

 <p><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	28-03-02	4
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	December 16, 2011	May 4, 2012
Authority/References KRS 196.035, 196.075, 197.020, 439.340, 439.348, 439.470, 439.480, 439.561, 439.562 P&P ACA 2C-01, 2C-02	Subject  <b>RELEASE ON PAROLE</b>	

## I. DEFINITIONS

“Community center officer” means a Probation and Parole officer assigned to assist state inmates housed in a county jail or halfway houses.

“Interstate Compact Offender Tracking System (ICOTS)” means the web based application that allows states to facilitate all compact business; nationwide offender management system for Interstate Compact cases.

“Interstate commission for adult offender supervision” means the organization created by KRS 439.561(1), Article III. See also [www.interstatecompact.org](http://www.interstatecompact.org).

"Pre-parole progress report" means the report written by the Classification and Treatment Officer to the Parole Board describing the inmate's activity while incarcerated and his plans for parole.

"Parole plan investigation" means information regarding the home and employment placement, which is submitted to the local Probation and Parole Officer to investigate. If the offender claims to be medically unable to work, he shall produce a statement from a medical professional in support of his claim.

“Parole placement manager” means the central office staff member assigned to coordinate all parole placement plans.

“Parole to hold” means an offender who is being released on parole to another agency’s custody who has properly lodged a detainer with the Department of Corrections.

“Pre-release coordinator” means an institutional staff member assigned to assist state inmates housed in a state correctional facility.

## II. POLICY and PROCEDURE

This policy and procedure is established to allow Corrections to facilitate the release of convicted felons who have been recommended for parole.

### A. Procedures for Parole Planning

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1. Expedient Release on Parole

Upon receiving the official parole eligibility list from offender information services, the assigned staff shall determine if the offender is eligible for expedient release. The assigned staff shall request home and employment placement information from the offender.

2. Regular Release on Parole

Upon being approved for parole, the offender shall give the pre-release coordinator or community center officer the information regarding the home and employment placement which shall be submitted to the local Probation and Parole officer to investigate. (2C-01)

3. Submitting Parole Plan Investigation:

a. The parole plan shall be completed in the offender management system.

b. After investigating the parole plan, the parole officer shall include reporting instructions if approving the placement. If the placement is rejected, the officer shall list reasons for the rejection along with the district supervisor or designee which approved the rejection. All parole plans shall be reviewed by the placement office in Central Office. (2C-02)

c. Parole plans shall not be submitted for more than one half-way house at a time. Assigned staff shall obtain waivers of confidentiality for all medical and psychological records, and complete the accurate medical and psychological information forms and upload them to the offender management system before a plan is submitted. If the inmate is approved for placement at the halfway house, he shall be added to a waiting list and given a bed date upon parole recommended.

B. Procedures for Releasing to a Detainer

1. If there is an active detainer lodged in the offender management system, the assigned staff shall verify the parole to hold stipulation was ordered as a condition of parole supervision.

2. The assigned staff shall complete a parole to hold notification when there is an active detainer. The information shall include the offender's signature, proposed home placement information, and the other agency's

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information. The assigned staff shall enter the notification in the offender management system.

3. The assigned staff shall notify the offender to report upon release from the detaining agency.
4. The officer shall notify the parole placement manager.
5. If the outside agency does not exercise its detainer, the assigned staff shall notify the parole placement manager and the offender shall be held in custody until an approved home placement is obtained.

C. Procedures for Release Out-of-State

1. Upon being approved for parole, the offender shall provide the pre-release coordinator or community center officer information regarding the home and employment placement. If the offender is medically unable to work, he shall provide a statement from a medical professional in support of his claim.
2. The parole plans for out-of-state shall be submitted in the manner currently mandated by the Interstate Commission for adult supervision in accordance with CPP 27-14-01 (Interstate Compact). A transfer request shall be completed in the Interstate Compact Offender Tracking System (ICOTS). The original signed offender application for compact services shall be maintained in the case record.

D. Procedures for Release to Parole

1. An offender shall not be released to parole until recommended for parole, placement is approved, and confirmation is received from offender information services to release on parole supervision. (2C-02)
2. The assigned staff shall generate the parole certificate, and sign the parole certificate and conditions of supervision with the offender. The assigned staff shall enter the signed parole certificate and signed conditions of supervision in the offender management system.
3. If releasing to an out of state placement, the assigned staff shall include the signed parole certificate in a compact action request in ICOTS. The assigned staff shall complete the notice of departure, travel permit, and notify the compact office to transfer the case to the central office interstate caseload.

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4. The assigned staff shall complete the external movement in the offender management system and notify offender records to complete the notice of discharge.
5. The offender shall be given copies of all signed paperwork, including parole certificate, conditions of supervision, and parole to hold notification form, if applicable. The offender shall be given reporting instructions.