hearing Officer, will route these cases to the Board.

April 14, 2008

Staff are to use the agency vehicle when traveling on agency business. If the state car is not available, staff can either go to state motor pool and use a rental vehicle or be reimbursed at a rate of \$0.485 a mile. Obviously, if staff are traveling to the prison they will not need to go to state motor pool to check out a rental vehicle. The state web site address should also be made available so staff can access the \$0.485 a mile reimbursement form. Staff are to check #1 to show the higher reimbursement rate has been approved.

May 5, 2008

Jessie Gallegos, Board member, suggested before the Board review requests for termination of sentence where restitution has not been collected by Adult Probation and Parole that Cami Escobar, Program Specialist, have the agent provide the Board with information as to why restitution has not been paid.

June 16, 2008

Board members discussed the possibility of having parole violation waivers signed and submitted one week prior to parole violation hearings.

July 14, 2008

The Board determined when the prison requests a rescission because there is no bed available at a Community Corrections Center, a single Board member has authority to order an offender to be placed into a Community Corrections Center or Transitional Services when a bed becomes available.

July 21, 2008

The Board reiterated its position that when the prison requests a rescission because there is no bed available at the Community Corrections Center, a single Board member has authority to order an offender to be placed into a CCC or Transitional services when a bed becomes available. The Board asked that these cases be placed on a rescission calendar.

July 28, 2008

The Board adopted language that will allow an offender to work while in the Halfway Back Program. The language will state 'Halfway Back with work release' and may specify the number of work days such as 15, 30 or 45 days. Curtis Garner, Chairman, will communicate this clarification to staff and Adult Probation and Parole.

August 25, 2008

In order to improve work flow, Board members requested hearing officers bring them cases as they are completed.

September 15, 2008

The Board determined if it knows the principal amount of restitution from documents in the file, it will enter an order of restitution for the amount. If it doesn't know the principal amount, it will order 'Restitution TBD.'

September 29, 2008

The Board supports a request from Stacie Russell, Program Specialist, that the hearing officer of the day sign off on the restitution amount when a case expires or sentence terminates. The Board also determined if it has not ordered restitution in a case, and the court did at the time of sentencing, the court order remains in force.

The Board determined challenges to probable cause are to be given to Alan Walker, hearing officer. Unless all probable cause allegations are challenged, the case will remain on the calendar without having to be routed to the Board.

The Board determined that if it orders a future time cut based on an offender's completion of a program, and the program is later completed, the Senior Hearing Officer can order the time cut as indicated or as much of the time as remains. John Green, Administrative Coordinator, was asked to prepare draft language to be reviewed by the chairman before it is circulated to hearing officers.

October 20, 2008

The Board determined attorneys can receive a copy of an offender's blue packet if the attorney submits a request in writing on letterhead, provides a notarized release from the offender and pays copying fees. Offenders will continue to receive disclosure prior to hearings.

November 3, 2008

The board discussed the ordering of contingent parole dates. It was unanimously agreed that when alternative dates are ordered contingent upon the occurrence or non-occurrence of some future event, the board will order the longest date, but will also add language indicating that a shorter date will be ordered in the event of some specified occurrence or

non-occurrence (e.g., 'Parole January 1, 2010; but if the offender successfully completes substance abuse treatment, the parole date will be June 1, 2009.')

The board agreed that on Special Attention routing forms, there needs to be a space added for any comments by the hearing officer of the day.

Jesse Gallegos pointed out that the GRAMA statute requires a notarized release form to be signed by inmates before copies of their board file can be released to attorneys.

November 24, 2008

The Board determined effective January 1, 2009, allegations not issued in the warrant will be dismissed if the agent does not appear and substantiate probable cause for the violation.

December 1, 2008

The Board determined Senior Hearing Officers have the authority to order an offender released whose date, which was previously granted by the Board, was rescinded due to lack of bed space. Senior Hearing Officer orders are to be shown on tracking sheets which will be reviewed for ratification by the Board.

December 8, 2008

The Board decided that unless any Board member has suggested to the contrary in a routing, a single Board member or Senior Hearing Officer on duty can adjust an expiration of sentence date to the nearest release date.