

**Arkansas Parole Board
Proposed Changes to Board Policy Manual
Adopted on an Emergency Basis June 24, 2010**

Changes are in red.

Quorum and General Voting Information – Amended Section

A quorum of four members is required to vote on each parole release case. All parole cases reviewed by a single member shall be reviewed by the full Board for agreement prior to a final decision. **Such review shall consist of the single member advising the full Board of the following:**

- 1. The inmate's name**
- 2. The inmate's ADC number**
- 3. The inmate's disciplinary class**
- 4. County and year of conviction(s)**
- 5. The inmate's PE/TE and Discharge dates**
- 6. The reason for the member's recommendation(s)**

Board practice is to have 7 members vote on executive clemency death sentence cases and a minimum of four votes on other clemency requests.

A member who recuses themselves is not eligible to vote and shall not be counted in determining whether there is a quorum. It is sufficient that a motion, decision, or proposition receives a majority of the votes actually cast. Each Board member has the right to vote on each consideration presented.

Note: All votes and reviews shall take place on a weekly basis in the Boardroom at a time to be determined by the full Board. No request for release may be made to the ADC or DCC without full board approval in accordance with the rules set forth above.

Processing and Transmitting Release Decisions – New Section

The Department of Community Correction Institutional Release Services (IRS) section is the responsible entity for processing all Board decisions relating to parole/transfer (grant, denial, or deferral) and Executive Clemency (a recommendation of with or without merit). The Board will record all votes and transmit both an electronic and paper copy to IRS who enters them in to the eOMIS system. The record of the votes in eOMIS will then be audited again to ensure accuracy. Once all votes have been verified, the IRS staff will forward a record of votes to each Institutional Release Officer (IRO) at the various ADC and DCC units.

Prior to releasing a vote to an inmate, the IRO will once again verify that all information regarding the inmate's parole is correct. The decision of the Board will then be given to the inmate in a manner consistent with unit policy. Refer to "Release Decision Summary" section below for additional information.

It is the responsibility of the IRO to contact the unit's Classification Officer or Program Coordinator if an inmate is required to complete any program(s) prior to release. The IRO is also responsible for any other action requested regarding the Board's decision.

The specific date of an inmate's release will be set by the inmate's unit of assignment. The IRO is the designated party for conveying that date to the inmate.

Inspection of Records – Amended Section

The Board of Parole staff will not release information to inmates or the public unless authorized in this manual or in writing by the Board Chairperson. All requests for information should be forwarded to the Department of Community Correction Public Relations Office.

Parole and **Executive** Clemency Files – Pursuant to the provisions of Ark. Code Ann. §16-93-202, the following portions of Parole and Clemency files will be provided by the DCC Public Relations Office for inspection upon request by a person having a proper interest therein and whenever the interests or welfare of the person involved make inspection desirable or helpful: 153 forms, **Executive** Clemency (**commutation & pardon**) applications, and vote **worksheets sheets**. The Public Relations Office may release other information unless restricted by law. The Board Chairperson or Public Relations Office may release information to researchers and others involved in monitoring or studying the criminal justice system unless restricted by law.