	<b>DEPARTMENT OF CORRECTIONS AND REHABILITATION</b> <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> January 01, 2024	<b>POLICY NO.:</b> COR.14.04
		<b>SUPERSEDES (Policy No. &amp; Date):</b> COR.14.04 of March 17, 2010	
	<b>SUBJECT:</b> <b>ADULT PAROLE AGREEMENT WITH HAWAII PAROLING AUTHORITY</b>		Page 1 of 3

## 1.0 PURPOSE

To delineate the process between the Hawaii Paroling Authority (HPA) and Corrections Division for adult parole planning.

## 2.0 SCOPE

This policy shall apply to all correctional facilities within the Department of Corrections and Rehabilitation (DCR).

## 3.0 REFERENCES, DEFINITIONS & FORMS

### .1 References

- a. Hawaii Revised Statutes (HRS), 353.61-72, Paroles.
- b. Departmental Policy & Procedure (P&P), COR.14.03, Prescriptive Program Plans.

## 4.0 POLICY

### .1 Parole Board Actions:

- a. The HPA is mandated to conduct two types of hearings for each inmate that is not serving a sentence of life without parole. The first hearing is to set the minimum term of incarceration. This is done within six months of the inmate being sentenced to incarceration.
- b. The second hearing the HPA will conduct is to determine if the inmate should be granted parole. This hearing is scheduled no later than 30 days prior to the expiration of the inmate's longest minimum term of incarceration. The HPA will utilize updated information regarding the inmate's adjustment and prognosis for successful parole.

### .2 Field Services:

- a. The HPA's staff shall prepare case material for use at all HPA hearings. Supportive case material (Prescriptive Plan Update (PPU), Mental Health Evaluation, etc.) shall be provided by the appropriate branch of the Corrections Division.

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- b. The Field Services Branch of the HPA, in conjunction with the respective facility staff and the individual inmate, will develop and finalize individual parole plans. The finalized plan shall be submitted to the HPA at its parole determination hearing.
- c. There will be collaboration of services during the inmate's participation in a pre-parole program. This period of pre-parole transition of the inmate from the Corrections Division staff to HPA's Field Services Branch staff is seen as very important and the staff of both divisions shall work closely together to aid the transition process. Servicing by the Field Services Branch staff will gradually increase during the last two months prior to the parole hearing to the extent that they will be in direct contact with the inmate and be fully familiar with the parole plan (Job, family, lodging, etc.)


.3 Corrections Division:

- a. A current PPU that has been completed within the last six months shall be made available to the HPA staff for any inmate scheduled for a parole consideration meeting. The PPU shall be prepared by the correctional facility from which the inmate will be paroled. A Mental Health Evaluation by the Mental Health Team for Courts and Corrections shall be included.
- b. If an inmate's confirmed parole date is deferred because of a major misconduct or an unanticipated change in conditions, the Institutions Division Administrator and the Parole Administrator of the HPA shall be notified immediately of the reason. The facility shall provide a written recommendation, followed by an amended PPU stipulating the reason for the recommended deferral of the established parole date. Unless notified to the contrary, the inmate's parole date will remain in effect until the HPA acts on the recommendation.

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APPROVAL RECOMMENDED:



\_\_\_\_\_  
Deputy Director for Corrections

JAN 01 2024  
\_\_\_\_\_  
Date

APPROVED:



\_\_\_\_\_  
DIRECTOR

JAN 01 2024  
\_\_\_\_\_  
Date

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