MASSACHUSETTS PAROLE BOARD
PAROLE PROCESS FLOW SHEET

PAROLE INTAKE

- Data entry
- Compute parole hearing eligibility date
- Initiate hearing eligibility tracking

HEARING PREPARATION

IPO:

- Generates hearing eligibility tracking report and hearing notification as required
- Collects and verifies reports and documents
- Interviews inmate
- Prepares case material
- Coordinates and schedules hearings

PAROLE HEARING

- Conducted up to 60 days prior to initial parole eligibility date
- Case presented to hearing panel by IPO
- Hearing panel reviews case file and interviews offender
- Hearing panel conducts confidential deliberation
- Hearing panel renders decision
- Post hearing notifications as required and data entry

HOME/WORK PLAN

P.O. investigates to ensure that home/work exist and are suitable for parolee.

REGIONAL OFFICE INTAKE

- P.O. conducts initial interview/orientation
- Conducts Risk/Need Assessment
- Level of supervision determined
- Establishes supervision plan

FINAL REVOCATION HEARING

PAROLE VIOLATION WARRANT

PRELIMINARY HEARING

PAROLE VIOLATION

PAROLE VIOLATION PROCESS

- Report of violation by P.O. to Parole Supervisor
- Detainer can be issued at any time to prevent parolee fleeing
- WARRANT can be issued if parolee is “Whereabouts Unknown”, or if there is a finding of probable cause/ indictment or a conviction of a new crime.
- Parolee notified of preliminary hearing date
- PRELIMINARY HEARING conducted by hearing examiner
- Hearing examiner interviews and recommends action to Parole Board
- If OFFICE VOTE by Board is to revoke, a PAROLE VIOLATION WARRANT is issued. Otherwise, parolee is returned to supervision with possible new conditions.
- For a parolee returned to custody on PAROLE VIOLATION WARRANT, a FINAL REVOCATION HEARING is conducted by Board. Board votes to affirm or not affirm revocation and decides to re-incarcerate or to re-parole.

INMATE INCARCERATED → PAROLE INTAKE → HEARING PREPARATION 60 DAYS PRIOR TO ELIGIBILITY → RELEASE HEARING → RESERVE DISPOSITION → PAROLE → HOME/WORK PLAN VERIFIED → RELEASE PERMIT ISSUED → REGIONAL OFFICE INTAKE → ONGOING SUPERVISION → PAROLE TERMINATION/ DISCHARGE → ONGOING SUPPORT SERVICES TO ALL DISCHARGEES FROM PRISON

DENY DISPOSITION

APPEAL

RECONSIDERATION

ANNUAL REVIEW

SUPERVISION BY FIELD PAROLE OFFICER

- Conducts regular and unannounced home & work visits and collateral contacts
- Develops and maintains law enforcement and social service relationships
- Utilizes Graduated Sanctions as a case management tool
- Enforcement of parole conditions set by Board

TERMINATION/DISCHARGE

Parole supervision can end by:

- Discharge or completion of term of parole
- Termination or vote of the Board to terminate the parolee’s sentence

ONGOING SUPPORT SERVICES

- Includes social service support available for all ex-offenders