

Project Monitor's Information Utilization Plan

Project: Arizona Board of Pardons & Paroles -
Evaluation of structured
Decisionmaking Guidelines

Grant Number: 92COLGHO6

DOCUMENT: Assorted summary documents and
forms.

1. Detail the major findings and recommendations and attach to this report.

N/A. These are working papers related to restructuring their release decisionmaking process.

2. Evaluate the report in terms of the soundness of the approach, the quality of analysis; and the completeness and appropriateness of conclusions.

N/A. These may be useful tools for other parole researchers and policymakers to consider before instituting change in their own jurisdictions.

3. Would outside review be helpful?

No.

4. For what specific audiences would the report be useful?

Parole boards wanting to structure their policies and activities.

5. a) What are the implications of the report for future NIC program development?

None.

- b) Are there current NIC efforts which might incorporate report findings? Specify:

No. other than as a resource at the Parole SIS.

Grant Number: 92CO1GH06

Report Summary

Title: Arizona Board of Pardons & Paroles
- Evaluation of Structured
Decisionmaking Guidelines

summary: This packet represents the summary documents and working papers of a parole board that structured decisionmaking based on an empirical instrument. They should not be replicated in any other jurisdiction, but may serve as information about how one jurisdiction addressed their own needs to structure their decisions.

FIFE SYMINGTON
GOVERNOR

DUANE BELCHER, SR.
CHAIRMAN

CHAEI D. GARVEY
EXECUTIVE DIRECTOR

ARIZONA
BOARD OF PARDONS AND PAROLES

1645 WEST JEFFERSON
SUITE 326
PHOENIX, ARIZONA 85007
(602) 542-5656
FAX (602) 542-5680

MEMBERS
KATHRYN D. BROWN
TOM FREESTONE
EDWARD M. LEYVA
ANNA MAY RIDDELL
ROBERT L. TUCKER
STAN F. TURLEY

November 22, 1993

Mr. Kermit Humphries
Correctional Programs Specialist
National Institute of Corrections
320 First Street, N.W.
Washington, D.C. 20534

RE: 92COIGH06

Dear Mr. Humphries:

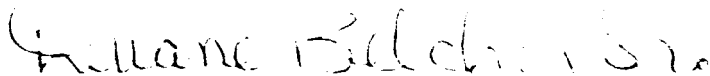
Enclosed is a brief overview of our Structured Decision Making Project which was funded by the above-referenced grant. Augmenting the report are several attachments, including the coding manual and the forms used by the Board.

This project has been beneficial from the outset. Policy issues were-raised and resolved during the Board's discussions concerning structured decision making. The information which is now available regarding Board activities is far superior--both in content and ease of retrieval. This data base allows the Board to monitor their use of the SDM instrument and identify problem areas.

Also, as indicated on the Final Progress Report, reports done using the SDM format take less time to prepare than the previous ones and this has had an impact on the workload of our Case Analysts. Further, the forms used by the Board Members to record their decisions incorporate a series of boxes to be checked; thus, requiring less time to complete than the previous method of writing the decision, the reasons for denial and/or conditions of release.

We appreciate the opportunity which was afforded by this grant and will look forward to the possibility of working with NIC in the future.

Sincerely,



Duane Belcher, Sr.
Chairman

DB/CK/ck

ARIZONA BOARD OF PARDONS AND PAROLES

STRUCTURED DECISION MAKING

Pursuant to a recommendation by the Auditor General's Office in 1991, the Arizona Board of Pardons and Paroles applied for and received a grant from the National Institute of Corrections to develop guidelines that reflect a more structured decision-making process. During the past two and half years, the Board conducted extensive research and drew on the experience of numerous experts to lay the foundation for this new decision-making process. The Board selected July 1, 1993 as the implementation date for Structured Decision Making (SDM). A brief overview of the processes by which the Board implemented and presently uses SDM now follows.

Structured Decision Making: The Road to Implementation

Structured Decision Making (SDM) involves the development of guidelines that provide the Board with a common framework within which to make decisions. Risk assessment and Offense Severity function as two of the core components of these guidelines.

I. Recidivism Study

The Board contracted with a consultant who conducted a study on all 1988 prison releases. The study aimed to identify those factors predictive of success or failure on release. The consultant defined recidivism as any arrest or parole revocation subsequent to a 1988 release. The sample consisted of 1000 cases for which case analysts collected information on current incarceration; criminal history; institutional adjustment; release plans; and demographic variables (see Attachment 1 enclosed).

After extensive statistical analyses, the following four factors emerged as significant predictors of success or failure once released:

- (1). Age at First Juvenile Incarceration
- (2). Current Age at Time of Hearing
- (3). History of Property Offenses
- (4). ADOC Institutional Risk Score

These factors combined yield a score that indicates an inmate's likelihood to commit a new offense once released. The higher the risk score, the greater the likelihood to reoffend (see Attachments 2 and 3 enclosed).

II. Offense Severity Ranking

The offense severity component reflects what the offender actually did. After considerable discussion, the Board reached a consensus on the placement of offense behaviors into eight severity levels. Level of victimization and amount of property or drugs involved in the offense functioned as the primary criteria for the ranking of offense behaviors. Severity level 1 contains the most serious offense behaviors and severity level 8 contains the least serious offense behaviors (see Attachment 4 enclosed).

Risk assessment and offense severity combine to offer an empirically based portrait for particular classes of offenders.

III. Pre-Test Phase

The SDM Coordinator developed a new report format to accommodate SDM, and a coding manual that details all SDM procedures (see Attachments 5 and 6). From March to June of 1993, the Board and staff pre-tested all aspects of SDM. The pre-test identified several substantive and procedural problems. The SDM coordinator then solicited input from both the Board and staff to remedy these problems. The coding manual functions as the repository for all changes made to SDM. As a "how to" guide for users of SDM, the manual also chronicles the unique history and application of SDM for the Arizona Board of Pardons and Paroles.

Structured Decision Making Today

The Board uses SDM for all hearings except for revocation and rescission hearings; Executive Clemency recommendations; those inmates whose offense behaviors or conviction offenses are of a sexual nature; and those inmates whose conviction offenses include first and/or second degree murder (A.R.S. § 13-1105 and A.R.S. § 13-1104, respectively). The Board developed a brochure for public distribution to explain its mission and the components of SDM (see Attachment 7 enclosed).

SDM functions as an advisory tool designed to enhance the quality of decisions rendered by the Board. This advisory function of SDM underscores the fact that the Board retains ultimate discretion when considering an inmate for release. The Board continues to consider input from victims, criminal justice practitioners, and the public. The adoption of Structured Decision Making signals the Board's commitment to a more systematic; objective; equitable; accountable; and rational decision making process.

ATTACHMENT 1

ARIZONA BOARD OF PARDONS & PAROLES

RISK STUDY CODE SHEET

KEY

Note: Begin Coding from the Case Analyst Report.
For single column items, code missing values as "9."
For double column items, code missing values as "99."

CARD 1

Columns

1- 5 ADOC #
6- 7 AGE
8 Number of Conviction Offenses:
 Count One for each offense, regardless of level.
9 Highest Felony Classification (Current Term)
 Code: 1-6
10-11 Most Serious Conviction Offense - See Schedule
12-13 Length of Prison Term:
 Code number of years, round to whole numbers
14-15 Original Charge:
 Code Most Serious Offense - See Schedule.

CRIMINAL HISTORY

ADULT

16-17 No. of Adult Felony Convictions
18-19 No. of Adult Misdemeanor Convictions
20-21 No. of Adult Convictions for Person Offenses
22-23 No. of Adult Convictions for Property Offenses
24-25 No. of Adult Convictions for Drug or Alcohol Offenses
26-27 No. of Prior Adult Incarcerations
 (Refer to PSI if necessary.)

JUVENILE

28-29 No. of Juvenile Convictions: Felony, Misdemeanor, or Drugs
30-31 Age at First Juvenile Incarceration [00 = None, 99 = Unknown]
32-33 No. of Violent and/or Sexual Offenses:
 Code No., do not count IO.
34-35 No. of Prior Parole or Probation Terms
36-37 No. of Prior Revocations (Any Type)
 on Parole or Probation: Code only if negative outcome is
 specified, otherwise 99.
38 Evidence of Drug or Alcohol History:
 0 = No, 1 = Yes
39 On Conditional Release at time of IO?
 0 = No, 1 = Yes, 9 = Unknown
40 Detainers:
 0 = No, 1 = Yes, 9 = Unknown

INSTITUTIONAL ADJUSTMENT

- 41 Program Participation:
 0 = No evidence of successful participation
 1 = Some evidence of successful participation
 9 = Unknown
- 42 Work Assignment:
 0 = No evidence of difficulty
 1 = Some evidence of difficulty
 9 = Unknown
- 43 Disciplinaries - Major
 Code Number
- 44 Disciplinaries - Minor
 Code Number
- 45-46 Months since last infraction

NOW, CODE FROM ADC INMATE PROGRESS REPORT

RELEASE PLANS

- 47 Will live with relative (incl. common-law)
 0 = No, 1 = Yes
- 48 Evidence of reliable employment
 0 = No, 1 = Yes
- 49 Special release conditions specified
 0 = No, 1 = Yes
- 50 Currently on Home Arrest
 0 = No, 1 = Yes
- 51 P Score
- 52 I Score
- 53 M Score
- 54 MH Score
- 55 E Score
- 56 V Score
- 57 W Score
- 58 A/D Score
- 59 S Score
- 60 R Score

NOW, CODE FROM PROBATION DEPARTMENT REPORT

- 61 Sex:
 0 = Male, 1 = Female
- 62-67 Date of Birth:
 Month, Day, Year
- 68 Marital Status:
 0 = Single, 1 Married
 2 = Divorced, Separated, 3 = Common-Law
- 69 No. of Children:
 Code Number, except 8 = 8 or More, 9 = Unknown
- 70 Education: Completed High School
 0 = Yes, 1 = No, 9 = Unknown

ARIZONA BOARD OF PARDONS & PAROLES

RISK STUDY CODE SHEET

KEY

CARD 2

NOW, CODE FROM ADOC RECORD

1- 6 ADC Number
7-15 FBI Number
16 Current Location:
 0 = Community, 1 = Custody/Lock-Up
17-22 Date Sentence Began
 Mo.-Day-Year
23-28 Release Date
 Mo.-Day-Year
29-32 Sentence Imposed
 Years, Months
33-34 New Charges, Convictions: See Schedule or
 97 = None, 98 = Technical/Parole Violator
35-40 Date of First Release, this committment offense:
 Mo.-Day-Year
41. Type of First Release, this committment offense:
 1 = General Parole
 2 = Home Arrest
 3 = Work Furlough
42-47 Date Moved to New Release Status, this committment offense:
 Mo.-Day-Year
 88 - 88 - 88 Not Moved
48 Type of New Release Status
 1 = General Parole
 2 = Home Arrest
 3 = Work Furlough
 8 = No New Release Status

ATTACHMENT 2

**ARIZONA BOARD OF PARDONS AND PAROLES
RISK ASSESSMENT AND OFFENSE SEVERITY SCORING SHEET**

Inmate Name: _____

Analyst: _____

DOC#: _____

Date Form Completed: _____

SECTION 1. RISK ASSESSMENT

For each factor, check (✓) the box beside the answer that corresponds with the information available for scoring this inmate. Enter the number of points assigned to the box you checked on the lines provided here. Calculate the **TOTAL SCORE** and enter this value on the space provided below. Check (✓) the box beside the **risk group** that corresponds with this score. Finally, enter the **risk group number** on the ABOPP Guidelines Form.

ALL ASSESSMENTS BEGIN WITH A SCORE OF 2:

Beginning Score: 2

1. AGE AT FIRST JUVENILE INCARCERATION:

- (-1) Incarcerated between the ages of 8-17
- (-2) Never incarcerated as a juvenile

Score A: _____

2. CURRENT AGE AT TIME OF HEARING:

- (-1) 17-20 years old
- (-2) 21-25 years old
- (-3) 26-35 years old
- (-4) 36 years old and over

Score B: _____

3. HISTORY OF PROPERTY OFFENSES:

- (0) No history of property offenses
- (1) 1 or 2 prior convictions
- (2) 3 or more prior convictions

Score C: _____

4. INSTITUTIONAL RISK SCORE:

- (1) T score of 1 or 2
- (2) T score of 3
- (3) T score of 4 or 5

Score D: _____

TOTAL SCORE (add Beginning Score through Score D)

TOTAL SCORE: _____

TOTAL SCORE	RISK GROUP (check appropriate box and mark on ABOPP Guidelines Form)
-3 to -2	Group 1 <input type="checkbox"/>
-1	Group 2 <input type="checkbox"/>
0	Group 3 <input type="checkbox"/>
1 to 5	Group 4 <input type="checkbox"/>

SECTION 2. OFFENSE SEVERITY

Use the Offense Codes and Severity document to obtain the offense code and severity level that corresponds with the most serious offense behavior. Enter the code for the most serious offense behavior and its severity level on the spaces provided below, and on the ABOPP Guidelines Form.

MOST SERIOUS OFFENSE BEHAVIOR: _____

SEVERITY LEVEL: _____

I have recorded both the Risk Assessment Group and Offense Severity Level, and circled the appropriate cell on the ABOPP Guidelines Form.

ATTACHMENT 3

ARIZONA BOARD OF PARDONS AND PAROLES
RISK ASSESSMENT AND OFFENSE SEVERITY SCORING SHEET

Inmate Name: _____

Analyst: _____

DOC#: _____

Date Form Completed: _____

SECTION 1. RISK ASSESSMENT

For each factor, check (✓) the box beside the answer that corresponds with the information available for scoring this inmate. Enter the number of points assigned to the box you checked on the lines provided here. Calculate the **TOTAL SCORE** and enter this value on the space provided below. Check (✓) the box beside the **risk group** that corresponds with this score. Finally, enter the **risk group number** on the ABOPP Guidelines Form.

ALL ASSESSMENTS BEGIN WITH A SCORE OF 2:

Beginning Score: 2

1. AGE AT FIRST JUVENILE INCARCERATION:

- (-1) Incarcerated between the ages of 8-17
- (-2) Never incarcerated as a juvenile

Score A: _____

2. CURRENT AGE AT TIME OF HEARING:

- (-1) 17-20 years old
- (-2) 21-25 years old
- (-3) 26-35 years old
- (-4) 36 years old and over

Score B: _____

3. HISTORY OF DUI OFFENSES:

- (0) No history of DUI offenses
- (1) 1 or 2 prior convictions
- (2) 3 or more prior convictions

Score C: _____

4. INSTITUTIONAL RISK SCORE:

- (1) "I" score of 1 or 2
- (2) "I" score of 3
- (3) "I" score of 4 or 5

Score D: _____

TOTAL SCORE (add Beginning Score through Score D)

TOTAL SCORE: _____

TOTAL SCORE	RISK GROUP (check appropriate box and mark on ABOPP Guidelines Form)
-3 to -2	Group 1 <input type="checkbox"/>
-1	Group 2 <input type="checkbox"/>
0	Group 3 <input type="checkbox"/>
1 to 5	Group 4 <input type="checkbox"/>

SECTION 2. OFFENSE SEVERITY

Use the Offense Codes and Severity document to obtain the offense code and severity level that corresponds with the **most serious offense behavior**. Enter the code for the most serious offense behavior **and** its severity level on the spaces provided below. **and** on the ABOPP Guidelines Form.

MOST SERIOUS OFFENSE BEHAVIOR: _____

SEVERITY LEVEL: _____

I have recorded **both** the Risk Assessment Group **and** Offense Severity Level, and **circled** the appropriate cell on the ABOPP Guidelines Form.

ATTACHMENT 4

STRUCTURED DECISION MAKING

MOST SERIOUS OFFENSE BEHAVIOR: OFFENSE CODES & SEVERITY LEVELS

SEVERITY LEVEL 1 (F2)

OFFENSE CODE		DESCRIPTION
100		Child or Vulnerable Adult Abuse (if done intentionally)
101		Terrorism
102		Aggravated Assault (serious injury or weapon use, and victim under 15)
103		Sexual Exploitation of a Minor (any minor, but if under 15, punishable by DCAC)
104		Commercial Sexual Exploitation of a Minor (any minor, but if under 15, punishable by DCAC)
105		Sexual Assault of Spouse (w/prior(s))
106	P	Arson of Occupied Structure (§13-1704)
107		Molestation of Child (§13-1410)
108	P	Theft by Extortion (deadly weapon or dangerous instrument)
109		Assault by Prisoner w/intent to riot or participate in riot
110		Dang or Deadly Assault by Prisoner
111		Sexual Assault (anyone, but if under 15, punishable by DCAC) (§13-1406)
112		Kidnapping (victim not released or victim a minor)
113		Sexual Conduct w/minor (under 14, punishable by DCAC) (§13-1405)
114		Child Prostitution (any minor, but if under 15, punishable by DCAC)
115	P	Armed Robbery (considered a violent crime - i.e. against a person) (§13-1904)
116		Taking Child for Purpose of Prostitution (minor under 15, punishable by DCAC)
117		Poss Narcotic Drug for Sale (§13-3408)
118		Prod/Manuf Narcotic Drugs
119		Admin Dangerous or Narcotic Drug to Another
120		Transport/offer to Sell/Sell/Import Dangerous or Narcotic Drug (§13-3407 OR 3408)
121		Pass/Use/Sale of Dang/Narc at or near school or school bus
122		Poss of precursor chemicals
123		Using minors in drug offenses (any minor, but if under 15, punishable by DCAC)
124		Transport/Offer to Sell/Sell/Import Marijuana (1 lb. or more) (§13-3405)
125		Attempted 1 st Degree Murder (premeditation) (§13-1105)
126		2nd Degree Murder (without premeditation) (§13-1104)
127		Attempted 2nd Degree Murder (without premeditation)
128		1 st Degree Murder (premeditation)

SEVERITY LEVEL 2 (F2)

200		Promoting Prison Contraband (deadly weapon, dang instrument, or explosive)
201		Illegal Control or Conduct of an Enterprise (w/any minor)
202		Money Laundering: First Degree
203		Criminal Syndicate (participating in) (§13-2308) (Street Gang Statute)
204	P	Burglary, first degree (if residence) (§13-1508) Revised 11-08-93

SEVERITY LEVEL 2 (F2)

OFFENSE CODE	DESCRIPTION
205	P Trafficking in Stolen Property: First Degree (132307)
206	Promoting Prison Contraband (dangerous or narcotic drug, or marijuana)
207	P Fraudulent Schemes and Artifices (§13-2310)
208	P Financing Extortionate Extensions of Credit
209	Att. Transport/Offer to Sell/Import Marij. (over 8 lbs.)

SEVERITY LEVEL 3 (F3)

300	P Aggravated Robbery (§13-1903)
301	Sexual Abuse (victim under 14, also punishable by DCAC) (§13-1404)
302	Films, Photographs or Motion Pictures of Minors
303	Manslaughter (§13-1103)
304	Kidnapping (victim released by agreement w/state) (§13-1304)
305	Misconduct Involving Weapons (discharge firearm occupied structure to assist street gang/criminal syndicate and conduct not result in death or physical injury)
306	Child or Vulnerable Adult Abuse (if done recklessly)
307	Aggravated Assault (serious injury or weapon use) (§13-1204)
308	Poss Equip/Chem to manuf Narcotic Drug
309	Transport/Offer to Sell/Sell/Import Marijuana (less than 1 lb.)
310	Obtain or Procure the Admin of Dang or Narc Drug by Fraud
311	Pass/Use/Sale of Marij at or near school or school bus
312	Prod/Manuf Dangerous Drugs
313	Poss a Dangerous Drug for Sale (§13-3407)
314	Poss Marijuana for Sale (1 lb. or more)
315	Prod/Manuf Marijuana (1 lb. or more)
316	Attempted Sexual Assault
317	DUI
318	Aggravated DUI
319	Att. Sale of a Narcotic Drug
320	P Attempted Armed Robbery
321	Attempted Molestation of Child
322	P Attempted Arson of Occupied Structure

SEVERITY LEVEL 4 (F3)

400	Money Laundering: Second Degree
401	Custodial/Visitation interference (not by parent or agent of)
402	Consideration for referral of patient, client, or customer (1,000 or more)
403	Illegal Control or Conduct of an Enterprise (w/o minor)
404	P Trafficking in Stolen Property: Second Degree
405	Excavating certain sites without obtaining a permit (subsequent violation)
406	P Burglary, second degree (residential structure) (§13-1507)
407	P Theft (\$1,500 or more) (§13-1802)
408	Unlawful copying or sate of contents of recording devices (1,000 or more sound or 100 or more audio visual articles)
409	Computer Fraud: First Degree
410	Solic. for Sale/Transport for Sale/Import for Sale of Marij. (over 1 lb.)

SEVERITY LEVEL 5 (F4)

OFFENSE CODE		DESCRIPTION
500	P	Arson of Occupied Jail or Prison Facility (§13-1705)
501		Taking Child for Purpose of Prostitution (minor 15 or older)
502		Misconduct Involving Weapons(manuf, possess, transport, sell, transfer prohibited weapon)
503		Escape: First Degree (using or threatening use of force or using or threatening to use a deadly weapon or dangerous instrument) (§13-2504)
504		Child or Vulnerable Adult Abuse (ii done with criminal negligence)
505		Incest
506		Agg Assault (any means of force that causes temporary but substantial injury)
507	P	Robbery (§13-1902)
508	P	Arson of Structure or Property (value over \$1,000)
509		Threatening or Intimidating
510		Negligent Homicide (§13-1102)
511		Kidnapping (victim released voluntarily)
512		Poss Marijuana for Safe (less than 1 lb.)
513		Poss or Use Marijuana (8 lb. or more)
514		Poss of Equip or Chem to Manuf Dangerous Drug
515		Poss or Use of Dangerous or Narcotic Drug
516	P	Attempted Theft (\$1500 or more)
517		Attempted Aggravated Assault (serious injury or deadly weapon or dang instr)
518		Solicitation to Sell Narcotic
519		Attempted Poss. of Marijuana for Sale (more than 1 lb.)

SEVERITY LEVEL 6 (F4)

600		Consideration for referral of patient, client, or customer (> \$100 but < \$1000)
601		Criminal Syndicate (assisting)
602		Bribery of a Public Servant or Party Officer
603		Bribery of Participants in Professional or Amateur Games
604	P	Counterfeit or alteration of ACHHS identification
605		Obscene or indecent telephone communication to minors for commercial purposes
606		Depositing Explosives
607	P	Agg Criminal Damage (\$10,000 or more; intentionally or recklessly)
608	P	Theft (\$750 to \$1,499)
609	P	Theft by Extortion (w/o weapon)
610	P	Collection of Extensions of Credit by Extortionate Means
611	P	Forgery (§13-2002)
612		Offer to exert improper influence on Public Officer or Employee
613		Perjury
614	P	Criminal Damage to Property (\$10,000 or more: recklessly)
615	P	Burglary: Third Degree (§13-1506)
616		Influencing a Juror
617		Furnishing obscene or harmful items to minors

Revised 11-08-93

SEVERITY LEVEL 7 (F5)

OFFENSE CODE	DESCRIPTION
700	Introducing drug, liquor, firearm, weapon or explosive into Juvenile Corr. Institution
701	Escape: Second Degree
702	Sexual Abuse (victim over 14)
703	Riot
704	Causing Spouse to become prostitute
705	Detention of Persons in House of Prostitution for Debt
706	P Arson 04 Structure or Property (value \$100 to \$999)
707	Agg Assault (person in custody and assaults correctional or law enf personnel)
708	Public Sexual Indecency (victim under 15)
709	Dangerous crime against children (used as enhancement - (§13-604.02)
710	Poss or Use Marijuana (1 lb. but less than 8 lbs.)
711	Produce Marij (fess than 1 lb.)
712	Poss and Sale of Vapor-releasing substance
713	P Making Extortionate Extensions of Credit
714	Dog Fighting
715	Influencing a Witness
716	P Theft of a Credit Card or Obtaining Credit by Fraudulent Means
717	Promoting Prison Contraband (no weapon or dangerous or narcotic drug or marij)
718	Receiving a Bribe by a Witness
719	P Fraudulent Schemes and Practices (willful concealment)
720	Manuf, Distr, Poss for Distr. of Imitat. Controlled Subst.(to person LE 18)
721	Receiving Deposits in an Insolvent Financial Institution
722	Manuf., Distr., Poss. for Distr. of Imitation Prescript. only Drug (to person LE 18)
723	Receiving a Bribe by a Juror
724	Pandering
725	Keeping or Residing in House Prostitution (operating or maintaining)
726	P Criminal Damage to Property (\$2,000 to 9,999)
727	P Use of fraudulent/fraudulently acquired ID to obtain AHCCS services (GE \$1000)
728	Aggravated or multiple violations of insurance code
729	P Agg Criminal Damage (\$1,500 to 9,999)
730	Receiving Earnings of Prostitute
731	Interception of wire, electronic, and oral communications
732	P Shoplifting (value over \$2,000)
733	Transporting Persons for Purpose of Prostitution or other Immoral Purpose
734	Coercing Acceptance of Obscene Articles or Publications
735	Product, Public, Sale, Possession and Presentation of Obscene Items
736	Procuring or placing persons in house of prostitution
737	Bigamy
738	Unlawfully Adm Intox Liq, narc drug or dang drug (to minor)

SEVERITY LEVEL 7 (FS)

OFFENSE CODE		DESCRIPTION
739	P	Theft (\$500 to \$749)
740	P	Unlawful use Food Stamps or authoriz. to purchase (public employee/custodian)
741	P	Unlawful use Food Stamps or authoriz. to purchase (counterfeit/alteration)
742		Unlawful Reading/Learning Contents of Message in Telegraph or Telephone Off.
743		Manuf.,Distr..Poss. for Distr.of Over-the-Counter Drug (to a person LE 18)
744		Marrying Spouse of Another
745		Promoting Gambling
746		Obstructing Criminal Investigations or Prosecutions
747		Failure to report a violation or attempted violation
748		Hindering Prosecution: First Degree
749		Excavating Certain Sites Without Obtaining a Permit
750		Commercial Bribery (\$1,000 or more)
751		Fleeing from Law Enforcement Vehicle
752		Leaving scene of an accident
753		Att. Possession of Narcotic Drug
754	P	Att. Theft (\$750-\$1499)
755	P	Att. Third Degree Burglary
756	P	Att. Robbery

SEVERITY LEVEL 8 (F8)

800		Jury Tampering
801		Sexual Conduct w/minor (victim over 14)
802		Unlawful Imprisonment
803		Escape: Third Degree
804		Misconduct Involving Weapons
805		Tampering with Physical Evidence
806		Tampering with a Witness
807		Adding Poison or other Harmful Substance to Food, Drink or Medicine
808		Resisting Arrest
809		Sexual Assault of Spouse (1 st offense)
810		Indecent exposure (victim under 15)
811		Endangerment
812		Agg Assault (no serious injury, deadly weapon, dang instr, victim can be law enf or correctional personnel)
813		Poss and Sale of Peyote
814		Failure to Report Sale of Precursor Chemicals
815		Poss or Use of Marijuana (less than 1 lb.)
816		Poss for Sale of Prescription Drug
817		Transport/Offer to Sell/Sell/Import for Sale Prescription Drug
818		Poss/manuf/deliv/adv of drug paraphernalia
819		Use of wire comm. or electronic comm to facil drug felony

Revised 11-08-98

SEVERITY LEVEL 8 (F8)

OFFENSE CODE		DESCRIPTION
820		Custodial/Visitation Interference (by parent or agent of)
821		Assault by Vicious Dog
822		Admitting Minors to Public Displays of Sexual Conduct
823	P	Possession of Burglary Tools
824		Trading in Public Office
825		Presence at Dog Fight
826	P	Criminal Damage to Property (\$250 to \$1,999)
827		Failure to Appear: First Degree
828		Abandonment of Spouse
829	P	Criminal Possession of a Forgery Device (w/knowledge of character)
830		Manuf.,Distr.,Poss.for Distr.of Imitation Controlled Substance
831		Consideration for referral of patient, client, or customer (\$100 or less)
832	P	Theft (\$250 to \$499 or from a person or vehicle or firearm)
833		Unlawfully Administering Intox Liq, narc drug or dang drug (to adult)
834		Unsworn Falsification (if connection with any official proceeding)
835		Failure to report request to record, film, photograph, develop, or duplicate visual or print medium depicting sexual activity
836		Commercial Bribery (\$100 to \$1,000)
837	P	Criminal Simulation
038		Public Display of Explicit Sexual Material
839		Compounding (if crime compounded is a felony)
840	P	Fraud in insolvency
841	P	Defrauding Judgment Creditors
842	P	Agg Criminal Damage (\$100 to \$1,499)
843		Criminal Littering or Polluting (in excess of 300 lbs)
844		Manufacture, Distribution or Possession for Distribution of Over-the-Counter Drug
845		Obtain Cable Television Services fraudulently; selling instrument w/intent to defraud
846	P	Furnishing AHCCS identification for fraudulent purposes
847		False Swearing
848		Manuf., Distr.,Poss. for Distr. of Imitation Prescription only Drug
849	P	Defrauding Secured Creditors
850	P	Fraud by person authorized to provide goods/services (\$1 00+ in any 6 mo.period)
851	P	Forgery of Credit Card
852		Unlawful copying/sale contents of recording devices (100-99 sound or 10-99 audio visual articles)
853	P	Receipt of anything of value obtained by fraud use of Credit Card (\$100 or more)
854		False Statement as to Financial Condition or Identity
855	P	Unlawful failure to Return Rented Property (value \$100 or more)
856	P	Theft of Firearm (regardless of value)
857		Securing the Proceeds of an Offence (if person assisted committed felony)
858		Computer Fraud: Second Degree
859		Refusal or Neglect to Provide for Spouse
860	P	Fraudulent use of Credit Card (\$100 or more in a six month period)

SEVERITY LEVEL 8 (F6)

OFFENSE CODE		DESCRIPTION
861		Falsif. AHCCS application/failure to notify of material change of circumstance
862	P	Unlawful use of means of transportation
863	P	Use of fraudulent/fraudulently acquired ID to obtain AHCCS services (\$100- \$1,000)
864		Tampering with a Public Record
865		Interference with or abuse of working animal or dog guide
866		Misconduct by a Juror
667	P	False or Forged Messages
868		Unlawful instrument of pen register or trap and trace device
869		Disclosure or alteration of telephone or telegraph message without authority
870		usury
871		Possession of Interception Devices
872		Divulging Communication Service Information
873		Enticement of Persons for Purpose of Prostitution
874		Procurement by False Pretenses of Person for Purpose of Prostitution
875		Criminal Trespass
876	P	Criminal possession of a forgery device (w/intent to use)
877		Betting and Wagering
878	P	Possession of Altered Property
879	P	Shoplifting (value (\$256 to \$2,000))
880		Possession of machinery, plate or any other contrivance
881		Leaving the scene of an accident (F6)
882		Abortion (felony)
883		Soliciting abortion
884		Interfering w/Judicial Proceeding (enhanced)
885		Solicitation to Possess Narcotic Drug
886		Att. Sexual Abuse

Revised 11-08-93

ARIZONA BOARD OF PARDONS AND PAROLES
STRUCTURED DECISION MAKING GUIDELINES FORM

NAME: _____ DOC: _____ AGE: _____ PENDING RELEASE: _____ NOY E S

CERTIFICATION TYPE: _____ HEARING MONTH/YEAR: _____ INSTITUTION: _____

41-1604.06G ELIGIBLE? YES NO 31-233G ELIGIBLE? YES NO

DETAINERS? NO TRIED UNTRIED USINS

MOST SERIOUS OFFENSE BEHAVIOR: _____

CONVICTIONS:

OFFENSE:	SENTENCE
1. _____	1. _____
2. _____	2. _____ CS #
3. _____	3. _____ CS #
4. _____	4. _____ CS #
5. _____	5. _____ CS #

COMMENTS: _____

FINANCIAL OBLIGATIONS: RESTITUTION: \$ _____ FINES: \$ _____ ASSESSMENTS: \$ _____

HEARING THIS CERTIFICATION: _____ 1ST _____ 2ND 3RD 4TH _____ 5TH

DATE LAST HEARING: _____

LAST ACTION BY BOARD: DENIED _____ RESCINDED _____ REVOKED _____ NONE _____ OTHER

NUMBER OF PREVIOUS HEARINGS: _____

REVIEWER'S INITIALS: _____

DATE FORM COMPLETED: August 10, 1993 _____

**ARIZONA BOARD OF PARDONS AND PAROLES
STRUCTURED DECISION MAKING GUIDELINES FORM**

INMATE NAME: _____

DOC#: _____

**GUIDELINES CLASSIFICATION MATRIX
RISK GROUP BY OFFENSE SEVERITY LEVEL FOR THE MOST SERIOUS OFFENSE BEHAVIOR**

RISK ASSESSMENT GROUP:	OFFENSE SEVERITY LEVEL:
-------------------------------	--------------------------------

BASELINE RELEASE ELIGIBILITY DATE (WF/EP/PED): _____

TIME SERVED TO DATE THIS HEARING (in months): _____

Severity Level for the Most Serious Offense Behavior

AMOUNT OF TIME TO BE SERVED BEYOND ELIGIBILITY DATE	8 (low)	7	6	5	4	3	2	1 (high)
Group 1 (low risk)	0	0	0	0	0	0	2.5%	2.5%
Group 2	0	0	2.5%	2.5%	5%	5%	7.5%	7.5%
Group 3	2.5%	2.5%	7.5%	7.5%	12.5%	12.5%	17.5%	17.5%
Group 4 (high risk)	5%	5%	12.5%	12.5%	17.5%	17.5%	25%	25%

**MONTHS ADDED TO BASELINE
RELEASE ELIGIBILITY DATE (WF/EP/PED):** _____

RELEASE W/IN THE GUIDELINES ON OR AFTER: _____

**ARIZONA BOARD OF PARDONS AND PAROLES
STRUCTURED DECISION MAKING GUIDELINES FORM**

DOC#: _____

PAROLE BOARD DECISION

Out of Area 31-236? Yes No

GRANT DENY NO DECISION MADE

§41-1604.06G Imposed? Yes No _____

§31-233G Imposed? Yes No _____

RELEASE TYPE GRANTED	RELEASE TYPE DENIED	REASONS FOR NO DECISION
<input type="checkbox"/> 412A (GP)	<input type="checkbox"/> 412A (GP)	<input type="checkbox"/> RTA/Waived
<input type="checkbox"/> 412B (Consec.)	<input type="checkbox"/> 412B (Consec.)	<input type="checkbox"/> Already Released
<input type="checkbox"/> 233C (WF)	<input type="checkbox"/> 233C (WF)	<input type="checkbox"/> Absconded/Escaped
<input type="checkbox"/> 236 (HA)	<input type="checkbox"/> 233J (EP)	<input type="checkbox"/> Ineligible Certification
<input type="checkbox"/> 233J (EP)	<input type="checkbox"/> 412B (DET)	<input type="checkbox"/> Out to Court
<input type="checkbox"/> 412B (DET)	<input type="checkbox"/> 412A/236	<input type="checkbox"/> Continued
<input type="checkbox"/> 411 (ABS.DISCH)	<input type="checkbox"/> 233C/233J/236	<input type="checkbox"/> Passed to Personal Hearing
	<input type="checkbox"/> 233C/236	<input type="checkbox"/> In Custody
	<input type="checkbox"/> 233J/236	<input type="checkbox"/> Postponed
	<input type="checkbox"/> 233C/233J	<input type="checkbox"/> Moved to Another Unit
	<input type="checkbox"/> 412A/411(AD)	<input type="checkbox"/> Other
	<input type="checkbox"/> 412A/236/411	<input type="checkbox"/> "No Show"

VOTING RECORD OF BOARD MEMBERS

<u>Board Member</u>	<u>Agree</u>	<u>Disagree</u>	<u>Abstain</u>	<u>Made Motion?</u>
Belcher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Freestone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leyva	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Riddell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tucker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Split Decision? <input type="checkbox"/> Yes				
PANEL	<input type="checkbox"/> "A"	<input type="checkbox"/> "B"	<input type="checkbox"/> FULL	

ARIZONA BOARD OF PARDONS AND PAROLES
STRUCTURED DECISION MAKING GUIDELINES FORM

DOC#: _____

DECISION WITHIN GUIDELINES?

- YES NO GUIDELINES NOT APPLIED

If "NO", check (✓) all reasons that apply:

IF GRANT:

- Strong release plan (100)
- Health factors (101)
- Positive demeanor during hearing (102)
- Passive/minor participation in offense (103)
- Offender age (104)
- External factors provoked or precipitated offense (105)
- Substantial justification for offense (106)
- §31-233J (107)
- Impaired capacity (108)
- Under duress (109)
- Strong family/community support system (110)
- Good/excellent programming (111)
- Good/excellent institutional behavior (112)
- History of good performance on prior probation/parole (115)

IF DENY:

- Poor/no release plan (200)
- Poor demeanor during hearing (201)
- Loss of human life (202)
- Serious physical injury (203)
- Trauma to victim (204)
- Age of victim (205)
- Multiple victims (206)
- Victim harassment (207)
- Repetitive nature of non-property offenses (208)
- Needs closer supervision (209)
- Recent disciplinary infraction(s) (210)
- Has not addressed problems that led to criminal behavior (211)
- Poor program/work performance (212)
- Poor institutional behavior (213)
- History of poor performance on prior probation/parole (214)
- History of assaultive behavior (215)
- No family/community support system (216)
- Repetitive nature of non-DUI offense (217)

Other reasons: _____

ARIZONA BOARD OF PARDONS AND PAROLES
CODING MANUAL
FOR
STRUCTURED DECISION MAKING FORMS

Michael D. Garvey
Executive Director

Duane Belcher, sr.
Chairman

MEMBERS:

Kathryn D. Brown
Tom Freestone
Edward M. Leyva
Anna May Riddell
Robert L. Tucker
Stan F. Turley

FORM: RISK ASSESSMENT AND OFFENSE SEVERITY SCORING SHEET

INMATE NAME - Use the following convention: **SMITH, JOHN**

DATE FORM COMPLETED - Use the following format for all dates: MM-DD-YY or MM/DD/YY.

SECTION 1. RISK ASSESSMENT

1. **AGE AT FIRST JUVENILE INCARCERATION** - Do not include "**Adjusted, counseled, and warned**" or **detained** for a few days. Only include when I/M adjudicated delinquent and sentenced to juvenile correctional/detention facility (e.g. Adobe Mountain).
2. **CURRENT AGE** - I/M's age at the time of this hearing.
3. **HISTORY OF PROPERTY OFFENSES** - Only count **adult felony and misdemeanor convictions**. Do not count the instant offense.
4. **INSTITUTIONAL RISK SCORE** - DOC'S "I" score. Use the most current score available.

SECTION 2. OFFENSE SEVERITY

HOW TO DETERMINE THE MOST SERIOUS OFFENSE BEHAVIOR

You will determine the most serious offense behavior and its corresponding severity level based on **official documents** that depict the **actual** offense behavior (i.e. what the offender really did). This determination will relate to all behaviors associated with the instant offense.

Official documents include the **PSI, court documents, police reports, and probation/parole officer reports**.

Example 1:

The **PSI account** of an offender's offense behavior **depicts** the commission of a Sexual Assault. Police arrest and book the offender on Sexual Assault. The county attorney then charges the offender with Sexual Assault with a prior conviction. The prosecutor offers the offender a plea agreement in which the offender pleads guilty to the lesser charge of Burglary in the Second Degree and the dismissal of a prior conviction. In this example, you would code the **Sexual Assault** as the most serious offense behavior.

Example 2:

The **PSI account** of an offender's offense behavior **depicts** the commission of an Attempted Sexual Assault, Burglary in the Second Degree, and Theft. Police arrest and book the offender on Burglary and Theft. The police make **no arrest** for the Attempted Sexual Assault. All subsequent prosecutorial charges and convictions reflect only the Burglary and Theft. **Even though no arrests, charges, or convictions resulted from the Attempted Sexual Assault, you would still code the Attempted Sexual Assault as the most serious offense behavior.**

FORM: RISK ASSESSMENT AND OFFENSE SEVERITY SCORING SHEET

SECTION 2. OFFENSE SEVERITY

MOST SERIOUS OFFENSE BEHAVIOR - Read the PSI or other **official** account of the **actual** offense behavior (i.e. what the offender really did). Use the Offense Codes & Severity Levels document to obtain the **numeric code** for the most serious offense behavior (e.g. **Armed Robbery, Offense Code = 115**). Enter this code on the appropriate line.

SEVERITY LEVEL - The first digit of the Offense Code will reflect the **Severity Level** for that offense behavior (e.g. Armed Robbery: Offense Code = 115; **Severity Level = 1**). **NOTE:** I have indicated the **felony class** associated with each severity level in parentheses. (e.g. Severity Level 1 (F2)).

If you do not have access to an **official** version of the offense behavior (i.e. PSI missing), then use the offense code for the most serious offense **charged**.

If you do not have access to an **official** version of the offense behavior or the most serious offense charged, then use the offense code for the most serious **conviction** offense.

If the most serious offense behavior, most serious offense charged, or most serious conviction offense involves a preparatory offense (e.g. **Attempted** Theft), please see me.

If you encounter an offense **not listed** on the Offense Codes & Severity Levels document, please see me.

***** REMEMBER TO ENTER THE RISK ASSESSMENT GROUP # AND THE OFFENSE SEVERITY LEVEL ON THE STRUCTURED DECISION MAKING GUIDELINES FORM, AND HIGHLIGHT THE APPROPRIATE CELL ON THE MATRIX.**

FORM: STRUCTURED DECISION MAKING GUIDELINES FORM

This form incorporates elements of both the case analyst and hearing officer reports previously used by staff.

INSTITUTION - Obtain the alphabetic code from the Institution Code Sheet and enter it here.

§41-1604.06G - This statute refers to the one (1) year set off period the Board can impose on inmates heard for and denied parole.

§31-233G - This statute refers to the one (1) year set off period the Board can impose on inmates heard for and denied work furlough or home arrest.

MOST SERIOUS OFFENSE BEHAVIOR - Enter the descriptive label associated with the numeric code for the most serious offense behavior. Refer to the Most Serious Offense Behavior: Offense Codes & Severity Levels for this information.

CONVICTIONS: OFFENSE (1-5)
SENTENCE (1-5)

CS # ___

- Enter the conviction offense (i.e. **instant offense**) and sentence associated with **this** hearing on the first line. Enter **all active** conviction offenses and sentences on the remaining lines. Check (✓) the consecutive box (CS) if a sentence is consecutive and indicate the sentence number to which it is consecutive. An example:

I/M has 3 active sentences. The third sentence is consecutive to the first. You would check the consecutive box (CS) for sentence 3 and indicate that it is consecutive to sentence 1 (# 1).

COMMENT - Enter information on the I/M's actual length of stay (i.e. expired sentences); the date and type of prior release granted by the Board (i.e. 412B - grant to consecutive); or any other information the Board would find useful.

FINANCIAL OBLIGATIONS - Enter the total amount associated with each type of monetary sanction.

BOARD HEARING - Enter the hearing number associated with this certification only. The following two (2) questions, **DATE LAST BOARD HEARING** and **LAST ACTION TAKEN BY BOARD**, also pertain to this certification only.

***** REMEMBER TO ENTER THE RISK ASSESSMENT GROUP # AND THE OFFENSE SEVERITY LEVEL ON THE FORM, AND HIGHLIGHT THE APPROPRIATE CELL ON THE MATRIX.**

FORM: STRUCTURED DECISION MAKING GUIDELINES FORM

RELEASE ELIGIBILITY DATE (WF/EP/PED) - Enter the eligibility date (MM-DD-YY) associated with **this certification** (e.g. PED 08/15/93).

TIME SERVED TO DATE

THIS HEARING (in months) - Use the **SENT BEGIN** date as your starting point (e.g. 10/15/91). From this date, calculate **in months** the amount of time served by the I/M at the time of **this hearing**. For example:

SENT BEGIN: 10/15/91

Hearing scheduled for May Board (05/93).

Time served: 19 months.

MONTHS ADDED TO WF/EP/PED - Refer to the cell you highlighted on the matrix. You will see **either** a range of months (e.g. 4-8 mo.) **or** a percentage range contained in the cell (e.g. 5-10%). You will use these ranges to determine the number of additional months an I/M needs to serve beyond his/her WF/EP/PED to be within the guidelines.

For those cells in which you see a **range of months** (e.g. Group 1/Severity Levels 6-8; all of Severity Level 8), you will:

- (1). Enter the range on the line **MONTHS ADDED TO WF/EP/PED**.

For those cells in which you see a **percentage range** (e.g. Group 2/Severity Level 5: 15-20%), you will:

- (1). Convert the conviction sentence of the instant offense into months (e.g. 5 year sentence = 60 months)
- (2). Multiply the sentence by the percentage range (e.g. $60 \times .15 = 9$; $60 \times .20 = 12$)
- (3). Enter **9-12** on the line **MONTHS ADDED TO WF/EP/PED**.

RELEASE W/IN THE GUIDELINES - **Add** the range you entered on **MONTHS ADDED TO WF/EP/PED** to

the release eligibility date to establish the **recommended** timeframe within which the Board may grant a release. For example:

PED: 08/15/93

MONTHS ADDED TO PED: 9-12

RELEASE W/IN THE GUIDELINES: 05/15/94 - 08/15/94

Based on this information, the guidelines **recommend** denial at this time.

ADDENDUM 1

Q: HOW DO PREPARATORY OFFENSES WORK?

Preparatory offenses affect the felony class associated with a particular offense.

The preparatory offense of '**Attempt**' (013-1001) affects felony class as follows:

- Class 2 felony if the offense attempted is a class 1 felony
- Class 3 felony if the offense attempted is a class 2 felony
- Class 4 felony if the offense attempted is a class 3 felony
- Class 5 felony if the offense attempted is a class 4 felony
- Class 6 felony if the offense attempted is a class 5 felony

Attempt lowers the felony class by one (1) felony class.

The preparatory offense of '**Solicitation**' (§13-1002) affects felony class as follows:

- Class 3 felony if the offense attempted is a class 1 felony
- Class 4 felony if the offense attempted is a class 2 felony
- Class 5 felony if the offense attempted is a class 3 felony
- Class 6 felony if the offense attempted is a class 4 felony

Solicitation lowers the felony class by two (2) felony classes.

The preparatory offense of 'Conspiracy' (§13-1003) does not affect felony class.

The preparatory offense of '**Facilitation**' (§13-1004) affects felony class as follows:

- Class 5 felony if the offense attempted is a class 1 felony
- Class 6 felony if the offense attempted is a class 2 or 3 felony

Facilitation lowers the felony class by three (3) or four (4) felony classes.

For more information on preparatory offenses, please refer to Chapter 10 of the Criminal Code.

ADDENDUM 2

HOW TO ACCESS THE SDM GUIDELINES FORM ON YOUR TERMINAL

You will follow the same procedure to retrieve the SDM Guidelines Form as you do for the present analyst report.

Steps to Follow:

- (1). Where you presently type in 'ANALYST', you will now type in '**SDMGF**'
- (2). Input the data and save as usual
- (3). When you send your document to print, ensure that the **2nd paper tray** of the printer contains the appropriate SDM form
- (4). Retrieve your document from the printer and:
 - a. Circle the appropriate cell on the matrix
 - b. Complete MONTHS ADDED TO WF/EP/PED and **RELEASE W/IN THE GUIDELINES**
(Please write this information legibly)

During the pm-test phase, I ask you to keep all SDM forms separate from the packet you normally submit to Maria for duplication. Group the SDM forms by institution and submit them to me.

Please add the following numeric codes to your Offense Codes & Severity Levels document:

OFFENSE CODE	DESCRIPTION
124	Transport/Sell Marijuana (1 lb. or more)
125	Attempted First Degree Murder
516	Attempted Theft

ISSUE 1: Early Parole Certifications (§31-233J)

Inmates who meet the statutory requirements for this form of discretionary release will be certified eligible after they have served at least six (6) months. Please note that the PED date on an I/M's time sheet will not reflect this eligibility date. You will determine the **Early Parole Date** by **adding** six (6) months to the **SENTENCE BEGIN DATE**.

Given the numerous certification types and dates, ensure that you enter the correct release eligibility date on the SDM Guidelines form (WF/PED/EP).

ISSUE 2: Work Furlough Certifications (§31-233C)

Inmates who meet the statutory requirements for this form of discretionary release will be certified eligible after they have served at least **six (6) months**. Please note that the PED date on an I/M's time sheet will not reflect this eligibility date. DOC personnel write the **Work Furlough Date** on the time/certification sheet.

ISSUE 3: How To Handle Parole Violators (A Pilot Test)

This issue pertains to those inmates who have been granted a release by either the Board or DOC.

- (1). Do not use the PED date as the Release Eligibility Date for these inmates
- (2). Instead, use the '**Returned to Custody**' date (review the AIMS printout to obtain this date)
- (3). If applicable, you will **add** to the '**Returned to Custody**' date any amount of street time lost as a result of the revocation (review the AIMS printout to obtain this information). Convert the number of days lost to months.

An Example:

I/M's PED: 02/01/92 - Released on 412A: 01/16/92 - Parole Violation/Arrest: 09/18/92

Received at ASPC-T: 10/06/92 (this represents the *Returned to Custody' date)

OUT-TIME	DATE & TYPE ENDED	DEAD TIME
02/01/92	PAROLE 11/12/92	229 DAYS (this represents the amount of street time lost; convert this to months and add this time to the 'Returned to Custody' date)

229 days = 7.6 months - approximately 8 months - add this to **10/06/92** ('Returned to Custody' date):

Adjusted Release Eligibility Date: 06/06/93 - this represents the date you will enter on the line labelled '**RELEASE ELIGIBILITY DATE (WF/EP/PED)**' on the SDM Guidelines form

Calculate the number of months to be added to this date in the usual manner. The timeframe Calculated will offer the Board a more accurate portrait of this inmate's incarceration/release history.

ISSUE 4: Board Hearing

As stated previously, enter the hearing number associated with this certification only.

If an I/M has previously been certified for §31-412A/§31-236 and now presents before the Board with only a §31-412A certification, you would mark the line that corresponds with the 2nd hearing. This I/M had already been certified and heard for §31-412A. This hearing marks the second such hearing even though he/she 'lacks' the §31-236 certification.

ISSUE 5: Updates

When you do an update and discover a discrepancy between your assessments and the previous analyst's assessments, follow this procedure:

- (1). Notify Carol Keith and/or Kathleen Abbott
- (2). Collectively, we will then decide how to remedy the discrepancy

ISSUE 6: Uncertainty and the Most Serious Offense Behavior

When you feel unsure/uncomfortable in making a determination for the MSOB, follow this procedure:

- (1). Enlist the counsel of two (2) other analysts; discuss the case; and render a decision based on majority rule
- (2). If after consultation with two (2) other analysts you still cannot reach a consensus on the MSOB. see Kathleen Abbott

Please add the following numeric code to your Offense Codes & Severity Levels document:

OFFENSE CODE	DESCRIPTION
517	Attempted Aggravated Assault

DEFINITIONS:

'Intentionally' or 'With the intent to': a person aims to cause a particular result or engage in a particular type of conduct (§13-105:6(A)).

'Recklessly': a person remains aware of and consciously disregards a substantial and unjustifiable risk that the result will occur or that the circumstance exists. 'The risk must be of such nature and degree that disregard of such risk constitutes a gross deviation from the standard of conduct that a **reasonable person** would observe in the situation.' A person who creates such a risk, but remains unaware of such risk solely by reason of voluntary intoxication also acts recklessly (§13-105:6(C)).

'Criminal negligence': a person fails to perceive a substantial and unjustifiable risk that the result will occur or that the circumstance exists. The same **reasonable person** criteria as described above applies here also (§13-105:6(D)).

Please add the following numeric code to your Offense Codes & Severity Levels document:

OFFENSE CODE	DESCRIPTION
518	Criminal Damage (\$10,000+ or utility)

REMEMBER: When you encounter an offense **not** listed on the 'Offense Codes...' document, see me and we will assign a unique code to this offense.

VIOLATORS

Use the following prefixes for conviction offenses that involve violations/revocations:

<u>Prefix:</u>	<u>Meaning:</u>
HAVT	Home Arrest Violation-Technical
HAVN	Home Arrest Violation-New Offense
WFVT	Work Furlough Violation-Technical
WFVN	Work Furlough Violation-New Offense
PVT	Parole Violation-Technical
PVN	Parole Violation-New <i>Offense</i>
PRT	Probation Revocation-Technical
PRN	Probation Revocation-New Offense

REMEMBER: Please complete the 'Risk Assessment and Offense Severity Scoring Form' in pen.

SDM CHANGES BASED ON BOARD INPUT**ISSUE1 : DUI'S**

Please remove DUI-related offenses (numeric codes 750 & 753) from severity level 7; place them in severity level 3; and assign them the following numeric codes on your Offense Codes & Severity Levels document:

OFFENSE CODE	DESCRIPTION
317	DUI
318	Aggravated DUI

REMEMBER: When you encounter an offense **not** listed on the 'Offense Codes...' document, see me and we will assign a unique code to this offense.

ISSUE 2: Most Serious Offense Behavior is of Sexual Nature:

You will **not** complete a risk assessment for these I/M's. You will however, complete an SDM Guidelines Form coversheet (i.e. the one you do on your computer).

ISSUE 3: Uncertainty and the Most Serious Offense Behavior

When you feel unsure/uncomfortable in making a determination for the MSOB, follow this procedure:

- (1). Enlist the counsel of two (2) other analysts: discuss the case; and render a decision based on majority rule
- (2). if after consultation with two (2) other analysts you still cannot reach a consensus on the MSOB, see Kathleen Abbott. We will more than likely flag these cases for the Board to review and determine the MSOB.

***** REMEMBER: CONSIDER ALL ACTIVE SENTENCES WHEN DETERMINING THE MSOB *****

ISSUE 4: Jury or Bench Trial

If the MSOB involves a jury or bench trial in which the I/M was found **not guilty**, do **not** code for this offense. Rather, flag this case for the Board to review.

ISSUE 5: SDM Guidelines Form

You will find attached an SDM Guidelines Form coversheet that contains the following changes:

- (1). **HEARING # THIS CERTIFICATION** - enter the hearing number associated with **this certification** only. The following **two (2)** questions, **DATE LAST HEARING** and **LAST ACTION BY BOARD**, also pertain to **this certification** only.
- (2). **# OF PREVIOUS HEARINGS** - enter the total number of times (not including the current hearing) the Board has heard and made a decision for this I/M.
- (3). The matrix cells now contain only single values. You will follow the same procedure used previously, except now you will add a **single** value rather than a range to the **MONTHS ADDED TO WF/EP/PED**. Correspondingly, **you** will enter a **single** date on the line **RELEASE W/IN THE GUIDELINES ON OR AFTER**.

This issue pertains to those I/M's who have been granted a release by either the Board or DOC.

- (1). Do **not** use the PED date as the Release Eligibility Date for these I/M's.
- (2). Instead, use the date DOC certifies the I/M to be heard for a given board.

Wanda Lawrence continues to work on the computerized SDM form and incorporate the necessary changes requested by the Board (yes, this includes larger type). As such, I ask **you** to **paper code the** June cases assigned by Carol Keith until Wanda completes the automated SDM form. I have provided the forms necessary to complete these cases.

Please note: the SDM Guidelines Form is **white** this time. The risk form remains blue. Retain these forms as you will enter the SDM Guidelines Form information into the computer. If you have any questions, see me.

July 1, 1993 stands as our target date for SDM implementation.

I *** **REMEMBER:** We will not complete a Risk Assessment and Offense Severity Scoring Sheet (the blue form) for those I/M's whose most serious offense behavior is sexual in nature. You will however, still complete the SDM form in your computer and indicate the most serious offense behavior in the appropriate place. You will therefore, only submit one (1) SDM document for these cases since you will not need to complete the risk form or the form with the matrix on it.

Please add the following numeric codes to your Offense Codes & Severity Levels document:

OFFENSE CODE	DESCRIPTION
126	2nd Degree Murder
127	Attempted 2nd Degree Murder
128	1st Degree Murder

REMEMBER: When you encounter an offense **not** listed on the 'Offense Codes...: document, see me and we will assign a unique code to this offense.

I will provide you with an updated Offense Codes document by the end of this week. This document will indicate property from non-property offenses.

QUESTION: What kind of information does the **Board want in the COMMENTS section of the SDM form?**

Use these subject areas for guidance:

1. sentence enhancements (i.e. dangerous/repetitive; DCAC; felony release)
2. # of previous incarcerations
3. amount of drugs or properly Involved
4. victim information (especially age)
5. criminal behavior related to substance abuse problem
6. performance on previous supervisions
7. street or prison gang affiliation
8. BAC level
9. if weapon used, type
10. guilt or acquittal by jury or bench trial

CRITICAL MESSAGE: The utility of SDM rests on us providing the Board with the most accurate information available. Therefore, it remains absolutely imperative that we doublecheck all calculations and dates; reread the PSI to ensure the accuracy of the most serious offense behavior; and proof read all SDM documents.

| ** REMEMBER TO PLACE THE CONVICTION OFFENSE AND SENTENCE LENGTH THAT CORRESPONDS WITH THE WF/EP/PED ON LINE 1 OF THE SDM MATRIX FORM.

Please find attached a revised version of the Offense Codes & Offense Severity Document. I have clarified the descriptive labels of offenses and indicated property offenses with a "P". As a general rule, we will consider those offenses in which **property has been taken and/or altered in some manner** as property offenses. I have called Dr. Gottfredson to get clarification on which property offenses he used to construct the risk assessment instrument, Until we hear otherwise, I belie this methodology corresponds with what has been done historically. If you have any questions, please see me.

When You Complete a Unit:

1. Submit all SDM documents: PSI's; time sheets; and whatever other documents you currently use to **Mary Jane**.
2. Submit a 20% **sample of cases** to me when you complete a unit. For example, if you complete 20 cases for North Unit, you will submit 4 complete cases to me for review. You will not need to duplicate these cases, just give me the originals. I will continue to check a percentage of cases to ensure accuracy.

I am extremely pleased with the progress we have made with SDM. I reiterate my appreciation for your invaluable input. Individually and collectively, you represent a resource rich in experience that warrants respect, gratitude, and acknowledgement. I extend all three to you.

Please add the following numeric codes to your Offense Codes & Severity Levels document:

OFFENSE CODE	DESCRIPTION
319	Attempted Sale of a Narcotic Drug
884	Interfering w/Judicial Proceedings (enhanced)

JUST A REMINDER: We will now consider prior adult convictions for **Armed Robbery (115), Aggravated Robbery (300), and Robbery (507)** as prior property convictions (re: risk assessment).

I ** REMEMBER: CONSIDER ALL ACTIVE SENTENCES WHEN DETERMINING THE MSOB. If a **future** sentence exists (i.e. 412B to consecutive) and it in no **way** relates to the I/O, then do not consider this sentence when determining the MSOB. If however, the future sentence (i.e. consecutive) is related to the I/O, then consider everything.

ISSUE: HOW TO HANDLE TECHNICAL VIOLATORS (these instructions supersede all previous instructions)

This issue pertains to those I/M's who have been granted a Board release or earned a DOC release,

DOC Release

If an I/M receives a DOC release (i.e. TR PR, etc); violates; and is revoked and returned to DOC, use the **revocation date** as the 'adjusted' release eligibility date. Since these I/M's remain on I/M status, they do not suffer any loss of street time.

ABOPP Release

(1). For those I/M's certified for 412A or 412A/HA:

If the Board grants **412A** to an I/M who then violates, is revoked and returned to DOC with a loss of street time, review the **DI17** screen to obtain the revised PED.

If the Board grants **412A** to an I/M who then violates, is revoked and returned to DOC with no loss of street time, use the **revocation date** as the 'adjusted' release eligibility date (i.e. PED).

If the Board grants HA to an I/M who then **violates, is** revoked and returned to DOC, **use the revocation date** as the 'adjusted' release eligibility date (i.e. PED). Since I/M's on HA remain on I/M status, they do not suffer any loss of street time.

(2). For those I/M's certified for WF or WF/HA: (Since these I/M's remain on I/M status, they do not suffer any loss of street time loss)

If the Board grants **WF** or **HA** to an I/M who then violates, is revoked and returned to DOC, use the **revocation date** as the 'adjusted' release eligibility date (i.e. WFED)

(3). For those I/M's certified for 233J, WF/233J/HA, 233J/WF, 233J/HA:

If the Board grants **233J, WF** or **HA** to an I/M who then violates, is revoked and returned to DOC, use the **revocation date** as the 'adjusted' release eligibility date (i.e. EPED)

Please add the following numeric code to your Offense Codes & Severity Levels document:

OFFENSE CODE	DESCRIPTION
410	Solicitation to Transport/Offer to Sell/Sell/import Marijuana (1 lb. or more)

Please modify the following descriptive labels on your Offense Codes & Severity Levels document:

OFFENSE CODE	DESCRIPTION
600	Consideration for referral of patient, client, or customer (more than \$100 but less than \$1000)
812	Agg Assault (no serious injury, deadly weapon, dangerous instrument; victim can be peace officer)

Please add the following numeric code to your Offense Codes & Severity Levels document:

OFFENSE CODE	DESCRIPTION
753	Attempted Possession of a Narcotic Drug

OLD CODE INMATES

When you encounter these Inmates. remember that DOC calculates the PED based on the least amount of time to be served. For example. an Inmate receives a sentence of 15 to Life. When you do your sentence calculations, you would use 15 years (least amount of time to be served).

EXAMPLE: Old Code sentence = 15-Life PED = 12/25/93
 Risk Assessment Group = 3 Offense Severity Level = 3 % = 12.5%

Convert 15 years to months = 180 months

180 months X 12.5% = 23 months to be added to PED (12/25/93)

Release w/in the Guidelines on/after: 11/25/95

Please add the following numeric codes to your Offense Codes & Severity Levels document:

OFFENSE CODE	DESCRIPTION
209	Att. Transport/Offer to Sell/Sell/Import Marij. (over 8 lbs.)
518	Solicitation to Sell a Narcotic Drug
754	Att. Theft (\$750-\$1499)
885	Solicitation to Possess a Narcotic Drug

I * NOTE 1: REVOCATIONS & CERTIFICATIONS

If an I/M has been revoked from a release (i.e. WF) stemming from a certification (i.e. WF/HA) that **differs** from the current certification (i.e. 412A/HA), you will use the release eligibility date that corresponds with the **current** certification (i.e. 412A/HA: use PED). You will not need to make any adjustments to the release eligibility date since this hearing now pertains to a different certification. However, if the revocation pertains to the current certification, you will follow the procedures outlined in **ADDENDUM 10**.

I * NOTE 2: HEARING #, DATE, PREVIOUS ACTION

These three questions pertain **only** to the current certification. Only the **# OF PREVIOUS HEARINGS** captures the total number of hearings held by the Board. Review **ADDENDUM 6: ISSUE 5** for further clarification.

** NOTE 3: CERTIFICATION AND RELEASE ELIGIBILITY DATE

Double-check that the **release** eligibility date you record on the matrix form corresponds with the certification type. The PED does **not** pertain to WF/HA or WF/233J/HA certifications.

** NOTE 4: NO MATRIX OR RISK ASSESSMENT FORMS

You do **not** need to complete the matrix or risk assessment forms for those I/M's whose MSOB is sexual in nature or for those I/M's **whose conviction offenses** include first or second degree murder (preparatories included: i.e. attempted second degree murder - do not complete these forms).

** NOTE 5: ACTIVE SENTENCES

Only put active sentences on conviction offense lines. Indicate expired sentences in the comment field. Also remember to place the conviction offense and sentence that corresponds with the WF/EP/PED on line one (1) of the conviction offenses section.

I * NOTE 6: MONTHS ADDED

If the months added to the release eligibility date place an I/M either at the end of or beyond his/her sentence end/expiration date, just enter '**MAX**' on the **RELEASE W/IN GUIDELINES** line.

DOUBLE-CHECK THAT YOU HAVE ENTERED All INFORMATION CORRECTLY. WE MUST PROVIDE THE BOARD WITH THE MOST ACCURATE INFORMATION AVAILABLE TO US.

RISK ASSESSMENT AND DUI'S

Effective **as** of the **August 1993 Board**, you will use **a** risk assessment form specifically designed for DUI's. You will find this form (yellow paper) located with the other SDM forms. Only use this form for DUI's. I have attached a copy of this form for your records.

RISK ASSESSMENT AND DUI'S

In Addendum 12, I discussed the new risk assessment form for use with DUI's. Use this form if the most serious offense behavior or the conviction offense is a DUI.

IN-ABSENTIA CASES

Many in-absentia I/M's either have an old 'I' score or don't have one at all. If an I/M has an 'I' score less than six (6) months old (from the time of the hearing), then complete both the matrix and risk assessment forms. If however, an I/M either does **not** have an 'I' score or has an 'I' score older than six (6) months, then do **not** complete the matrix or risk assessment forms. Just complete the cover sheet.

COMMENT FIELD

Use discretion in your comment field. Try not to re-tell the PSI unless this account highlights something unusual or dramatic about the offender or the offense. Refer to Addendum 8 for guidelines.

UNIT COMPLETION PROCEDURE

Effective today, provide me with a 20% sample of each unit to check code. Place the remainder in the appropriate sections of Maria's closet.

Please add the following numeric codes to your Offense Codes & Severity Levels document:

OFFENSE CODE	DESCRIPTION
129	Participation or Assisting a Criminal Syndicate (Street Gang Statute)
210	Attempted Molestation of a Child
755	Attempted Third Degree Burglary

TIME SERVED: Use the SENT BEGIN date of the sentence associated with the present certification to calculate this amount. Remember to include the hearing month in this calculation.

Example: SENT BEGIN = 10/15/91
Hearing for August Board (08/93)
Time Served = 22 months

CONVICTION OFFENSES: Please Indicate the felony class of the conviction offense(s) in parentheses.

Example: Armed Robbery (F2)

--

NOTE 1: RESCISSIONS AND CERTIFICATIONS**ABOPP Release:**

(1). For those I/M's certified for 412A or 412A/HA:

If the Board grants **412A** or **HA** to an I/M who then violates and is rescinded, use the **rescission date** as the 'adjusted' release eligibility date (i.e. PED).

(2). For those I/M's certified for WF or WF/HA:

If the Board grants **WF** or **HA** to an I/M who then violates and is rescinded, use the **rescission date** as the 'adjusted' release eligibility date (i.e. WFED)

(3). For those I/M's certified for 233J, WF/233J/HA, 233J/WF, 233J/HA:

If the Board grants **233J**, **WF**, or **HA** to an I/M who then violates and is rescinded, **use the rescission date** as the 'adjusted' release eligibility date (i.e. EPED).

If an I/M has been rescinded from a release (i.e. WF) stemming from a certification (i.e. WF/HA) that **differs from** the current certification (i.e. 412A/HA), you will use the release eligibility date that corresponds with the **current** certification (i.e. 412A/HA: use PED). You will not need to make any adjustments to the release eligibility date since this hearing now pertains to a different certification. However, if the rescission pertains to the current certification, you will follow the procedures outlined above.

NOTE 2: CONVICTION OFFENSES

Please indicate the following information for each conviction offense:

- (1). Felony class
- (2). Sentencing attributes:

Non-Dangerous/Non-Repetitive (ND/NR)
 Non-Dangerous/Repetitive (ND/R)
 Dangerous/Non-Repetitive (D/NR)
 Dangerous/Repetitive (D/R)
 Dangerous Crime Against Children (DCAC)

Example: Armed Robbery (F2) (D/NR)

Thank you for your continued cooperation and input regarding SDM.

Please add the following numeric codes to your Offense Codes & Severity, Levels document:

OFFENSE CODE	DESCRIPTION
520	Att. to Obtain/Procure Admnstr.Dang/Narc Drug by Fraud

NOTE 1: # OF PRIOR INCARCERATIONS

Use an identifiable break in time must as a measure to determine the number of prior separate incarcerations an inmate may have served.

NOTE 2: TIME SERVED

Calculate time served based on the conviction offense associated with the current certification. Use the SENT BEGIN month and year and count forward to the month and year of the **hearing**. **You** need not concern yourself with calculating days.

Example: SENT BEGIN - 08/10/91 Hearing Date - 09/93 TIME SERVED - 25 months

NOTE 3: NO MATRIX OR RISK ASSESSMENT FORMS

You do **not** need to complete the matrix or risk assessment forms for the following types of cases:

- (1): MSOB or conviction offense **sexual** in nature (yes, the conviction offense component is new)
- (2). Conviction offense first or second degree murder (preparatories included)

Please critically review your reports BEFORE you submit them to me and/or Maria. Specifically, ensure the correctness of your dates and calculations. I realize we all have quite a bit of work to do at this time. I ask you though, to continue with your Input with SDM. Your questions, suggestions, etc. have enabled us to Implement SDM In as painless a fashion as possible.

Please add the following numeric codes to your Offense Codes & Severity Levels document:

OFFENSE CODE	DESCRIPTION
411	Att. Traff. in Stolen Prop. (1 st Degree)
412	Att. Fraudulent Schemes and Artifices
618	Att. 2nd Degree Burglary
757	Pass/Use Vapor Releasing/Toxic Substance

ISSUE 1: BASELINE ELIGIBILITY DATE

As of the October '93 Board, we will use an inmate's **Initial** release eligibility date (EP, WF, or PED) as a baseline eligibility date for use throughout an inmate's incarceration. As such, you will apply all SDM add-ons to this baseline eligibility date and its corresponding sentence length.

An Example: The Board denies an inmate WF/HA in October 1993 (**WF: 12/15/93**). Six months later, the same inmate comes before the Board for 412A/HA. We will now use the WF eligibility date of 12/15/93 as the baseline eligibility date for calculation purposes.

I have modified the matrix form to reflect this change. Please **circle** the type of release eligibility date that will serve as the baseline (i.e. circle **EP, WF, or PED**).

ISSUE: 2: NEW ON-SCREEN COVER SHEET

Effective immediately, you will use the new on-screen cover sheet. Use the current procedure to retrieve this form. You will notice that we have moved REVIEWER'S INITIALS to the bottom of the form and added a filing naming/location feature.

BASELINE ELIGIBILITY DATE: WORK FURLOUGH CERTIFICATION UPDATE

I just learned that both statute (§31-233C) and Board policy govern **Work Furlough** eligibility for inmates. I have provided you with copies of both documents.

As you can see, just because an Inmate has a WF eligibility date (statutory requirement) does not mean that DOC will certify this individual to be heard by the Board (policy requirements). We therefore, need to modify our approach to determining the baseline release eligibility date.

How Do I Know Which Date to Use as the Baseline Release Eligibility Date?

To determine if an inmate satisfies both the statutory and policy criteria for WF eligibility, review both the **DI66** and the **DI14** screens. These screens will reveal if DOC has issued a WF certification.

If a WF certification exists, then use the WF eligibility date as the baseline eligibility release date. If a WF certification does not exist, then use the PED as the baseline eligibility release date.

Please implement this procedure immediately. I ask you to review those cases already completed for the October board and make the changes necessary to reflect this policy.

Please add the following numeric codes to your Offense Codes & Severity Levels document:

OFFENSE CODE	DESCRIPTION
321	Att. Molestation of Child (remove code 210)
887	Facilitation to Attempt to Commit 1 st Degree Murder

ISSUE 1: MSOB Uncertainty and Cases for Board Review

When you feel unsure/uncomfortable in making a determination for the MSOB, follow this procedure:

- (1). Enlist the counsel of two (2) other analysts; discuss the case; and render a decision based on majority rule
- (2). If after consultation with two (2) other analysts you still cannot reach a consensus on the MSOB, see Kathleen Abbott. We will more than likely flag these cases for Board Review.

When you flag a case for Board Review, you do **not** need to complete a risk assessment form. You only need to complete the SDM coversheet. Use the phrase '**NEEDS BOARD REVIEW**' on the MSOB line for these cases.

If the MSOB involves a jury or bench trial in which the I/M was found **not guilty**, do **not** code for this offense. Flag this case for Board Review and only complete an SDM coversheet. Use the phrase '**NEEDS BOARD REVIEW**' on the MSOB line for these cases.

ISSUE 2: The Absolute Discharge Certification (411)

As of the November board, three (3) 'new' certifications exist:

412A/236/411:	GENERAL PAROLE/HOME ARREST/ABSOLUTE DISCHARGE
412A/411:	GENERAL PAROLE/ABSOLUTE DISCHARGE
412B(DET)/411:	DETAINER/ABSOLUTE DISCHARGE

Q: For **HEARING # THIS CERTIFICATION**, how do we handle the 'new' certifications?

Example:

If an inmate has had two (2) prior 412A/HA certifications for which the Board has rendered decisions (i.e. DENIED) and the inmate now presents for 412A/236/411, you will count this as the **third** hearing for this certification. The 411 component merely functions as another release option to the driving certification of 412A. The same scenario also applies to 412B(DET).

If you have any questions or comments, please see me.

TECHNICAL REVOCATIONS & CERTIFICATIONS

Given our recent adoption of using the earliest release eligibility date as the baseline, we need to modify our procedures for **technical** revocations.

If an I/M has been revoked from a release (i.e. WF) stemming from a certification (i.e. WF/HA) that **differs** from the current certification (i.e. 412A/411/HA), you will **use** the **REVOCATION DATE** since the WF eligibility date now represents the earliest/baseline release eligibility date. This procedure pertains only to technical revocations and those inmates whose 'I' score is less than or equal to six (6) months old at the time of the hearing (see next section).

'I' SCORE AGE & SDM WRITE-UPS

Like the in-absentia I/M's, inmates who have been out of the system or recently rescinded/revoked either have an old 'I' score or don't have one at all. If an I/M has an 'I' **score** less than six (6) months old (from the time of the hearing), then complete both the matrix and risk assessment forms. If however, an I/M either does not have an 'I' score or has an 'I' score older than six (6) months, then do **not** complete the matrix or risk assessment forms. You only need to complete the SDM coversheet.

Review the AIMS printout to determine when an I/M last went to reclassification.

RELEASE GRANTED/PENDING & REVISED CERTIFICATION

If an I/M has received a grant and now presents with a certification that includes a release type already granted, you will need to request a revised time sheet that reflects only those release types for which an I/M has **not** received a grant. The grant remains valid **unless one (1) of the following actions occurs to Invalidate the grant:**

- (1). The Board rescinds or revokes the grant
- (2). DOC determines the I/M ineligible, thereby making the grant null and void (i.e. parole class 3; detainer; notification of additional sentence)

I/M refusal of a release does **not** invalidate the grant.

Example 1:

Original certification = 233J/WF/HA - Board grants WF 10/15/93 - no action taken to indicate that grant rescinded/revoked/invalid

I/M presents for 233J/WF/HA 4/15/93 - certification incorrect - request revised certification from DOC time camp for 233J/HA

Example 2:

Original certification = 412A/HA or 412A/411/HA - Board grants **HA** 10/15/93 - no action taken to indicate that grant rescinded/revoked/invalid

I/M presents for either 412A/HA or 412A/411/HA 4/15/93- certification incorrect - request revised certification from DOC time camp for either **412A** or **412A/411**

If you have any questions about this, see Kathleen Abbott or Wanda Lawrence.

Severity level 1 contains the most serious offense behaviors and severity level 8 contains the least serious offense behaviors. Board analysis locate the corresponding severity level for the most serious offense behavior.

Board analysis then enter the risk assessment group and the offense severity level on the **Guidelines Classification Matrix**. Each cell on the matrix contains a percentage that board analysis apply to the conviction sentence length. Analysis use this percentage to calculate the amount of additional time, if applicable, an inmate **may** need to serve beyond his or her release eligibility date to be within the SDM recommended time frame for release.

Present Use of SDM

The Board uses SDM guidelines for all hearings **except for** revocation and rescission hearings, and Executive Clemency recommendations. The Board also does **not** apply SDM to those inmates whose most serious offense behavior or conviction offense is of a sexual nature, and those inmates whose conviction offenses include first or second degree murder (A.R.S. §13-1105 and §13-1104, respectively) due to insufficient sample data.

Mission Statement

The mission of the Arizona Board of Pardons and Paroles is to assure public safety by releasing only those eligible inmates who appear not to pose a threat to society, and send to the Governor only those Executive Clemency recommendations which are in the best interest of the citizens of Arizona.

Goals

The Board establishes the following goals, in order of priority, for Structured Decision Making:

- (1). To ensure public safety by **not** releasing those inmates who have committed serious offenses and represent a high risk to recoffend. This goal represents the Board's commitment to the sanctioning philosophy of selective incapacitation.
- (2). To acknowledge those inmates who have participated in institutional programs designed to address problems related to their criminal behavior. This goal represents the Board's commitment to the sanctioning philosophy of rehabilitation.
- (3). To render decisions that remain consistent with our mission statement and sanctioning philosophies.
- (4). To make the decision making process more open, understandable, equitable, and accountable to inmates, victims, criminal justice practitioners, and the public.

SDM guidelines function as an advisory tool designed to enhance the quality of decisions rendered by the Board. The guidelines do **not** replace Board members' discretionary authority. The Board will continue to consider input from victims, criminal justice practitioners, and the public. The adoption of SDM signals the Board's commitment to a more systematic, accountable, equitable, and rational decision making process.

The Board does **not** intend to create a "vested right" or a "liberty interest" by implementing SDM. The Board retains the right to revise, modify, and depart from SDM guidelines as necessary.

For more information, please contact:

Structured Decision Making Coordinator
Arizona Board of Pardons and Paroles
1645 West Jefferson Street, Suite 326
Phoenix, Arizona 85007
(602) 542-5656

MISSION STATEMENT
AND
PAROLE GUIDELINES
OF THE
ARIZONA BOARD
OF
PARDONS AND PAROLES

History and Evolution

Change and adaptation best characterize the history of the Arizona Board of Pardons and Paroles. The state of Arizona first afforded inmates the opportunity for parole in 1901. The Board of Control functioned as the state's discretionary releasing mechanism and consisted of the Governor, Territorial Auditor, and one citizen appointed by the Governor. The Board of Control retained its releasing authority until the first Criminal Code became effective in October of 1913.

In 1913, the Legislature established the Board of Pardons and Paroles, which assumed the discretionary releasing function of its predecessor, the Board of Control. Board membership consisted of a citizen appointed by the Governor to serve as Board chairperson; the Superintendent of Public Instruction; and the Attorney General. Board composition remained unchanged for the next five decades.

The Legislature expanded Board membership to five part-time members in 1966. The Governor appointed all members to five year terms. In 1968, the Legislature amended this expansion and created a Board comprised of three full-time members. The Governor appointed all members to three year terms. All appointments however, fell subject to Senate confirmation. A full decade passed before the Board experienced change in its composition.

In 1978, the Legislature increased Board size to five full-time members. The Governor appointed all members to five year terms and appointments remained subject to Senate confirmation. This legislative action coincided with the passage of the new Criminal Code.

The Legislature again expanded Board membership to seven full-time members in 1984. This figure

represents the number of members who currently sit on the Board. The Governor continues to appoint all members to five year staggered terms. All appointments remain subject to Senate confirmation.

Arizona Revised Statutes §31-401 and subsequent sections detail the operating authority and duties of the Arizona Board of Pardons and Paroles.

Parole Guidelines and Structured Decision Making

Pursuant to a recommendation by the Auditor General's Office in 1991, the Arizona Board of Pardons and Paroles applied for and received a grant from the

National Institute of Corrections to develop guidelines that reflect a more structured decision-making process. During the past two and a half years, the Board has conducted extensive research and drawn on the experience of numerous experts to lay the foundation for this new decision-making process. The Board formally adopted and implemented Structured Decision Making (SDM) on July 1, 1993.

Structured Decision Making involves the development of guidelines that provide the Board with a common framework within which to make decisions. The guidelines function as an advisory tool designed to enhance the quality of decisions rendered by the Board. This advisory function of the guidelines underscores the fact that the Board retains ultimate discretion when considering an inmate for release. SDM guidelines consist of explicitly stated goals; policy statements; and a measurement instrument designed to systematically assess an inmate's suitability for release. Risk Assessment and Offense Severity function as two of the core components of SDM.

1. Risk Assessment

The risk assessment component assesses the likelihood that an inmate may commit a new felony offense while on a Board release. While no Board member or

measurement instrument can predict an inmate's future behavior with total confidence, the best measure of the future still remains the past. As such, the Board conducted a study on 1988 releases to identify those factors predictive of success or failure on release. The following four factors emerged as significant predictors of success or failure:

- (1) Age at First Juvenile Incarceration
- (2) Current Age at Time of Hearing
- (3) History of Property Offenses
- (4) AIDOC Institutional Risk Score

The combination of these factors results in a score that indicates an inmate's likelihood to commit a new offense once released. The higher the risk score, the greater the likelihood to reoffend. Board analysts score inmates for risk and place them into one of four risk assessment groups.

II. Offense Severity

The offense severity component involves an initial determination of an inmate's most serious offense behavior, and the subsequent placement of this offense behavior into one of eight severity levels. The most serious offense behavior reflects what the Board believes the offender actually did. Board analysts make the initial determination of the most serious offense behavior based on official documents. Official documents include pre-sentence investigation reports; police reports; court documents; and any additional probation/parole officer reports. The Board however, makes the ultimate determination of the most serious offense behavior. Inmates will have the opportunity to provide information as it pertains to the most serious offense behavior.

After considerable discussion, the Board reached a consensus on the placement of offense behaviors into eight severity levels. Level of victimization and amount of property or drugs involved in the offense functioned as primary criteria for the ranking of offense behaviors.