

 <p><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	18.16	2
	Date Filed	Effective Date
	November 15, 2006	March 9, 2007
References/Authority KRS 196.035; 197.020; 439.380 ACA Standards 4-4304	Subject <b>INFORMATION TO THE PAROLE BOARD</b>	

## I. DEFINITIONS

None

## II. POLICY and PROCEDURES

The Department of Corrections shall provide information to the Parole Board prior to the inmate's parole eligibility date. The information shall include the pre-sentence investigation, a summary of the inmate's institutional progress, current status, and background.

### Pre-parole Progress Reports (PPPR)

- A. A PPPR for each institutional or community center inmate shall be entered into the offender management system prior to his scheduled meeting or review with the Parole Board.
  1. A PPPR shall not be prepared for a parole violator meeting the Parole Board immediately after he returns to the system, unless the inmate has received an additional sentence while on parole and is meeting the Parole Board on eligibility of that sentence.
  2. A Classification and Treatment Officer or community staff assigned the duty shall be responsible for the completion of the report.
  3. If a psychological evaluation has been conducted within ninety (90) days of the scheduled parole hearing, a copy of the evaluation shall be included with the PPPR sent to the Parole Board.
- B. The PPPR shall consist of information specifically requested by the Parole Board. The PPPR shall be prepared in the appropriate format. The information in the report shall be verified if possible.

Policy Number	Effective Date	Page
18.16	March 9, 2007	2

- C. A PPPR shall be signed and dated by the staff member preparing the report and shall also be signed and dated by a staff member of supervisory rank who reviews the report.
- D. An employee shall not make a recommendation to the Parole Board suggesting an inmate be granted parole or not. An employee shall not make a recommendation to the Parole Board as to a suggested deferment, suggested length of deferment, a level of supervision if granted parole, or length of supervision if granted parole.
  - 1. Any staff member wishing to commend an inmate for exceptional work performance or program progress shall forward the information to the staff member responsible for preparing the PPPR for possible inclusion in the report.
  - 2. Staff members shall provide the Parole Board with any other specific reports or information which may be requested.
- E. A PPPR for a deferred case of twenty-four (24) months or less shall cover those areas, items or matters which have taken place since the inmate's last meeting with the board.
- F. Any change in an inmate's case that affects a section of the submitted report, shall be included in an addendum to the PPPR. This addendum, containing the corrected or additional information, shall be forwarded to the Parole Board immediately.