


Commonwealth of Pennsylvania 	Volume III Chapter 3 Procedure 03.01.07	Date Revised: 01/01/2025
Pennsylvania Parole Board		Date of Issue: 09/01/2023
Chapter Title Records and Case Management		Effective Date: 09/01/2023
Subject Requests to Modify Board Imposed Mandatory Conditions of Parole		PUBLIC

I. Authority

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

II. Purpose

The purpose of this procedure is to establish a standard process to facilitate requests to amend or terminate Board imposed mandatory conditions of parole.

III. Applicability

This procedure is applicable to all Parole Board employees, Department of Corrections employees, Office of Victim Advocate, and parolees under the Parole Board jurisdiction.

IV. Policy

It shall be the policy of the Parole Board to amend or terminate mandatory conditions of parole supervision in accordance with 61 Pa.C.S. §6171.

V. Procedure

A. Receipt

A parolee, or their attorney of record, may submit a request to amend or terminate a Board imposed mandatory condition of parole supervision one time per year. Substantial changes to the parolee’s case may be considered an exception to the one-year rule, and will be reviewed solely at the discretion of the Parole Board. All requests shall be submitted in writing to:

Pennsylvania Parole Board
Attn: Records and Administration Office
1101 South Front St, Suite 5300,
Harrisburg, PA 17104-2517 or
Email: PM, PBPP Web Contact RA-PMPBPPWEBCONTACT@pa.gov

B. The Office of Victim Advocate (OVA) or the Department of Corrections (DOC) Field Services may also submit a request to amend or terminate a Board Imposed mandatory condition of parole supervision, at any time with good cause. Requests to remove or modify a Parole

Board imposed mandatory condition must include:

1. PB 111 - Parole Board Request
 - i. If a modification of the Parole Board imposed mandatory special condition is being recommended, the PB 111 must include the suggested language change.
2. DC-P 257H – Supervision History
3. Completed OVA review memo.

C. Opportunity to Comment

The Records and Administration Office will solicit feedback from OVA and the Department of Corrections Field Services interested parties. Failure of Field Staff or OVA to respond within 30 days shall be construed as no objection to the request.

D. Board Consideration

Upon receipt of feedback or upon the expiration of the 30-day comment period, whichever occurs first, the request shall be forwarded to the Board Member(s) who imposed the mandatory condition of parole for consideration. Board Members may decide in their discretion whether to accept, reject, or partially accept with modifications the request to amend or terminate Board imposed mandatory condition of parole.

E. Board Decision

The Board's decision shall be recorded by RAO and the DOC, Field Services; parolee; and their attorney of record *{if applicable}* will be notified.

VI. Suspension during an emergency

This procedure may be suspended during an emergency at the sole discretion of the Parole Board Chairman.

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.