

EXHIBIT B.2

Parole Process

Before ADC Release

Parole Plan Verification (PPV)

Parole Board approves Parole approximately 6 months before TE/PE date of release. Before inmates are released, they submit a parole plan to the Institutional Release Officer at their unit. The officer forwards the plan to the appropriate Area Office or designated Supervising Officer ninety days prior to the TE/PE date so the information in the plan can be verified. No inmate is released from prison on parole until the Supervising Officer has verified and approved the plan.

The Supervision Officer has 14 days to complete the verification investigation and submit the results. The officer may conduct field visits to the prospective parolee's place of residence, speak with family and/or friends living at that address, verify employment, etc.

At a minimum, the parole plan must meet the conditions levied by the court, the Parole Board, and the law.

If the plan is approved, the IRO will instruct the inmate to report to his or her Parole/Probation Officer for intake usually within twenty-four hours or the next working date.

The Intake Process after Release

Each Area Manager is responsible for implementing an intake process. The conditions of supervision are provided, read, and signed by the parolee. Required forms are completed and instructions are given to the parolee about reporting requirements.

The parolee will complete an ORAS self-assessment for community supervision, which is used by the parole officer to determine supervision level. The officer must make referrals in eOMIS for programs that are identified by the assessment.

Office Visits and Referrals

The parolee must report as directed and/or assigned. Program referrals may be scheduled as well as future office visits.

An individual case plan will be developed for the parolee. The ORAS assessment is used to develop case plans for parolees identified as potential re-offenders in the moderate or high-risk groups. The Case Plan must be reviewed with the parolee during each office visit. Revisions can be made based on parolee's performance in the community. The plan may be reviewed or revised at other times if appropriate.

Case Management

Supervision Officers involved in case management engage in the following activities:

- Evaluating risk and making referrals to address needs identified by ORAS to reduce the potential for recidivism.
- Developing and updating case plans
- Adjusting supervision levels
- Coordinating supervision actions, counseling and treatment with others (court, drug court, treatment staff, aftercare staff, managers and others)
- Reviewing release/supervision conditions, ensuring the parolee has a copy and understands the conditions

- Monitoring parolee compliance with supervision conditions and case plan progress, including:
 - ArAIM (Matrix) interventions to address violations
 - Monitoring participation in programs
 - Conducting home/field visits
 - Monitoring timeliness of fee payments, restitution and other court-ordered costs
 - Investigating apparent absconders
 - Initiating warrants for absconders
 - Arresting parolee when appropriate
 - Processing violation reports
 - Updating eOMIS

Violations by Parolees

When a Supervision Officer determines that a violation report is warranted, the following steps will be taken:

- Determine if ArAIM (Matrix) sanctions are appropriate
- Parolees charged with felonies or violent or sex-related misdemeanors will be jailed and a revocation hearing will be sought
- Parolees who have absconded two or more times will be jailed and a revocation hearing will be sought

Process for Requesting Hearing by Parole Board

→ Complete the Violation Report and attach it to a “Revocation Memo to Parole Board” form; then obtain supervisory approval.

→ Present the Notice of Parole Violation Action Form, DCC 506 and Violation Report, to the parolee.

→ Read and explain Form DCC 507, “Waiver of Parole Revocation Hearing TVP Alternative,” to a TVP eligible parolee. Due process requires that any waiver of rights by a parolee be done knowingly and voluntarily. Any form of coercion used to persuade a parolee to sign a hearing waiver is grounds for disciplinary action. Supervision Officers must ensure the parolee understands the nature and consequences of the hearing before waiving it. Under special circumstances, with approval of the Area Manager, a waiver can be signed for transfer to the Arkansas Department of Correction.

→ When the parolee chooses to have a hearing, he/she will be notified of the scheduled hearing date, or detain the parolee when criteria are met. The Supervision Officer must promptly email the Area Manager or Assistant Manager to notify them that a waiver has not been signed. The Manager will add the parolee to the weekly report of parolees who require a revocation hearing. The Parole Board will then schedule a revocation hearing.

→ The Area Manager/ Assistant Area Manager send a list of parolees awaiting revocation hearings to the Parole Board weekly.

→ A parole revocation hearing is held. *Only the Parole Board may revoke a parolee.*