SPECIAL RECOMMENDATIONS FOR PAROLE OR RELEASE

I. DEFINITIONS

None.

II. POLICY and PROCEDURE

An employee of the Department of Corrections shall not submit or sign a recommendation for parole, early release, commutation of sentence, meritorious good time (except as outlined in CPP 15.3), for any inmate under the custody of the Department except as outlined below:

Any special recommendation for early parole consideration, pardon, sentence reduction, shall be submitted to the Warden of the institution stating in detail the reason for the recommendation.

1. If the Warden approves the recommendation, it shall be forwarded to the Commissioner of the Department of Corrections or designee for review.

2. If approved by the Commissioner, the recommendation shall be forwarded to the Secretary for final approval.