

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	28-03-01	2
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	March 12, 2012	May 4, 2012
Authority/References KRS 196.035, 439.331, 439.335, 439.340, 439.3407, 439.3408, 439.348, 439.470, 439.480, 532.260, 532.262 CPP 25.8 P&P ACA 2C-01, 2C-02, 2C-03, 2C-04, 2C-05	Subject <p style="text-align: center;">PAROLE PLAN INVESTIGATION, HALFWAY HOUSES, AND SPONSORSHIP</p>	

I. DEFINITIONS

“Halfway house” means a residential facility located in the community, which provides services to felons, misdemeanants, ex-offenders, probationers, and parolees.

“Parole plan investigation” means the information on employment and home placement submitted for verification.

“Sponsorship” means a stable home setting with economic resources to support the parolee in the absence of employment or until legitimate employment is obtained.

II. POLICY and PROCEDURE

A. Investigation of Parole Plan

1. After parole has been recommended by the Parole Board, the assigned staff shall interview an inmate to determine where the inmate plans to parole. Staff shall complete and submit the parole plan investigation in the offender management system. The plan shall be completed and approved prior to the inmate’s release. (2C-02)
2. An investigation shall be initiated by an officer upon receipt of a parole plan. The investigating officer shall review the presentence investigation (PSI) and pre-parole progress report through the offender management system. If familiar with the home plan, the officer may complete the investigation by a file review and contact with the prospective home placement sponsor. Examples of possible home placement verification may include a letter, phone call, or home visit. (2C-01)
3. The officer shall determine whether the proposed home placement for a parole plan is acceptable housing (including transitional housing) that is required to be approved pursuant to KRS 439.3408. (2C-05) The officer shall also consider the acceptable housing identified in KRS 439.3408 to

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constitute appropriate housing options for offenders granted conditional release under KRS 532.260.

4. The officer shall complete the parole planning investigation request within seven (7) working days of receipt. If the offender needs to attend to pressing personal or legal matters, the officer may allow a delay in reporting. (2C-03)

B. Investigation of Halfway House Plan

1. If no approved plan is in place at the time parole is recommended, a plan shall be submitted to the halfway house. As directed by the assigned staff, the inmate shall complete any specific documents required by the halfway house and sign a waiver for release of medical and mental health information. The assigned staff member shall upload the completed medical and psychological forms, along with the required halfway house documents, to the offender management system. The assigned staff member shall also forward a complete copy of the parole plan to the director of the halfway house, if required. In investigating the halfway house plan, the officer shall consult with the Director of the halfway house to determine the appropriateness of the placement. Either party may deny the placement based on eligibility criteria. (2C-04)
2. The officer shall follow the procedures for investigation and distribution in the parole plan section of this policy.

C. Investigation of Sponsorship Plan

1. In a sponsorship case, the officer shall consider the stability of the home setting and inquire as to the economic resources of the parolee in the absence of employment. The investigation may be denied if the sponsorship plan cannot provide for the maintenance and care of the parolee.
2. The officer shall complete the parole planning investigation request within seven (7) working days of receipt. If unusual circumstances require additional investigative time, the officer shall request an extension of time through the District Supervisor or designee.

D. Monitoring Completion of Employment-Home Placement Verification:

The supervisor or designee shall monitor the receipt, due dates, and completion of the parole plan investigation.