


Commonwealth of Pennsylvania  <b>Pennsylvania Parole Board</b>	Volume III Chapter 3  <b>Procedure 03.01.06</b>	Date Revised: 01/01/2025
Chapter Title <b>RECORDS AND CASE MANAGEMENT</b>		Date of Issue: 12/01/2020
Subject <b>SENTENCING JUDGE, PROSECUTING ATTORNEY, AND CLERK OF COURT LETTERS</b>		Effective Date: 12/01/2020  <b>PUBLIC</b>

#### I. AUTHORITY

This procedure is issued by the Chairperson, pursuant to 61 Pa.C.S. § 6112.

#### II. PURPOSE

This policy establishes the manner in which the Parole Board solicits and processes recommendations from sentencing judge and the prosecuting attorney.

#### III. APPLICABILITY

This procedure is applicable to all Parole Board staff.

#### IV. POLICY

It is the policy of the Parole Board to solicit input from the sentencing judge and prosecuting attorney when considering release of an inmate.

#### V. PROCEDURE

##### A. Sentencing Judge and Prosecuting Attorney

1. At least six months prior to the expiration of an inmate's minimum sentence, Parole Board staff sends notice to the sentencing judge and prosecuting attorney to solicit their input. Including with the communication shall be the following information:
  - a. Department of Corrections Misconduct Report (DC 141)
  - b. Department of Corrections Integrated Case Plan/Correctional Plan (DC 43)
2. Respondents are requested to provide comment within 30 days. If no input is received, the Parole Board will proceed as if there is no objection.
3. When responses are received after the parole interview has occurred the response is reviewed and processed accordingly.

## VI. SUSPENSION DURING AN EMERGENCY

This procedure may be suspended during an emergency at the sole discretion of the Chairperson.

## VII. RIGHTS UNDER THIS PROCEDURE

This procedure creates no right under the law.

## VIII. RELEASE OF INFORMATION AND DISTRIBUTION OF PROCEDURE

- A. This procedure does not contain information that impacts the security of Parole Board staff or parolees and may therefore be released to the public.
- B. This procedure is to be distributed to all Parole Board staff.