

8.1. A.12 Courtesy Hearings:

I Policy Index:

Date Signed: 12/13/12
Distribution: Public
Replaces Policy: This policy
supersedes the
5/2009 version
Affected Units: South Dakota Board of Pardons and Paroles
Effective Date: Upon Signature
Scheduled Revision Date: 12/2013
Revision Number:2

Office of Primary Responsibility: South Dakota Board of Pardons and Paroles

II Purpose:

The purpose of this policy is to establish the procedures for conducting courtesy hearings for other states.

III Definitions:

Courtesy Hearing:

A hearing held by the Board at the request of another state.

Sending State:

For the purpose of this policy, the sending state is any state that has an inmate incarcerated in the State of South Dakota, and where that state is requesting a parole board courtesy hearing for recommendation of parole.

Board Slips:

Documents completed by hearing officer(s), hearing panels, or the full board, authorizing the granting or denying of discretionary parole to an offender. These documents contain information transmitted to the inmate as to conditions of parole or board ordered conditions, and/or reasons for denial of discretionary parole.

IV Procedures:

South Dakota Board Courtesy Hearings:

- A. The Transitional Case Manager (TCM) will prepare an investigative summary for all requested courtesy hearings from sending states.
- B. The Board Office Senior Secretary (BOSS) will schedule the hearing before the board.
- C. The BOSS will notify the sending state of the board's recommendation within ten (10) working days, along with all supporting documents to include the following:
 1. Copy of the board slip;
 2. Copy of the investigative summary and supporting documents.
 3. Copies of all letters of support or non-support.

4. Legal file/institutional file

V Related Directives:

[South Dakota Board Policy: 8.1.A.5 and Board Office OM 9.1.A.1](#)

VI Revision Log:

May 2009: New.

December 2012: ADD- **Board Slips:**

Documents completed by hearing officer(s), hearing panels, or the full board, authorizing the granting or denying of discretionary parole to an offender. These documents contain information transmitted to the inmate as to conditions of parole or board ordered conditions, and/or reasons for denial of discretionary parole. Revise- Transitional Case Manager (TCM, Board Office Senior Secretary (BOSS, BOSS Legal file/institutional file

<i>Dave Nelson</i>	<i>12/13/12</i>
Dave Nelson, Chair	Date