

Wyoming Board of Parole

Policy and Procedures Manual



POLICY AND PROCEDURES MANUAL

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SUBJECT **PREAMBLE**

REFERENCE **W. S. 7- 13-401 through 7- 13-421
and W. S. 9-2- 1704**

SUPERSEDES

July 1, 1990

EFFECTIVE DATE

October 1, 1992

Policy and Procedures

The Board of Parole is a separate operating agency, receiving administrative support from the Department of Corrections. It operates under authority of the Wyoming legislature as enumerated in Wyoming Statutes.

The Board of Parole is comprised of seven (7) board members, serving six (6) year terms, appointed by the Governor with consent of the Senate.

The board may adopt reasonable rules, regulations and policies necessary to carry out the board's activities.

The board will hold regularly scheduled hearings at the various Wyoming state institutions in which inmates are housed and will perform the following functions:

- 1. Review applications for parole;***
- 2. Grant, deny or revoke paroles;***
- 3. Recommend commutations of sentence;***
- 4. Revoke good time;***
- 5. Restore good time;***
- 6. Consider and/or take action on any other matters brought before the board.***

In reaching its decisions, the board will be guided by its mission statement.



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SUBJECT **MISSION STATEMENT**

REFERENCE **w. s. 7- 13-40 1**

SUPERSEDES

EFFECTIVE DATE

October 1, 1992

Policy and Procedures

I. POLICY

The mission of the Wyoming Board of Parole is to conduct prompt, fair, impartial hearings on the matters brought to its attention and take appropriate action. Consideration will be given to public safety, victims and the treatment and control of the offender.

II. PROCEDURES

- A. The board will request a number of different kinds of investigative reports. These may include the presentence investigation, institutional summaries, psychological and/or psychiatric evaluations.***
- B. The board will request victim input.***
- C. The board may request additional information such as prosecutor's comments, judicial comments and any other information that may be of assistance in rendering its decisions.***
- D. The board will evaluate the inmate's progress to ward rehabilitation while incarcerated.***



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SUBJECT	POLICY & PROCEDURES DEVELOPMENT	
REFERENCE	W. S. 7- 13-402	
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Policy and Procedures

I. POLICY

The board shall adopt rules, regulations and policies necessary to perform its function as dicta ted by Wyoming Statutes. Accordingly, these rules and regulations will not repeat or reiterate existing law, but the same are made a part hereof and incorporated herein by their reference.

II. PROCEDURES

A. Development of Policy

Policy and procedures shall be formulated and approved by a majority action of the board.

B. *All board members are encouraged to bring issues of concern to the full board for consideration and action.*

C. *The Department of Corrections, through its support responsibilities, is encouraged to identify and bring to the board's attention issues that impact the department's operations. The board may, in its discretion, develop policy pertaining to those issues.*

D. Distribution

Copies of policy and procedures shall be made available for distribution to agencies and individuals.

E. Master File

A master file shall be maintained in the office of the board. The Department of Correction's liaison to the board shall be responsible for the following:

- 1. Maintain a complete set of board policies, rules and regulations;*
- 2. Maintain a record of all documents relating to proposed policy development and any action taken;*
- 3. Maintain a complete set of all revisions, addendums and supplements.*



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**POLICY & PROCEDURES
DEVELOPMENT**

REFERENCE

W. S. 7- 13-402

SUPERSEDES

July 1, 1990

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October 1, 1992

Policy and Procedures

F. Review of Policies and Procedures

An annual review of policies, procedures, and rules shall be scheduled by the chairperson of the board. This review shall occur during a ninety (90) day period prior to the annual administrative board meeting. Suggested amendments, supplements or new policy shall be acted upon at the annual administrative meeting. This paragraph shall not preclude the board from changing or promulgating policies at any other time.

- G. *The board liaison shall be responsible for maintaining an ongoing file of issues that may be appropriate for policy consideration and shall make them available to a policy review committee appointed by the chairperson.***

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SUBJECT **PAROLE BOARD MEMBERS**

REFERENCE **W. S. 7- 13-40 1 (b)**

SUPERSEDES

EFFECTIVE DATE

July 1, 1990

1 October 1, 1992

Policy and Procedures

I. POLICY

There shall be a State Board of Parole consisting of seven (7) members appointed by the governor with consent of the Senate. Members' terms will be for six (6) years and they may be reappointed.

II. PROCEDURE

The governor shall appoint a member when a vacancy occurs.

III. DUTIES

- A. Review applications for parole;*
- B. Grant, deny or revoke paroles;*
- C. Recommend commutations of sentence;*
- D. Revoke good time;*
- E. Restore good time;*
- F. Consider and/or take action on any other matters brought before the board.*

IV. RESPONSIBILITIES

- A. Members are expected to attend 12 days of board hearings per year plus an annual board administrative meeting.*
- B. Members are expected to attend hearings at all sites; Wyoming State Penitentiary, Wyoming Honor Farm, Wyoming Women's Center, or any other institution or location as needed.*
- C. New members are expected to participate in parole board orientation which is conducted by parole board staff and board members.*
- D. Members are encouraged to avail themselves of professional development opportunities such as attendance in National Institute of Corrections training sessions and other opportunities that will be brought to their attention.*



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SUBJECT **CHAIRPERSON
RESPONSIBILITIES**

REFERENCE *w. s. 7-13-40 1 (c)*

SUPERSEDES
July 1, 1990

EFFECTIVE DATE
October 1, 1992

Policy and Procedures

I. POLICY

There shall be a chairperson and a vice-chairperson of the Wyoming Board of Parole who are charged with certain duties and responsibilities.

II. PROCEDURES

- A. *The chairperson shall be spokesperson for the board. In his absence or inability to perform the vice-chairperson shall assume those duties and responsibilities.***
- B. *The chairperson will represent the board on committees as needed.***
- C. *The chairperson shall be the link between the board, the Department of Corrections, the governor, and the legislature.***
- D. *The chairperson shall call all meetings.***
- E. *The chairperson shall work with the Department of Corrections in the development of the parole board budget.***
- F. *The chairperson may delegate duties and responsibilities to such other board members and staff as deemed appropriate.***



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SUBJECT **BOARD MEMBER ORIENTATION**

REFERENCE **W. S. 7- 13-402**

SUPERSEDES

EFFECTIVE DATE

July 1, 1990

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Policy and Procedures

I. POLICY

New board members will be provided an orientation as to their duties and powers and shall be advised of the schedule for orientation.

II. PROCEDURE

A. Staff of the board will develop a structured orientation program that will include, but not be limited to, the following:

- 1. Review of policies and procedures;***
- 2. Review of Wyoming statutes that impact board activities;***
- 3. Review of Department of Corrections structure and responsibilities;***
- 4. Review of Wyoming criminal justice system;***
- 5. An opportunity to monitor a board hearing;***
- 6. Review of selected and appropriate literature.***



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SUBJECT

PROFESSIONAL DEVELOPMENT

REFERENCE

W. S. 7- 13-402(e)

SUPERSEDES

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Policy and Procedures

I. POLICY

It is the policy of the board to encourage its members and board staff to attend conferences and seminars relating to criminal justice and to participate in planning efforts conducted by local, regional and national correctional organizations.

II. PROCEDURE

The Department of Corrections shall keep board members and staff informed of professional development opportunities.



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SUBJECT **ADMINISTRATIVE MEETING**

REFERENCE **W. S. 7- 13-402**

SUPERSEDES

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Policy and Procedures

I. POLICY

- A. *The board will hold an annual administrative meeting at which board business will be conducted. It may hold additional meetings as called by chairperson of the board. Four members of the board shall constitute a quorum and action by a quorum shall be action by the board.***
- B. *This meeting will be opened to the public, except if the board adjourns to an executive session.***
- C. *The board at its annual administrative meeting shall elect a chairperson and vice-chairperson if in the preceding year a board appointment has been made by the governor, if the chairperson resigns during the year the vice-chairperson shall assume the duties until the next annual meeting at which time a new chairperson will be elected.***
- D. *There will be a magnetic tape recording of the meeting which will be kept in the parole board's office and is available for public review.***

II. PROCEDURE

After consultation with chairperson of the board, staff shall prepare an agenda for the administrative meeting.



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SUBJECT EXECUTIVE SESSIONS

REFERENCE W. S. 7- 13-402(f) and
W. S. 16-4-405

SUPERSEDES

July 1, 1990

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Policy and Procedures

I. POLICY

- A. All inmate hearings of the board shall be executive sessions, not open to the public.**
- B. At its meetings, the board shall first consider those items of business which are not necessary to be considered in executive session.**
- C. Matters normally heard in executive sessions are as follows:**
 - 1. Parole hearings;**
 - 2. Revocation hearings;**
 - 3. Commutation hearings;**
 - 4. Rescissions;**
 - 5. Any other matters dealing specifically with inmate/parolee issues.**



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SUBJECT BOARD CALENDAR

REFERENCE W. S. 7- 13-402

SUPERSEDES

July 1, 1990

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Policy and Procedures

I. POLICY

The preparation and scheduling of the board hearing calendar is the responsibility of the parole board staff.

II. PROCEDURES

- A. *The parole board staff will establish a schedule for submitting necessary reports and information to be calendared.***
- B. *Inmates will be scheduled for parole hearings within the 120 day period prior to their eligibility date.***
- C. *Inmates will be scheduled annually after their first appearance unless they submit a written waiver. Once an inmate's board date has been established it will remain the same for that sentence.***
- D. *An inmate serving consecutive sentences will be scheduled to be seen within the 120 day period when he/she becomes eligible on the first sentence, and every year thereafter until expiration of first sentence. When an inmate commences the consecutive sentence, he/she will not be heard again until 120 days prior to the minimum on the consecutive sentence and every year thereafter.***
- E. *Inmates serving concurrent sentences will appear before the board within 120 days of his/her longest minimum sentence. If an inmate receives a concurrent sentence after he/she has been incarcerated and has already appeared before the board, his/her board date will remain the same. However, if he/she receives a concurrent sentence after he/she has been incarcerated and has not yet appeared before the board, his/her board date will be adjusted based on the new sentence.***
- F. *An inmate who is serving a sentence for another jurisdiction outside of Wyoming, who has a concurrent Wyoming sentence, will be scheduled when the longest of the minimum sentences has been completed. The inmate must have been processed through the Wyoming Department of Corrections.***



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SUBJECT **BOARD CALENDAR**

REFERENCE **W. S. 7- 13-402**

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Policy and Procedures

- G. *Inmates sentenced prior to July 1, 1990, who have not been previously interviewed shall be scheduled for appearance for commutation and/or parole consideration after serving five (5) years and every year thereafter during confinement.***
- H. *For inmates sentenced after June 30, 1990, the following schedule shall apply:***
- 1. *Minimum less than twenty (20) years after serving five (5) years and every year thereafter;***
 - 2. *Minimum of twenty (20) years or more after serving seven (7) years and every year thereafter;***
 - 3. *Life sentence after ten (10) years and every other year thereafter;***
 - 4. *Within the 120 day period prior to their eligibility date.***



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SUBJECT HEARING PANELS

REFERENCE W. S. 7- 13-402

SUPERSEDES

July 1, 1990

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October 1, 1992

Policy and Procedures

I. POLICY

The board may schedule hearings at the various institutions on an as needed basis.

II. PROCEDURES

- A. *Hearing panels will consist of three or more members.*
- B. *In exigent circumstances, inmate interviews may be conducted by one or more members of the board.*
- C. *A decision of a majority of the panel is the decision of the board.*
- D. *The chairperson of the board may appoint hearing panels, or at his/her discretion, assign the responsibility to the staff of the board.*
- E. *The chairperson will usually chair the panel, however, this may be delegated.*
- F. *It is the intent of the board to limit the attendees to the following:*
 - 1. *Inmate's family, friends and/or attorney;*
 - 2. *Parole board staff - no more than three (3);*
 - 3. *Institutional staff - counselor presenting case (most knowledgeable), security officer (movement person), the warden/superintendent or his designee; any other person who can contribute to the board's decision making responsibility;*
 - 4. *No children under the age of thirteen (13) years;*
 - 5. *Guests will be permitted if prior arrangements have been made with the board staff.*
- G. *The board reserves the right to exclude any person(s) from the room during the hearing and to limit the number of individuals making presentations.*

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SUBJECT **INMATE INTERVIEW**

REFERENCE **W. S. 7- 13-402**

SUPERSEDES

July 1, 1990

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Policy and Procedures

I. POLICY

The inmate shall be interviewed, unless he/she refuses to be interviewed, or has submitted a written waiver, or the board determines that an interview would not be of material assistance based upon the recommendation of the staff of the Wyoming State Hospital for those inmates incarcerated there.

II. PURPOSE

A. *Allow inmates the opportunity to:*

- 1. Present to the parole board their version of the present offense and prior criminal history, if any;***
- 2. Discuss their problems and needs;***
- 3. Discuss their evaluation of the progress made or expected to be made toward rehabilitation while confined;***
- 4. Present their reasons why they think they should be paroled;***
- 5. Present their plans for the future;***
- 6. Present and discuss any other matters that are appropriate for consideration.***

B. *Provide the parole board the opportunity to:*

- 1. Review all available reports and case history material pertinent to the case. This may include:***
 - a. social history;***
 - b. medical, psychological and psychiatric reports;***
 - c. prior record of arrests, convictions, incarcerations and circumstances there to;***
 - d. Past and present patterns of behavior and confidential information.***
- 2. Review reports regarding the inmate's institutional adjustment including his/her record of conduct and program participation.***
- 3. Negative information will be discussed with the inmate unless it is felt that the information is of such a sensitive nature that it should be withheld.***



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SUBJECT **INMATE INTERVIEW**

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Policy and Procedures

III. PROCEDURES

- A. At the interview the inmate may request the exclusion of certain people from the hearing. The inmate will be asked to state a reason for requesting exclusion and the board may or may not agree to his/her request. The following will not be excluded:**
- 1. Parole board members;**
 - 2. Staff of parole board;**
 - 3. An institutional custodial officer;**
 - 4. Legal advisor to the board.**
- B. The inmate may request the presence at the hearing of certain relatives, friends, and an attorney.**
- C. Those present will be allowed to provide pertinent information. Statements shall not be taken under oath or be subject to cross examination. The board may ask questions as it sees fit to assist in its determination.**
- D. After the interview the board will render its decision and the inmate will be notified of the decision, and in the event parole is denied, the reason(s) for said denial.**



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SUBJECT EXECUTIVE HEARING
RECORDINGS

REFERENCE W. S. 7- 13-408(a) and
w. s. 7- 13-402(f)

SUPERSEDES

July 1, 1990

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Policy and Procedures

I. POLICY

- A. *There will be a magnetic tape recording of all inmate hearings conducted by the parole board. Hearings are conducted in executive session.*
- B. *The board does not provide transcripts of hearings.*

II. PROCEDURE

- A. *Such recordings shall be preserved at the office of the parole board for not less than four years.*



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SUBJECT VICTIM NOTIFICATION/HEARING

REFERENCE W.S. 7- 13-402, W.S. 1-40-201
through 1-40-204

SUPERSEDES

July 1, 1990

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October 1, 1992

Policy and Procedures

I. POLICY

- A. Each victim will be given written notice of his/her right to request notification of parole and commutation hearings.**
- B. The written notice will be given by the prosecuting attorney's offices pursuant to the Department of Corrections policy.**
- C. Notification of parole hearings and the opportunity to personally appear, submit an audio/video tape or provide written comments will only be provided to victims who request the same, as outlined above, and who are certified as a victim by the prosecutor entitling them to such notification.**
- D. When an inmate is to appear before the board, for parole or commutation consideration, the victim of their crime shall be advised. This notification shall include the time and location of the hearing along with the notice that they may appear to offer allocution; or that they may offer written comments; or may submit an audio or video cassette in lieu of a personal appearance or written comments for the board's consideration.**
- E. The victim shall mean the actual victim of the crime for which the inmate is confined; the deceased victim's next of kin; or a representative selected by the victim or the victim's next of kin.**
- F. Next of kin shall be indicated as follows and in order as:
 - 1. spouse;**
 - 2. children or their guardian;**
 - 3. parents;**
 - 4. siblings;**
 - 5. grandparents.****
- G. Crime(s) shall mean only those for which the sentence is currently being served.**
- H. Inmate will mean anyone guilty of having committed a crime or who is guilty of being an accessory to the crime.**



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V/CTIM NOTIFICATION/HEARING

REFERENCE

W.S. 7- 13-402, W.S. I-40-201
through f-40-204

SUPERSEDES

EFFECTIVE DATE

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Policy and Procedures

I. Victim notification provisions shall be the responsibility of the Department of Corrections staff.

II. PROCEDURES

A. Notification of the hearing shall include the time and location of the hearing along with the notice that they may submit written comments, submit an audio/video tape or appear to offer testimony;

B. Information provided shall be limited to following testimony:

- 1. The continuing nature and extent of any physical, psychological, or emotional harm or trauma suffered;*
- 2. The extent of any loss of earnings or ability to work suffered by victim;*
- 3. The continuing effect of the crime upon the victim's family;*
- 4. Any threats or reprisals from the offender or his/her family.*

C. All information provided by the victim will be made part of the Department of Corrections file and not available to the inmate.

D. Order of Appearance - during the executive session, immediately following the revocation hearings, time will be reserved for the victim/s) to testify. Later in the day the inmate will be scheduled for appearance before the board. In scheduling both victim and inmate every effort should be made not to allow either visual or physical contact between victim and inmate.

E. Should there be more than one victim or victim's advocate, spokesperson should be limited to three (3) persons. Testimony shall be limited to ten (10) minutes for each individual testifying or otherwise at the discretion of the chairperson.

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Policy and Procedures

I. POLICY

The Department of Corrections shall prepare and submit a written report to the Board of Parole for hearing on parole release consideration and commutation recommendation. These reports shall be submitted to the board staff twenty-one (21) days prior to the hearing. The attached format will be used.

II. PROCEDURE

- A. A report will be submitted including the following; where appropriate, in narrative form. Thoroughness and brevity is suggested.**
- 1. Identifying information - name, number, date of birth, age, crime, place, sentence, date sentence began, county, and sentencing judge.**
 - 2. Sentencing information - sentence structure, maximum sentence, good time release date, projected earliest parole eligibility date, minimum sentence date, and board appearance date.**
 - 3. Dates of prior board appearances, action taken, and any special board notation.**
 - 4. Special instructions by sentencing judge.**
 - 5. Court ordered restitution amount and financial status of inmate's institutional account.**
 - 6. Details of offense. This shall be written in narrative form, indicating what actually happened and including plea bargain information.**
 - 7. Inmate's version of offense.**
 - 8. Criminal history - include both juvenile and adult, dates, location, and disposition of offenses.**
 - 9. Personal history - narrative of pertinent information including marital history, employment history, educational history, etc.**



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SUBJECT **PAROLE/COMMUTATION
REPORTS**

REFERENCE **W. S. 7- 13-402**

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10. ***Psychological/Psychiatric information.***
11. ***Institutional history - including classification data, disciplinary record, program involvement, work assignments, and risk assessment evaluation.***
12. ***Parole plan.***
13. ***Staff comments (summary of adjustment and prognosis).***
14. ***Staff recommendation.***
15. ***Presentence report attached.***



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SUBJECT **REVOCAATION REPORTS**

REFERENCE **W. S. 7- 13-408**

SUPERSEDES

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Policy and Procedures

I. POLICY

The Department of Corrections shall prepare and submit a cooperative case report to the Board of Parole for revocation proceedings.

II. PROCEDURE

A. *The report will include the following:*

- 1. *Identifying information - name, Wyoming number, age, crime, date of parole, and residence;***
- 2. *A recitation of the condition(s) of parole violated by the parolee and the basis for each alleged violation;***
- 3. *A summary of adjustment while under parole supervision;***
- 4. *A recommendation as to disposition.***



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SUBJECT SPECIAL REPORTS

REFERENCE W. S. 7- 13-402

SUPERSEDES

EFFECTIVE DATE

July 1, 1990

October 1, 1992

Policy and Procedures

I. POLICY

The board will consider special matters at regularly scheduled hearings upon request and require pertinent information to be provided in written form. These could be special board hearings, Department of Corrections specials, good time revocation or restoration, unsupervised parole recommendations, rescission recommendations, etc. These reports shall be submitted to the board staff twenty-one (21) days prior to the hearing.

II. PROCEDURES

- A. A written report will be submitted in all cases.**
- B. These reports are to be brief in nature but provide all necessary information so that the board may reach a knowledgeable decision.**
- C. Notification of specials will occur 45 days prior to the hearing. Those not received in the allotted time frame will be considered at the next regularly scheduled board at said institution.**



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SUBJECT **PAROLE ELIGIBILITY**

REFERENCE **W. S. 7- 13-402**

SUPERSEDES

July 1, 1990

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Policy and Procedures

I. POLICY

- A. Parole may be granted at the sole discretion of the board when in the opinion of the board there is a reasonable probability that an inmate of a correctional facility can be released without a detriment to the community or himself/herself. A parole shall be ordered only with the best interest of society being considered and not as an award of clemency; nor shall it be considered as a reduction in sentence or a pardon.**

II. CRITERIA

- A. The inmate must have served his/her minimum term, less any special good time earned.**
- B. The inmate must not be serving a life sentence.**
- C. The inmate will not be eligible for parole on the sentence from which he/she made an assault with a deadly weapon upon an officer, employee, or inmate of any institution.**
- D. The inmate will not be eligible for parole on the sentence from which he/she escaped, attempted to escape or assisted others to escape from any institution.**
- E. Has not had a major disciplinary infraction within the year preceding the hearing. In less serious disciplinaries, the board will use its discretion in determining its final decision.**
- F. When the board believes there is a reasonable probability that the inmate is able and willing to fulfill obligations as a law abiding citizen.**
- G. The inmate must submit a written parole plan for economic and social existence after release, having reasonable expectation for success.**
- H. In most cases, the inmate must appear before the board to be granted parole.**

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SUBJECT PAROLE ELIGIBILITY

REFERENCE W. S. 7- 13-402

SUPERSEDES

July 1, 1990

EFFECTIVE DATE

October 1, 1992

Policy and Procedures

III. PROCEDURES

- A. *The board shall recognize and take in to account that a sentence is usually imposed by the trial court for the following purposes:***
- 1. *Punishment;***
 - 2. *Rehabilitation;***
 - 3. *General deterrence;***
 - 4. *Removal from society.***
- B. *Before ordering the parole of an inmate, the board shall have the inmate appear before the board and shall conduct a personal interview with him/her. Parole will not be granted to an individual who refuses to appear before the board.***
- c. *In conducting the hearing, the board will consider the inmate's personality, problems, ability, character, family background, age, education, employment history, marital status history, training, criminal and delinquency record and the purpose of the sentence rendered by the trial court.***
- D. *The board will review and consider the institutional history, behavior, conduct, attitude and other individual factors.***
- E. *In granting parole the board shall fix terms and conditions it deems proper to govern the conduct of the parolee while parole is in effect.***
- F. *Inmates shall not be released from an institution until he/she has signed an agreement that he/she will comply with terms and conditions under which he/she agrees to abide.***
- G. *Before an inmate is released, a reasonable attempt shall be made to notify the certified victim(s) of the inmate's offense and provide the opportunity, to the certified victim, or the certified victim's designee, to submit written comments, submit an audio/video tape, or appear in person.***



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SUBJECT **PAROLE PLAN**

REFERENCE **W.S. 7-13-402 through 7-13-421**

SUPERSEDES

EFFECTIVE DATE

July 1, 1990

October 1, 1992

Policy and Procedures

I. POLICY

- A. ***The board shall require an inmate seeking parole to submit a written parole plan to the board for consideration.***
- B. ***The plan shall include the following:***
 - 1. ***A suitable living arrangement upon release;***
 - 2. ***Gainful employment, schooling, training, treatment, or any combination of same.***

II. PROCEDURES

- A. ***Prior to appearance before the parole board for parole release consideration, the inmate will meet with appropriate institutional staff to discuss his/her proposed plan.***
- B. ***The inmate's parole plan will be incorporated into the board report.***
- C. ***The Department of Corrections staff will verify information provided by the inmate and the parole plan must be approved prior to his/her release to the community.***
- D. ***Results of the pre-release investigation shall be made known to the parole board staff prior to the proposed release.***



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SUBJECT **PAROLE AGREEMENT & PAROLE GRANT**

REFERENCE *W. S. 7- 13-402/c) fdl*

SUPERSEDES

July 1, 1990

EFFECTIVE DATE

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Policy and Procedures

I. POLICY

All paroles granted shall be subject to the conditions or special conditions stipulated in the parole agreement and parole grant. The inmate shall agree to the general and special conditions in writing prior to release on parole, provided that conditions may be added, at any time prior to release, which must be agreed to by the inmate. Conditions may be changed, new conditions added, or conditions rescinded subsequent to the inmate's release.

II. PROCEDURE

- A.** *Following the parole hearing, when parole has been granted, the inmate will be interviewed by the Department of Correction's staff and a signed parole agreement will be secured.*
- B.** *A subsequent field investigation will be conducted by the Probation and Parole division staff of the Department of Corrections for verification and agreement of the inmate's parole plan.*



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SUBJECT RESCISSION

REFERENCE W. S. 7- 13-402

SUPERSEDES

EFFECTIVE DATE

July 1, 1990

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Policy and Procedures

I. POLICY

- A. *Prior to being released to parole, if any of the following occur, the inmate is subject to immediate rescission by any individual board member and said decision will be reviewed by the board at its next meeting.***
 - 1. *Violate any law and/or institutional rule;***
 - 2. *Escape;***
 - 3. *If any portion of a parole plan or any representation made by any inmate or any other person on his/her behalf is found to be false or misleading;***
 - 4. *Any new information is discovered bearing on the board's decision.***

II. PROCEDURES

- A. *The institutional staff shall notify the board staff of major rule violations or escapes immediately for purposes of initiating the rescission process.***
- B. *Board staff will notify an individual board member advising them of the violation.***
- C. *The staff of the board shall immediately notify the institution and the inmate, if he/she has not escaped, of the decision to rescind.***
- D. *Institutional misconduct must be of a sufficiently serious nature to be written up in a formal disciplinary report and acted upon by institutional authorities.***
- E. *The inmate may submit to the board, at least ten (0) days prior to its review of the decision to rescind, any statement or materials that might impact on the decision to rescind.***
- F. *If the decision to rescind is approved by the board, the board staff shall notify the inmate and the institution of the board's decision.***



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SUBJECT

GOOD TIME ALLOWANCE

REFERENCE

W. S. 7- 13-420

SUPERSEDES

July 1, 1990

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Policy and Procedures

I. POLICY

- A. ***“Good time allowance ” is a reduction of the maximum sentence of an inmate in the amount of ten (10) days per month for each month served on a sentence as the result of the inmate’s proper and helpful attitude, conduct and behavior in the institution and/or as a result of his/her adherence to the rules of the institution. Good time allowance may only affect the maximum sentence of an inmate; it will not affect the inmate’s minimum sentence.***
- B. ***“Special good time allowance “is a reduction of the minimum sentence of an inmate not to exceed fifteen (15) days per month for each month served on a sentence, except that special good time can begin only after an inmate has served six (6) months of a sentence. Special good time is awarded at the sole discretion of the warden, as the result of an inmate ‘s especially proper and helpful attitude, conduct, and behavior in the institution and/or as a result of his/her conscientious and especially exemplary adherence to the rules of the institution.***
- C. ***The provisions of “good time allowance ” shall not apply to inmates sentenced prior to January 1, 1974. The provisions of such previous rules, regulations or policy relative to “good time ” are made a part of these rules for that purpose, by this reference.***

II. PROCEDURES

- A. ***Upon notification that an offender has been sentenced to prison, institution staff will compute the projected release dates based on the following:***
 - 1. ***Sentence structure;***
 - 2. ***Maximum sentence;***
 - 3. ***Good time release date;***
 - 4. ***Minimum sentence date;***
 - 5. ***Board appearance date.***
- B. ***Parole board staff and the inmate shall be informed of the specific dates.***



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SUBJECT **REVOCATION OF GOOD TIME ALLOWANCE**

REFERENCE **W. S. 7- 13-420**

SUPERSEDES

EFFECTIVE DATE

July 1, 1990

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Policy and Procedures

I. POLICY

- A. *The granting of good time allowance shall be a matter of grace and not the right of inmates.***
- B. *When an inmate has been found to have an attitude which is not good, proper and/or helpful, and/or has not adhered to the rules of the institution, and after an appropriate hearing, has been found in violation, he/she shall be subject to revocation of good time allowances.***
- C. *All de terminations made, along with the recommendations of the warden/superintendent or hearing officer, shall be reported to the board at its next regular meeting.***
- D. *The warden/superintendent shall make a recommendation in writing to the board and shall notify the inmate in writing of the recommendation. The inmate may submit to the board a written objection to the recommendation with the reason(s) therefore, within ten (10) days of the date of the warden 's/superintendent's notification.***
- E. *At its meeting, the board will review the recommendations and objections, if any, together 'with written summary and determination in the institutional file of the inmate, and at its discretion, receive the evidence from the inmate and others. Based on materials supplied, and/or testimony received, the board may or may not revoke good time allowance already granted.***
- F, *The board shall notify the inmate in writing of its decision.***

II. PROCEDURE

- A. *When allegations of any of the following are made, if a hearing is requested within forty-eight (48) hours of being notified of the allegations, the hearing shall be afforded within five (5) working days, excluding Saturdays, Sundays, and holidays.***
 - 1. *Poor attitude, conduct or behavior;***
 - 2. *Lack of adherence to the rules of the institution.***



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SUBJECT **REVOCATION OF GOOD TIME ALLOWANCE**

REFERENCE **W. S. 7- 13-420**

SUPERSEDES

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Policy and Procedures

- B. *The inmate shall be given a written specification as to time, place, and manner in which he/she exhibited the above and further a written notice that a hearing will be held within five (5) working days.***
- C. *If the inmate does not request a hearing, the warden shall review the evidence relative to the allegation(s) and determine the truthfulness of the allegation(s).***
- D. *If found to be true, a determination shall be made of the number of months for which good time allowance shall be revoked. The determination shall be made in writing and must include the basis for the decision.***



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SUBJECT **APPEAL TO THE GOVERNOR**

REFERENCE **W. S. 7- 13-420**

SUPERSEDES

EFFECTIVE DATE

July 1, 1990

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Policy and Procedures

I. POLICY

Within thirty (30) days following the board's decision to revoke a good time allowance, the governor shall approve or disapprove such action of the board. Any inmate wishing to communicate his/her objections of the board's action to the governor must do so within ten (10) days from the date of the board's action.

II. PROCEDURE

- A. *The board staff shall, immediately upon board action, notify the institution and the inmate of the board decision.***
- B. *The institutional staff shall also inform the inmate of his/her right to appeal the board's decision to the governor.***



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SUBJECT

**RESTORATION OF GOOD TIME
ALLOWANCE**

REFERENCE

7- 13-420

SUPERSEDES

July 1, 1990

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Policy and Procedures

I. POLICY

A. *The board may restore good time previously revoked.*

II. PROCEDURES

A. *The board may consider restoration of good time allowance when recommended b y the warden/superintendent of the institution or at the time of the inmate's regularly scheduled hearing.*

B. *This shall be done in the sole discretion of the board after evaluation of the inmate's background, institutional history, attitudes, conduct and behavior.*



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SUBJECT **RESTITUTION**

REFERENCE **W.S. 7-g-103 and W.S. 7-13-421**

SUPERSEDES

EFFECTIVE DATE

July 1, 1990

October 1, 1992

Policy and Procedures

I. POLICY

- A. ***Restitution will be included as a condition of parole if the original sentencing order requires restitution and specifies a dollar amount.***
- B. ***Fines, court costs, surcharges, attorney fees, etc. will not be included as conditions of parole, but parolees will be encouraged to pay them.***
- C. ***The board may modify the amount of restitution to be paid if it finds the parolee is not reasonably capable of making the payments. Factors to be considered are as follows:***
1. ***Physical and mental health condition;***
 2. ***Age;***
 3. ***Education;***
 4. ***Employment circumstances;***
 5. ***Potential for employment and vocational training;***
 6. ***Family circumstances;***
 7. ***Financial conditions;***
 8. ***Number of victims;***
 9. ***Pecuniary damages to each victim;***
 10. ***Whether compensation has been paid to any victim under crime victim compensation act;***
 11. ***What plan of restitution will most effectively aid the rehabilitation of the inmate and other appropriate factors.***
- D. ***The institution shall provide the parole board a report on the financial status of the inmate's institutional account at the inmate's board hearing.***

II. PROCEDURE

- A. ***If a recommendation to waive payment of some or all of the restitution is made the Department of Corrections shall attempt to locate and notify victims of the intent to modify or to waive the amount of restitution to be paid. If located, the certified victim shall be given the opportunity to provide written comments prior to the board making its decision.***



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SUBJECT **COMMUTATION**

REFERENCE **W.C. Article 4 and
w. s. 7-13-40 1 (f)**

SUPERSEDES
July 1, 1990

EFFECTIVE DATE
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Policy and Procedures

I. POLICY

- A. *The board will consider commutation of sentence requests at its regularly scheduled hearings.*

II. PROCEDURES

- A. *Commutation requests may be initiated by the inmate, Department of Corrections or individual board members.*
- B. *The board staff shall review commutation requests. Unless extenuating circumstances exist, the matter will be heard at the inmates next scheduled board hearing.*
- C. *If a favorable review and recommendation is made, it shall be submitted to the governor on a timely basis.*
- D. *When the Department of Corrections is recommending an inmate receive commutation consideration, it shall:*
- Contact the sentencing court to obtain input relative to proposed recommendation;*
 - Contact the prosecuting attorney's office to obtain input relative to proposed recommendation;*
 - Notify parole staff, at least forty-five (45) days prior to the scheduled hearing, so that certified victim input can be solicited.*
- E. *The sentencing court and prosecutor's office must be notified each time a recommendation is made; old letters will not suffice.*
- F. *Any response received shall be forwarded to the parole board staff for inclusion with other board materials. If no response is received by the time of the hearing it will be considered there are no objections.*



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SUBJECT **COMMUTATION**

REFERENCE **W.C. Article 4 and
w. s. 7-13-40 1 (f)**

SUPERSEDES

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Policy and Procedures

- G. *If a parole board member or panel indicates a recommendation is in order and the sentencing court, prosecutor's office and certified victim have not been contacted, the board staff shall notify and solicit input.***
- H. *A preferred method to implement (G) is to table the motion pending notification of the certified victim, the court and the prosecutor's office. A conference call may be initiated with the hearing panel upon receipt of the requested responses or within 45 days of the notification. Notification is given when it is mailed by the parole board staff.***



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SUBJECT **REVOCATION OF PAROLE/IN STATE**

REFERENCE **W.S. 7-13-408**

SUPERSEDES

July 1, 1990

EFFECTIVE DATE

October 1, 1992

Policy and Procedures

I. POLICY

- A. *The Department of Corrections shall notify the board if it is determined consideration should be given to retaking or re-incarcerating a person who has violated a condition of parole.***
- B. *Any board member may issue a warrant for the arrest of the parolee. Upon his/her apprehension, or when a parolee has been arrested otherwise for parole violation without a warrant, the parolee shall be promptly afforded a preliminary hearing in the vicinity of the location of the arrest unless the hearing is waived.***
- C. *The issuance of a warrant prior to the expiration of a parole period is considered an initiation of the revocation process and prevents the parole period from expiring until the parole board makes a final disposition.***

II. PROCEDURES

- A. *In the event it is deemed necessary to immediately incarcerate the parolee, a warrant for arrest may be issued by any board member.***
- B. *Prior to notification to the board, a probable cause hearing shall be held, unless the hearing is waived by the parolee.***
- C. *As soon as practicable, following termination of the hearing, the appropriate officer shall report to the board, furnish a copy of the hearing records and make a recommendation regarding disposition to be made of the parolee.***



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SUBJECT **REVOCAION OF PAROLE/OUT OF STATE**

REFERENCE **W. S. 7- 13-4 13 through W.S. 7-13-417**

SUPERSEDES

EFFECTIVE DATE

July 1, 1990

October 1, 1992

Policy and Procedures

I. POLICY

A. When a recommendation is received by the board from the staff of the board for revocation of parole one of the following will occur:

- 1. If the parolee 's whereabouts are known, the Department of Corrections staff shall request a probable cause hearing by the supervising state.**
- 2. Any board member may issue a warrant for the arrest of the parolee. Upon his/her apprehension, or when a parolee has been arrested otherwise for parole violation without a warrant, the parolee shall be promptly afforded a preliminary hearing in the vicinity of the location of the arrest unless the hearing is waived.**
- 3. Upon his/her return to Wyoming, an absconder may be afforded a probable cause hearing.**
- 4. The issuance of a warrant prior to the expiration of a parole period is considered an initiation of the revocation process and prevents the parole period from expiring until the parole board makes a final disposition.**

II. PROCEDURES

- A. The appropriate officer of the state providing supervision shall report to the Wyoming Board of Parole as soon as practicable following termination of hearing, furnish a copy of the hearing record, and make recommendations regarding the disposition to be made of the parolee.**
- B. The record from the state holding the hearing shall have the same standing and effect as though the proceedings were held before the appropriate officer or officers in' this state.**
- C. Any recommendations contained in or accompanying the record shall be considered by the parole board in making disposition of the matter.**



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SUBJECT PRELIMINARY HEARING

REFERENCE W.S. 7- 13-403 & U.S. Supreme
Court Decision

SUPERSEDES

July 1, 1990

EFFECTIVE DATE

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Policy and Procedures

I. POLICY

The Board of Parole shall provide parolees accused of a parole violation with all procedural and substantive rights enunciated in U. S. Supreme Court decisions, including Morrissey v. Brewer and Gagnon v. Scarpelli. Preliminary (probable cause) hearings will be held by the hearing Officer.

II. PROCEDURES

- A. *The parolee shall be promptly afforded a preliminary hearing unless waived in writing by the parolee.*
- B. *Preliminary hearing:*
1. *The hearing shall be informal;*
 2. *The parolee shall be given written notice of the hearing;*
 3. *Notice shall set forth the alleged violation of condition of parole;*
 4. *The parolee shall be entitled to confront witnesses at the hearing unless, in opinion of the hearing officer, to do so would be dangerous to the witness;*
 5. *The parolee is entitled to hear and know evidence against him/her and to cross examine witnesses;*
 6. *The parolee can produce evidence in his/her behalf and may testify in his/her behalf;*
 7. *The parolee may be represented by counsel allowed to practice law in the state in which the hearing is held;*
 8. *The hearing officer will make a summary of the proceedings and his/her decision as to whether probable cause exists that leads him/her to believe that conditions of parole have been violated;*



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SUBJECT **PRELIMINARY HEARING**

REFERENCE **W.S. 7- 13-403 & U.S. Supreme
Court Decision**

SUPERSEDES

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Policy and Procedures

9. Probable cause is defined as:

“The state of facts which would lead a person of ordinary caution or prudence to believe and conscientiously entertain a strong suspicion of an individual’s violation of the terms of parole or conditional release. It is a determination that the allegations of the violations are not frivolous, but present a substantial and easily recognizable question which is worthy of consideration by the parole board. ”

- 10. If probable cause is found not to exist, the parolee shall be released and continued on parole;**
- 11. If probable cause is determined to exist, the parolee may be returned to the institution.**



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SUBJECT REVOCATION HEARING

REFERENCE w. s. 7- 13-403

SUPERSEDES

July 1, 1990

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Policy and Procedures

I. POLICY

- A. The board will conduct revocation of parole hearings within a sixty (60) day period from the time of the preliminary hearing or waiver of the hearing for the purpose of determining whether or not parole shall be revoked.**
- B. The parolee may waive the revocation hearing and by such action he/she admits to the allegation(s) of violation of conditions of parole.**
- C. No credit shall be given against the original sentence for any portion of the time between parolee's release and his/her return to the institution unless the board directs otherwise.**
- D. A parolee convicted of a new offense followed by a revocation, will serve his/her previous sentence or the sentence from which he/she was paroled, and then the sentence for the new conviction, unless the new sentence is ordered to be served concurrently.**

II. PROCEDURES

- A. Revocation hearings will involve the following:**
 - 1. Written notice of revocation hearing will have been provided to the parolee prior to the hearing;**
 - 2. The notice will set forth the purpose of the hearing and the alleged violations of parole;**
 - 3. Unless a substantial danger to a witness(es) is apparent, the parolee shall be entitled to confront and question the witness(es);**
 - 4. He/she shall be allowed to hear or know evidence against him/her, to testify and to produce evidence in his/her behalf;**
 - 5. He/she may be represented by counsel;**
 - 6. A written decision of the board will be rendered within fifteen (15) days after the conclusion of the hearing and a copy of the decision will be provided to the individual. This notice shall include the next scheduled board appearance for the inmate.**



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SUBJECT **REVOCATION HEARING**

REFERENCE **w. s. 7- 13-403**

SUPERSEDES

July 1, 1990

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Policy and Procedures

B. The chairperson of the panel will perform the following tasks:

- 1. Conduct the hearing;**
- 2. Administer oaths and affirmations;**
- 3. Explain the process to be followed during the hearing;**
- 4. Rule on all procedural matters, objections, and motions;**
- 5. Rule on offers of proof and receive relevant evidence;**
- 6. Interrogate witnesses; and**
- 7. Allow for interrogation by other panel members of all witnesses.**

C. In the event a waiver is received, the waiver shall be entered into the record along with the admission and findings of the board.



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SUBJECT **UNSUPERVISED PAROLE/
CONDITIONAL RELEASE FROM
SUPERVISION**

REFERENCE **W. S. 7- 13-402**

SUPERSEDES

July 1, 1990

EFFECTIVE DATE

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Policy and Procedures

I. POLICY

- A. *When it appears no useful purpose will be served by continuing a parolee under active supervision, the board may grant a release from supervision subject to conditions.***

II. PROCEDURES

- A. *A special report will be prepared and submitted by the supervising agent detailing reasons for recommendation for conditional release status.***

- B. *The following conditions will apply:***

- 1. *The parolee shall make semi-annual written reports to the Department of Corrections which shall include his/her current address, employment, and earnings for period.***
- 2. *The parolee shall obey the law at all times.***
- 3. *The parolee shall remain under the legal custody of the Board of Parole until expiration of the sentence already fixed or until otherwise discharged.***
- 4. *The parolee understands that conditional release from supervision does not restore lost civil rights.***
- 5. *The parolee waives all extradition rights and will consent to return to Wyoming without con test.***
- 6. *Additional/special conditions will be ordered as appropriate.***

- C. *If the parolee, while under conditional release from supervision status, is convicted of a new crime or fails to report as directed, the parole may be revoked.***



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SUBJECT **PAROLE TO
DETAINER/DEPORTATION**

REFERENCE **W. S. 7- 13-402**

SUPERSEDES

July 1, 1990

EFFECTIVE DATE

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Policy and Procedures

I. POLICY

- A. *Parole to a detainer is the allowance of an inmate to commence serving a term of imprisonment in another jurisdiction or the release to immigration authorities, prior to the expiration of the maximum sentence other than pursuant to good time allowance(s).***
- B. *Parole to detainer is under specified conditions, subject to revocation and does not operate as a discharge of the inmate.***
- C. *The board may, or may not, parole the inmate to an untried detainer.***

II. PROCEDURES

- A. *The Department of Corrections shall keep the board informed of detainers lodged against inmates in institutions and shall recommend possible parole board action in these cases.***
- B. *Where parole eligibility exists, the board will give due consideration to releasing the inmate to the detainer, along with an approved parole plan.***



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SUBJECT **MEDICAL PAROLE**

REFERENCE **W. S. 7- 13-402**

SUPERSEDES

July 1, 1990

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Policy and Procedures

I. POLICY

- A. *To be eligible for medical parole consideration, an inmate must require medical treatment that cannot reasonably be provided to the inmate by the Department of Corrections, or who has been diagnosed as terminal.*
- B. *The board will consider medical parole under the following conditions:*
- A specific recommendation to the parole board must be made by a competent medical practitioner for the treatment, care or custody of inmates who have serious physical problems;*
 - The parole board must be satisfied the inmate will be able to receive proper medical care outside of the institution.*
- C. *An inmate may be granted a medical parole for the specific purpose of special care or treatment. Upon recovery, or at any time, the parolee may be subject to return to the institution or any other disposition the parole board may deem appropriate.*
- D. *To facilitate a medical parole where parole eligibility does not exist, a commutation recommendation by the board to the governor would be in order. The recommendation would take into account the necessary action on the part of the governor to create parole eligibility.*

II. PROCEDURES

- A. *If a medical parole is granted, the inmate will be required to comply with all conditions of parole as set forth by the board.*
- B. *An inmate who has been granted a medical parole will be under the same kind and degree of field supervision as any other paroled offender unless supervision is waived by the board.*



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SUBJECT **PAROLE TO CONSECUTIVE SENTENCE**

REFERENCE **W. S. 7- 13-402**

SUPERSEDES

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Policy and Procedures

I. POLICY

- A. Parole to a consecutive sentence is the allowance of an inmate to commence serving a consecutive term of imprisonment prior to the expiration of the maximum date of his/her current sentence or good time release date.**
- B. Parole to consecutive sentence is under specific conditions, subject to revocation, and does not operate as a discharge of the inmate.**
- C. Should the inmate's consecutive sentence terminate prior to the completion of the period of parole to the consecutive sentence, the inmate shall remain incarcerated and appear before the board with a parole plan. Once the parole plan has been investigated and approved, the inmate may be released to parole.**

II. PROCEDURES

- A. The inmate will be scheduled to appear before the board at the first eligible date on the consecutive sentence.**
- B. A parole board report will be submitted with a recommendation relative to parole to consecutive sentence.**
- c. If the board agrees, the inmate will be subject to the following conditions:**
 - 1. Attitude, conduct and/or behavior must continue to be proper and/or helpful;**
 - 2. Must adhere to the rules of the institution.**
- D. Parole board staff will compute his/her parole eligibility date on the next sentence and the inmate will be scheduled for a hearing at the appropriate time.**
- E. At the scheduled hearing, a parole board report will be submitted with a parole plan.**
- F. The board will review the plan and if approved, will set the terms and conditions of parole on both sentences if appropriate, or only one if the other(s) have expired.**
- G. No inmate will be released from custody on parole without having appeared before the board, except as noted in the absentia policy.**



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SUBJECT **PAROLE IN ABSENTIA**

REFERENCE **W.S. 7- 13-402 and W. S. 7-3-40 1**

SUPERSEDES

July 1, 1990

EFFECTIVE DATE

October 1, 1992

Policy and Procedures

I. POLICY

When a Wyoming inmate is serving his/her sentence in another state 's prison the board may approve a parole plan for the inmate without his/her appearance before the Wyoming Board of Parole.

II. PROCEDURES

- A. *The parole board staff will establish the minimum parole eligibility date and so notify the appropriate authorities of the state where the inmate is incarcerated.***
- B. *Within 120 days of the minimum parole release date, the parole board staff shall request a report and recommendation from the paroling authorities of the state where the inmate is incarcerated.***
- C. *Upon receipt of said recommendation, a parole board report will be prepared and submitted to the next hearing panel with a recommendation as to action requested of the board.***
- D. *If the board grants parole and establishes terms and conditions, the staff will facilitate the transmission of this document to the state where the inmate is incarcerated and ask that necessary consent to terms and conditions be obtained from the inmate.***
- E. *An inmate transferring to another jurisdiction will be subject to review by the rules of the receiving state. However, the Wyoming Board of Parole will review his/her case consistent with the scheduling outlined in the board calendar policy.***



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SUBJECT

PAROLE GRANT
MODIFICATIONS

REFERENCE

W.S. 7-13-402

SUPERSEDES

July 1, 1990

EFFECTIVE DATE

October 1, 1992

Policy and Procedures

I. POLICY

The parole board may allow for modifications of the parole agreement/parole grant.

II. PROCEDURE

- A. *The parole board staff will schedule a hearing where modification of conditions appear warranted, when a recommendation is received from the Department of Corrections parole staff.*
- B. *In lieu of personal appearance, a Cooperative Case Report may be submitted along with the parolee's consent to such modification.*
- C. *In lieu of formal revocation procedure, the above process may be utilized to bring necessary information to the board's attention, for appropriate action.*



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SUBJECT **RECORDS**

REFERENCE *W.S. 7-13-104*

SUPERSEDES

July 1, 1990

EFFECTIVE DATE

October 1, 1992

Policy and Procedures

I. POLICY

Record and file information relative to parolees shall be kept by the Department of Corrections and made available to the board and its staff upon request.

II. PROCEDURE

- A. *The Department of Corrections shall obtain all available information necessary for the board to perform its function. This shall include but not necessarily be limited to the following:***
- 1. *Complete criminal/juvenile record of all inmates confined in state penal institutions;***
 - 2. *Any and all information dealing with the offense the inmate committed;***
 - 3. *Any and all information dealing with the inmate's adjustment while in custody as well as any information when the individual is on parole or conditional release;***
 - 4. *Any victim information received.***



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I

SUBJECT PUBLIC INSPECTION/RECORDS OF THE BOARD

REFERENCE W.S. 7- 13- 104

SUPERSEDES

EFFECTIVE DATE

July 1, 1990

October 1, 1992

Policy and Procedures

I. POLICY

- A. *The records of the parole board shall be maintained by the Department of Corrections. All records of the board involving medical, psychological and sociological data on individuals and any information supplied by victims, public disclosure that would normally be contrary to public interest or in violation of any statute, shall not be available to the inmate or for public inspection.*
- B. *In the event there is a justifiable reason to release certain information, an application for authorization to release specific data must be made in writing to the board, setting forth specific records desired. The board may authorize the release of the requested records.*

II. PROCEDURE

- A. *Any records deemed permissible to be released by the board shall be at the cost of \$2.00 for the first page and \$1.00 for each succeeding page. These monies shall be forwarded to the general fund of the State of Wyoming. Payment will be in the form of a certified check or money order and prepaid prior to the release of any materials.*



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SUBJECT ANNUAL REPORT

REFERENCE W. S. 7- 13-402

SUPERSEDES

July 1, 1990

EFFECTIVE DATE

October 1, 1992

Policy and Procedures

I. POLICY

On an annual basis the activities of the board will be gathered for a report that will provide information to the public on the board's activities.

II. PROCEDURES

A. *The Department of Corrections, when publishing its annual report, shall include within this report the activities of the parole board for the preceding year.*

B. *The parole boardstaff will be responsible for maintaining ongoing statistical data relative to the board activity including but not limited to the following:*

1. *Number of hearings held;*
2. *Number of paroles granted;*
3. *Number of paroles revoked;*
4. *Number of commutations recommended;*
5. *Number of commutations granted.*