

8.1. A.5 Parole Board Decisions and the Setting of Next Review Dates

I Policy Index:

Date Signed:	10/19/17
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Affected Units:	SD Board of Pardons and Paroles
Effective Date:	Upon signature
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Revision Number:	13
Office of Primary Responsibility:	Parole Board Office

II Purpose:

To establish guidelines for Parole Board hearing officers and hearing panels on the granting of parole and develop procedures for the application of such guidelines.

To establish guidelines for hearing officers and hearing panels on the discretionary parole of violent or long sentences and in the setting of review dates after non-compliance, revocation and subsequent discretionary hearings.

III Definitions:

Quorum:

A majority of the members shall constitute a quorum for official administrative business (See SDCL - 24-13-4.1).

Designation of Hearing Officers:

The chair of the board may designate individual board members as hearing officers who may conduct hearings pursuant to SDCL chapters 24-13, 24-14, 24-15, and 24-15A, take testimony and make recommendations to a hearing panel.

Designation of Hearing Panels:

The chair of the board may designate panels of two or more board members to conduct hearings pursuant to SDCL chapters 24-13, 24-14, 24-15, and 24-15A, take testimony, and take final action, exclusive of a clemency recommendation to the Governor in accordance with SDCL 24-13-4.6 (See SDCL - 24-15A-10).

Full Board Hearing:

For the purpose of this policy a "Full Board Hearing" is a hearing scheduled before the nine members of the Board of Pardons and Paroles where, at a minimum, a quorum of the board members are present, in person or by teleconference/video conference.

Recusal:

Board members recognizing a conflict of interest with a specific case or action, or at the request of an offender, may recuse themselves from the decision-making portion of an official action. A recused member is not counted as a voting member, except as otherwise set by administrative rule or statute. See attachment 4.

Board Slip:

Document completed by hearing officer(s), hearing panels, or the full board, authorizing/recommending the granting or denying of discretionary parole to an offender. This document contains information transmitted to the inmate as to conditions of parole or board ordered conditions, and/or reasons for denial of discretionary parole.

Board Order:

A directive to an inmate from the Parole Board detailing specific conditions to be met in order for the granting of parole to be considered, or to be met while the offender is on community supervision. Once an order is placed on an individual inmate at a discretionary parole hearing, non-compliance or revocation hearing, subsequent hearing panels shall ensure that the order has been followed, as reasonably expected. If the order has not been followed, the hearing panel may deny parole.

IV Procedures:**Hearings Officer Duties:**

- A. When conducting hearings, pursuant to this policy, individual hearing officers shall make a recommendation in writing to a two person panel that may adopt, modify or reject the recommendation.

Hearing Panel Duties:

- A. Hearing panels as designated by the chair of the board may take final action regarding the granting, denial, revocation, or rescission of a parole(See SDCL 24-15A-10).
- B. Hearing panels shall make recommendations to the full board where the intent is to grant parole on offenders requiring a majority vote of the Board (see procedural section Discretionary Decisions Requiring a Majority Vote).
- C. Hearing panels, at his/her discretion, may refer any hearing to the full board for discussion, decision and/or to schedule the offender for a hearing before the full board.

Recusal Protocol

- A. Board members will review the board hearing schedules to identify possible conflicts which would require a recusal and may ask to change the hearing schedule to avoid a possible conflict of interest.
- B. A board member with a confirmed conflict of interest will notify the offender and will recuse themselves from participating in a hearing.
- C. If the board member was previously involved in the case but does not explicitly remember the offender or the case, they may explain the scenario to the offender and give the offender the option to request they recuse themselves. If the offender requests a recusal under these conditions, the board member will not participate in the hearing.
- D. Offenders, at the time of his/her hearing, may explain why they feel there is a conflict of interest and may request that board member(s) assigned to the hearing panel recuse themselves. The board member(s) will consider the offender's request and will grant or deny the request. The Board member shall consider in his/her decision whether the request is reasonable and consistent with common judicial practice. Offenders who are aggrieved by the individual board member recusal decision may appeal that decision to the chair of the board.

General Discretionary Considerations for Granting or Denial of Parole:

- A. The Board of Pardons and Paroles may consider information obtained from the inmate's legal file, institutional records and parole documents, input from the public, victims, and criminal justice agencies, as well as from interviews with the inmate, in making the determination of granting or denying parole. The board, in making a determination of granting or denying or in assisting the inmate in assessing his/her rehabilitative needs, may utilize the following:
1. The inmate's personal and family history;
 2. The inmate's attitude, character, capabilities, and habits;
 3. The nature and circumstances of the inmate's offense;
 4. The number, nature and circumstances of the inmate's prior offenses;
 5. The successful completion or revocation of previous probation or parole granted to the inmate;
 6. The inmate's conduct in the institution, including efforts directed towards self-improvement;
 7. The inmate's understanding of his or her own problems and the willingness to work towards overcoming them;
 8. The inmate's total personality as it reflects on the possibility that the inmate will lead a law-abiding life without harm to society;
 9. The inmate's family and marital circumstances and the willingness of the family and others to help the inmate upon release on parole from the institution;
 10. The soundness of the parole program and whether it will promote the rehabilitation of the inmate;
 11. The inmate's specific employment and plans for further formal education or training;
 12. The inmate's plan for additional treatment and rehabilitation while on parole;
 13. The effect of the inmate's release on the community;
 14. The effect of the inmate's release on the administration of justice; and
 15. The effect of the inmate's release on the victims of crimes committed by the inmate.

Structured Decision Making Framework

A. Board members will also use the Structured Decision Making Framework (SDMF) to guide their decision making in discretionary cases.

1. An offender's risk assessment scores and information from all domains will be considered before a final decision is reached.

2. Domains will be coded as "Aggravating (A)", "Mitigating (M)", or "No impact (N)" and a decision summary will be included on the board slip.

3. Board members will utilize one coding sheet and one decision summary per hearing panel. Domains and proper coding may be discussed before, during, or after the hearing until an agreement between the panel is reached.

B. Domains of the SDMF include:

1. Criminal history

2. Ability to control behavior
3. Responsivity
4. Institutional and community behavior
5. Offender change
6. Release plan
7. Case specific factors

8. Conflicting information

Parole Decision-making:

A. Decision to continue a discretionary parole hearing:

1. A hearing panel may continue an applicant for less than eight (8) months, under the Old System.
2. A hearing panel may continue an applicant for one (1) month to twenty-four (24) months under the New System.

B. Decision to deny parole at a discretionary parole hearing:

1. A hearing panel may deny an applicant parole; the time to the next parole review date shall be established at eight (8) months under the Old System (See SDCL 24-15-10).
2. A hearing panel may deny an applicant parole; the time to the next parole review date may be established at one (1) month up to twenty-four (24) months (See SDCL 24-15A-29).

C. Decisions at non-compliance and revocation hearings:

1. A hearing panel at a non-compliance hearing shall establish a next review date when finding an inmate non-compliant. That date may be set for an immediate hearing or any time in the future, up to twenty-four (24) months (See SDCL 24-15A-39).
2. A hearing panel at a revocation hearing shall set the next review date at eight (8) months under the Old System (See SD Admin. Rule 17:60:02:05).
3. A hearing panel at a revocation hearing shall set the next review from one (1) month up to twenty-four (24) months when revoking parole (See SDCL 24-15A-29).

D. Board slip (see Attachment #):

1. Hearing officer(s), panels or the full board shall complete a board slip at all discretionary parole hearings.
2. The hearing panels or full board may impose Board orders, special conditions or recommendations that are directly related to the individual offender's rehabilitation.
3. The hearing panels or full board may impose special conditions or recommendations that are indicated as a "Board Order." These board orders shall be a requirement of parole. If the inmate rejects the board order, the unexecuted parole shall be rescinded (see Parole Board Policy 8.1.A.13 *Rescission of Parole*). If the inmate violates the conditions of the board order, the parole agent shall submit a violation report to the parole board office.

E. The Continuance of a hearing:

1. In cases under the Old System, the board may continue any hearing on an application for parole for a period of time not to exceed seven (7) months, and may make recommendations to the inmate on rehabilitation needs. The inmate shall be advised of any such continuance. (See ARSD 17:60:02:03).
2. In cases under the New System and for cause, the board may continue a hearing for discretionary parole. The inmates shall be advised of any continuance (See ARSD 17:60:09:03).

F. Discretionary parole hearings following a revocation action:

1. In cases under the Old System, an inmate whose parole has been revoked may reapply for parole eight (8) months after the date of revocation. If the revocation is at the parolee's own request, this provision does not apply (See ARSD 17:60:02:05).
2. In cases under the New System, if an offender's parole is revoked, the board shall establish a discretionary parole date of not more than two (2) years from the date of revocation. Subsequent discretionary hearings shall be held at intervals of not more than two (2) years. The board is not required to see an inmate for a discretionary parole hearing at two (2) year intervals following a revocation if the inmate receives an additional felony sentence which carries a first parole date more than two (2) years from revocation (See ARSD Chapter 17:60:09 and SDCL 25-15A-29).
3. Except as provided in SDCL 24-15A-29, each inmate who is eligible for discretionary parole following revocation of parole or following initial denial shall be afforded a hearing during the month designated by the board for the inmate's discretionary parole hearing.

G. Discretionary parole hearings following a non-compliance action:

1. An inmate not released at the time of his/her initial parole date shall have a discretionary parole hearing at least every two (2) years (See SDCL 24-15A-39).
2. If an inmate is determined to be non-compliant by the board, the board shall establish a discretionary parole date of not more than two (2) years from the date of non-compliance.

H. Inmates in disciplinary segregation (not required a discretionary hearing)

1. An inmate serving time in disciplinary segregation on the date of his/her discretionary parole date will have his/her hearing moved to the following month unless it has been two years since the inmate's noncompliance hearing, parole revocation hearing, or last discretionary parole hearing, whichever is later, in which case the inmate will have his/her hearing before the Board as scheduled. This will continue until the inmate is no longer serving time in disciplinary segregation. The directives in this section apply to inmates who committed their offense on or after July 1, 1996.

I. Offenders with multiple next review dates

1. A Mixed system offender may have multiple next review dates in which the board must grant parole on all transactions in order for the offender to release on parole.

J. Offenders are notified that they must complete and bring their Parole Success Plan with them to discretionary hearings and that failure to do so may result in a denial of parole.

K. All offenders eligible for a discretionary hearing (old system and new system) are sent a parole eligibility notice approximately forty-five (45) days prior to their scheduled hearing. Unless this notice is sent back indicating the offender wishes to waive said hearing, they will be scheduled to appear in front of the board during their month of eligibility.

Decisions Requiring a Majority Vote of the Board of Pardons and Paroles

A. Executive Clemency Hearings

1. No recommendation to the Governor for the commutation of sentence or for the pardon of an offense, including an exceptional pardon authorized by SDCL 24-14-8, may be made by less than the majority vote of all board members of the Board of Pardons and Paroles (See SDCL 24-13-4.6).
2. An auxiliary board member may substitute for an absent board member. A recused board member is not counted as a "present" board member for voting requirements.

B. Parole Hearings

1. A hearing panel may deny parole to any offender without the majority vote of the board.
2. An auxiliary board member may substitute for an absent board member. A recused board member is not counted as a "present" board member for voting requirements.
3. A hearing officer or panel shall make a recommendation to the full board where the intent is to return street time, dead time, good time or to grant parole under the below criteria.

a. Parole Hearings requiring the majority vote of all appointed board members:

1. Offenders with an underlying sentence of a Class A, B, C or 1 violent crime in their current booking.
2. High Risk Sex Offenders assessed by SOMP as a MnSOST Level 3 or R.
3. Sex Offenders currently refusing treatment.
4. DOC System Risk Level 3 Offenders.

b. Parole Hearings requiring the majority vote of the board members present:

1. Offenders with an underlying sentence of a violent crime other than Class A, B, C or 1 on their current booking with a sentence length (regardless of any portion that may be suspended) of ten (10) years or more including total years of any consecutive sentences on offender's current booking.
2. Offenders with an underlying sentence of a non-violent crime on their current booking with a sentence length (regardless of any portion that may be suspended) of fifteen (15) years or more including total years of any consecutive sentences on offender's current booking.

V Related Directives:

SDCL Chapters: 24-13, 24-14, 24-15, 24-15A and 24-16
ARSD Chapter 17:60
Parole Board Policy 8.1.A.13 *Rescission of Parole*

VI Revision Log:

April 2006: - New
June 2006: - **Revised** - Remove SDCL 24-13-4.5 and replaced with SDCL 24-15A-10
June 2007: - **Revised** - Added standards for Granting or Denial of parole, Granting parole to Sex Offenders, expanded policy statement, added Class C Crimes.
September 2007: - **Revised** - Added clarification on continuations and denials.
December 2007: - **Revised** - Amended non-compliance and revocations, (omit the conditions on "continued".
Added: Definitions, clarifications on continued paroles. **Added:** updated board slips.
December 2008: - **Revised** - Grammar and language throughout, updated to DOC format for policies, **Added:** definitions on Board Slips. **Removed:** Reference to SDCL 24-13-7 to Discretionary Considerations. **Revised** - Class A,B,C or 1 from 2/3 majority to majority of all board members of the board of pardons and paroles. **Revised** - Other than Class A, B, C or 1 and non-violent to majority of board members present. **Added:** Parole Decisions, A #3. June 2009 **Added:** Definition on Recusal by Board Member.
March 2010: **Revised** the policy title. **Revised** the policy index. **Changed** the office of responsibility to the Board office. **Clarified** the Policy purpose. **Revised** grammar and formatting throughout. **Updated** the definitions, including recusal. **Moved** the "Majority Vote Required" definitions to the policy body, under procedures. **Moved** the following definitions to procedures – continuance of hearing, discretionary hearing after revocation, and discretionary decision after n/c. **Changed** procedural titles to read Hearing Officer duties and Hearing Panel duties. **Updated** Parole Decisions to Parole Decision-making. **Updated** attachments and **added** attachment #4..
Add Attachment 5
January 2013: Correcting language to establish a single board member only has the authority to recommend to the full board or hearing panel.Add attachment 5. Change their to his/her.
September: 2014- 1/2015: Revised due to combining all board sheets into one board sheet. Recusal PROTOCOL add-/ total years of consecutive numbers or counts,
March: minor changes
November 2016: added language to address not having a parole hearing if inmate is in the SHU, replace old board sheet with new, language added to address multiple next review dates.
a. May 2017: Added Structured Decision making Framework language, Added Offenders with multiple next review dates language, Deleted old sytem notice attachment. Added attachment 4 and 5 notices. Added to page 6 B and C. " An auxiliary board member may substitute for a absent board member."
10/2017- DOC System Risk Level 3 was under Sex Offender section. It has been re written in a bullet point configuration. Attachment 1 Board Slip replaces with new one.

<i>Original on file in the Board office</i>	<i>10/19/17</i>
,Mark Smith Chair	Date

Attachment 1: Discretionary Parole Board Slip - Board sheet is generated in COMS

South Dakota Board of Pardons and Paroles
Parole Decision *(to be shared with offender)*

Name: _____ **DOC ID:** _____ **Applicable Transaction(s):** _____
Dated this _____ **Type:** _____ **Location:** _____

The following decision is made after considering: (1) all factors listed in SDCL 24-13-7; (2) Structured Decision Making Framework considerations, including: statistical risk assessment, offender criminal history, offender ability to control his/her behavior, responsivity (appropriate programming related to risk and need), offender's institutional and community behavior, level of change exhibited by offender as related to institutional programming, offender release plan, and other case specific factors brought out during the parole hearing; and (3) the standards set forth in Parole Board Policy 8.1.A.5 Parole Decision – Setting of Next Parole Review Dates. The following is meant to assist the offender in his/her rehabilitation and neither this document nor the statutes or rules upon which they are based are to be used to establish a constitutionally protected liberty, property or due process interest in any inmate.

DECISION: _____ **GRANT PAROLE -**

BOARD ORDER -

(SCRAM, GPS, no contact, travel restriction, halfway house)

_____ **DENY PAROLE – NEXT REVIEW**

DATE: _____

BOARD

RECOMMENDATION(S): _____

_____ **CONTINUE HEARING**

TO: _____

_____ **Return:** _____ **Street Time / Good Time / Dead**
Time

RETURN ENOUGH TIME to make release effective:

Reason(s) for granting of parole	
	You have maintained a satisfactory disciplinary record.
	You have either completed programming, or have a plan to complete programming while on parole.
	There is a short time remaining on your sentence, and you need to be out and under supervision before the end of your sentence.
	You have developed a viable parole plan
	Other:

Reason(s) for denial of parole	
	You have had a poor supervision record on previous releases
	You have not maintained a satisfactory disciplinary record.
	You have failed to complete programming, or you have refused core programming.
	You have not developed a viable parole plan.
	Not enough time has elapsed since your return to the institution on a violation.
	Given the nature and circumstances of your offense(s), you have not been incarcerated for a sufficient length of time.
	Other:
	What you need to address before the next parole hearing:

Recommending Hearing Officer / Board Chair (if a Full Board hearing)

PAROLE BOARD MEMBER

PAROLE BOARD MEMBER

Attachment 2: Parole Board Hearing Scripts

The Parole Board Hearing Scripts are located on the state's M Drive, Parole Board Policy folder location.

The Parole Board Hearing Scripts are as follows:

1. Discretionary Parole Hearing Script
2. Non-Compliance Hearing Script
3. Reading of Rights – Revocation Hearing
4. Revocation Hearing (Initial Appearance) Script
5. Revocation Hearing (Contested) Script
6. Revocation Hearing (Mitigation Only) Script
7. Revocation Hearing (Rejected Waiver) Script
8. Executive Clemency (Full Board) Hearing Script
9. Financial Obligation Hearing Script

Attachment 4

**STATE OF SOUTH DAKOTA
BOARD OF PARDONS AND
PAROLES**

Box 5911
Sioux Falls, S.D. 57117-5911
PHONE: (605)367-5040

FAX: (605)367-5115

PAROLE ELIGIBILITY NOTICE

Requestor: F135705

To: _____ **DOC#:** _____ **Location:** _____
Date: _____

You are eligible to appear for a parole hearing on the _____
meeting of the Parole Board.

When you come to the hearing, bring your **Parole Success Plan (i.e. Discretionary Parole Application)** with you for the board to review. If you do not bring your completed application to your hearing, you will more than likely be continued to a next review date set at the discretion of the board.

You do not need to return this notice UNLESS one of the following applies:

- I do not wish to appear for parole consideration - **WAIVE TO NO ACTION**
- WAIVE parole and set next review date to _____ (month/year)

Please Note: To better accommodate you and any guests that may attend, **please have guests confirm their appearance at your hearing with parole board staff** by calling our office at (605)367-5040

Signature

Date

NOTICE: Any inmate serving time in disciplinary segregation on the date of his/her discretionary parole hearing will have his/her hearing continued to the following month unless it has been two years since the inmate's last non-compliance/revocation/parole hearing (whichever is later), in which case the inmate will have his/her hearing before the Board as scheduled. Hearing continuances will remain in place until the inmate is no longer serving time in disciplinary segregation. This directive applies only to inmates who committed their offense on or after July 1, 1996 (New System).

