NORTH Dakota Be Legendary.™ Corrections and Rehabilitation **POLICY & PROCEDURES**	**POLICY NUMBER AND SECURITY:** 1A-13 –This policy has no confidential or exempt information. **RELATED STANDARDS (such as ACA/ACI/ ACRS/PREA):**

RELATED REFERENCES:

Appendices:

- North Dakota Parole Board of Conditions of Parole (Appendices Folder on the Intranet – Section 1A)
- Sex Offender Parole Conditions Addendum (Appendices Folder on the Intranet – Section 1A)

Manuals:

- None

Related DOCR Training:

- Parole Training that TPS provides during orientation for residents
- New Parole Board Member Overview Training
- Parole and Pardon Overview – New Officers Training
- Preliminary Revocation/Probable Cause Hearing – Parole, CPP, & Interstate Compact

DIVISION:	**FACILITY/WORK GROUP:**	**TOPIC:**
Transitional Planning	Administration	Parole Board

Effective Date: August 5, 2010 Revised: February 24, 2011 Revised: February 1, 2012 Revised: August 13, 2012 Revised: November 20, 2013 Revised: June 3, 2014	Revised: April 7, 2015 Revised: June 7, 2016 Revised: July 12, 2017 Revised: July 5, 2018 Revised: August 4, 2021 Revised: October 8, 2025

Summary of Revision or Revisions

Revisions made by Pat Weir, Adam Anderson and Mike Mahoney. Reviewed by the Parole Board.

1. Appendices: Added Sex Offender Parole Conditions Addendum. Revised the North Dakota Parole Board of Conditions of Parole.
2. Revised the definition of Intermediate Measures: Community constraints used as strategies to address violations of supervision conditions. Strategies may address risk control, risk reduction or both. This also includes adult under supervision agreed to conditions or programs that may be implemented by the Department of Corrections and Rehabilitation when an individual violates supervision conditions in lieu of initiating revocation proceedings.. ~~Intermediate conditions, as authorized by N.D.C.C. §§ 12-59-07 and 22, which are used as strategies to address violations of supervision conditions. Strategies may address risk control, risk reduction or both, including conditions or programs adults in custody agree to that may be implemented by the Department in lieu of parole revocation when an adult in custody violates parole.~~

3. 5-D-4: Direct supervising staff of the department to provide testimony or written comments for the Parole Board to consider when reviewing ~~eligible~~ adults in custody for parole or when the parolee is on supervision or has recently been on supervision by the department.
4. 5-D-8: (added in bold) Ensure the management of Parole Board's records ~~is in accordance~~ **complies** with applicable state and federal laws.
5. 5-E-1-b: (added in bold) The purpose of an initial docket is for the Parole Board to examine information gathered and various assessments conducted by the department as well as the nature of the offense(s) and length of sentence(s). Based upon that information, the Parole Board ~~may defer the case to a later month and year for~~ **shall set a date** for parole consideration.
6. 5-E-5: (added in bold) The clerk may place cases on an earlier review than what was ordered by the Parole Board when there is cause. **The clerk shall establish cause based upon direction from the Parole Board. The clerk may move up a case from the date established by the Parole Board "where there is cause." If there is a "cause" concern, that should be brought to the Chair's attention. The Parole Board can confirm or deny that decision at the next meeting.**
7. 5-G-4: Upon the issuance of the warrant, the parole clerk may enter the warrant into the National Crime Information Center database and the Central Warrants Information System if it is determined the parolee cannot be readily located ~~in order~~ to serve the warrant and be taken into custody. The department may choose to enter a non-extraditable warrant in cases in which the parolee's most severe originating offense is a Class A Misdemeanor or a non-violent offense.
8. 5-G-10: (added in bold) The clerk shall determine the appropriate placement for a parolee who has been found guilty of, or who has pled guilty to, a violation of any of the terms and conditions of parole and has been ordered returned to the physical custody of the department. **In making this determination, the clerk shall consider established criteria designed to ensure that the placement serves the best interests of community safety, the parolee, and aligns with departmental managing offender behavior manual. The Parole Board acknowledges the department's expertise in this area and supports the use of these criteria in guiding placement decisions.**

1. **AUTHORITY:** Authority for this policy with procedures is found in Section 54-07-01 and Chapters 12-47, 12-59, 12.1-34 and 54-23.3 of the North Dakota Century Code.

2. **APPLICABILITY:** To all employees of the Department of Corrections and Rehabilitation ("Department"), especially to those employees involved with the parole process, and to the members of the North Dakota Parole Board.

3. **DEFINITIONS AND ACRONYMS:**

A. Intermediate Measures: Community constraints used as strategies to address violations of supervision conditions. Strategies may address risk control, risk reduction or both. This also includes adult under supervision agreed to conditions or programs that may be implemented by the Department of Corrections and Rehabilitation when an individual violates supervision conditions in lieu of initiating revocation proceedings..

B. Parole: The discretionary conditional release of an adult in custody from custody before the expiration of the adult in custody's term of imprisonment.

C. Parole Denied: An action and order issued by the Parole Board denying the adult in custody parole and establishing a reason for denial.

D. Parole Granted: An action and order issued by the Parole Board that sets a parole release date and establishes terms and conditions of the parole.

E. Parole Rescission: An action and order reconsidering the grant of parole prior to the adult in custody's release to parole supervision.

F. Parole Revocation: An action and order issued by the Parole Board when a parolee has been found to be in violation of any term or condition of parole established by the Parole Board or the Department.

G. PBPR: Means Performance Based Parole Reduction under N.D.C.C. § 12-59- 21

H. PBSR: Means Performance Based Sentence Reduction under N.D.C.C. § 12-54.1-01

I. Serious Medical Condition: An injury, illness, disease, physiologic or psychological condition or disorder that poses an immediate risk to the adult in custody's health or life and requires high risk or highly complex medical intervention or intensive or high needs or specialized care. Examples include stroke, heart attack, aggressive or advanced stage forms of cancer; a medical condition that requires long-term hospitalization, nursing home, or hospice care; or a mental illness that causes the adults in custody to be unable to provide for essential needs and requires long-term hospitalization, nursing home, or group home placement.

J. Terminal Medical Condition: Any condition resulting from illness or injury, from which there is no reasonable medical expectation of recovery and which, regardless of treatment, is likely to result in death.

K. Victim: An individual who has suffered direct or threatened physical, financial, or emotional harm where there is probable cause to believe that the harm has been caused by the commission of a criminal act. This includes the family members of a minor, incompetent, or deceased victim.

4. **POLICY:** The Parole Board shall review adults in custody eligible for parole based on eligibility and applicable statutes.

A. The purpose of the Parole Board is to conduct informed and fair hearings on cases subject to the jurisdiction of the Parole Board and take appropriate action to ensure public and victim safety and to reduce the likelihood of future criminal behavior of adults in custody by providing opportunities for rehabilitation.

B. The vast majority of adults in custody confined within department facilities are eventually returned to the community. The Parole Board may grant parole to eligible adults in custody subject to terms and conditions of supervision established by the Parole Board to provide for public safety while providing an opportunity for the parolee to engage in lawful behavior.

C. The Parole Board shall make other relevant parole decisions, including revocation of parole, rescission of parole, initial reviews, use of intermediate measures, and any other actions necessary to execute its lawful authority.

D. The Parole Board is not an administrative agency according to N.D.C.C. § 28-32-01(1)(p) and is not subject to Administrative Agencies Practice Act, N.D.C.C. chapter 28-32, except for final parole revocation hearings, which must be conducted by the Office of Administrative Hearings in accordance with N.D.C.C. § 54-57-03(1) and chapter 12-59. Any rules the Parole Board may adopt are not subject to administrative rulemaking under chapter 28-32 and need not be published in the North Dakota Administrative Code.

E. Parole Board members may not engage in ex-parte communications with adults in custody subject to the jurisdiction of the Parole Board or with their representatives or advocates about topics related to parole. This prohibition against ex parte communication does not apply if the communication involves contact from a lawyer representing an adult in custody in a potential claim, actual or threatened.

5. **PROCEDURES:**

A. Membership and Meetings.

1. The Governor shall appoint six members to the state Parole Board.

2. One Parole Board member must be experienced in law enforcement, which may include experience as a prosecuting attorney, one member must be a licensed attorney, and four members must be qualified by special experience, or education or training.

3. The Governor shall appoint one member of the Parole Board as the Chairman. The Chairman shall designate three members of the Parole Board to a panel for each meeting of the Parole Board. Two members of a panel who participated in the same meeting constitute a quorum.

4. The Parole Board may only take action with the concurrence of at least two acting members of a panel.

5. The Director of the Department or the Director's designee shall serve as the clerk to the Parole Board. The clerk may appoint a deputy clerk.

6. The Parole Board may schedule as many meetings per year as necessary to conduct parole reviews but not less than six meetings per year.

7. The Parole Board may use video conference or other communication mediums to conduct any of the meetings.

8. The Chairman may call special meetings in order to review emergency parole-related matters or to address other business of the Parole Board.

B. Duties and Responsibilities of the Board. The Parole Board shall consider eligible adults in custody for parole based upon state law and this policy.

C. Parole Eligibility.

1. Adults in custody sentenced to the legal and physical custody of the department for a period of incarceration are subject to the jurisdiction of the Parole Board, except when parole for the adult in custody is prohibited by statute or an adult in custody has less than 120 days of eligibility.

2. Adults in custody who are subject to mandatory sentencing requirements that prohibit them from parole under state law are not eligible for parole while serving the mandatory portion of their sentence.

3. Adults in custody who have 120 days or less to serve on their sentence after arrival at a department facility may not receive parole consideration because of the limitations caused by the short sentence.

D. Duties and responsibilities of the clerk. The Director of the Department or the director's designee shall serve as the clerk and shall:

1. Maintain a register of all cases of adults in custody the Parole Board has reviewed and record the minutes of proceedings.

2. Retain a copy of the minutes for three years after the current fiscal year in which the record is created. After three years, the records must be transferred to the State Archives.

3. Conduct investigations for and provide information to the Parole Board. The clerk will receive all information to be considered by the Parole Board.

4. Direct supervising staff of the department to provide testimony or written comments for the Parole Board to consider when reviewing adults in custody for parole or when the parolee is on supervision or has recently been on supervision by the department.

5. Provide written notice to the district court and the state's attorneys in the county or counties where the judgment of conviction was entered when the Parole Board is reviewing whether an adult in custody may be released on parole. The notice must include the name of the adult in custody, docket number of the criminal judgment, and the date, time, and place for the meeting of the Parole Board to review whether the adult in custody may be released on parole.

6. Ensure victim rights (including under Article I, § 25, N.D. Const. and N.D.C.C. Chapters 12.1-34 and 12.1-35) are protected and victims receive notice of an adult in custody's parole consideration in accordance with state constitutional and statutory requirements, including through the statewide automated victim information and notification system (SAVIN), and have the opportunity to present information to the Parole Board in the manner the Parole Board prescribes.

7. Ensure compliance with the state's open meetings laws.

8. Ensure the management of Parole Board's records complies with applicable state and federal laws.

9. Schedule all interviews of adults in custody when the Parole Board has requested their personal appearance before the Parole Board.

E. Establishing the docket and the parole review process.

1. Initial Review

a. The Parole Board may conduct an Initial Parole Board Review of each eligible adult in custody's parole eligibility status within approximately 60-90 days of the adult in custody's arrival at a

department facility, when the adult in custody has three or more years to serve from date of arrival to the longest, good time release date.

b. The purpose of an initial docket is for the Parole Board to examine information gathered and various assessments conducted by the department as well as the nature of the offense(s) and length of sentence(s). Based upon that information, the Parole Board shall set a date for parole consideration.

c. The clerk shall set parole review dates for parole-eligible adults in custody who have less than three years to serve from date of arrival in prison to the longest, good time release date.

d. The Parole Board or the clerk may reconsider adults in custody on the Initial Review docket if there are changes in the adults in custody's status that may significantly impact parole decision outcomes, including new crimes and significant changes in good time release dates.

e. If the Parole Board agrees with case planning recommendations, the adult in custody will have a parole review entry as a “Miscellaneous Review” in Elite with the month and year. If the Parole Board does not agree with the case planning recommendation, the clerk shall place the case back on a case planning agenda through the Add-On process.

2. Initial Review Reassessment.

a. An adult in custody who has not had a parole review but is eligible for parole and has a good time release (GTR) date of seven or more years from the day the adult in custody came into the physical custody of the department may be eligible for an Initial Review Reassessment. If the Parole Board has taken action either denying or granting parole in a case during the adult in custody's current incarceration period, the reassessment process does not apply, unless an adult in custody is sentenced to additional time after the Parole Board’s decision that makes the GTR more than seven years from the time the adult in custody was initially reviewed. The clerk may recommend an initial review reassessment of an adult in custody who does not have a GTR of seven or more years from the date the adult in custody came into the physical custody of the department.

b. The Parole Board shall review cases identified for initial review reassessment on the initial review portion of its docket. If the

Parole Board agrees with the case planning recommendations, the adult in custody will have a parole review entry as a “Miscellaneous Review” entered into Elite with a month and year and an “Initial Review” entered with a month, year, and the comment "Initial Review Reassessment." If the Parole Board does not agree with the case planning recommendation, then the clerk shall place the case back on a case planning agenda through the Add-On process.

c. Department Transitional Planning Services will run the Initial Review Reassessment list on the first Monday of the month two months prior to the Parole Board meeting to identify Initial Review Reassessment cases.

d. Department Transitional Planning Services notify the adults in custody's case managers, who shall complete and enter an institutional adjustment summary in Elite no later than two weeks after receiving the notification from Department Transitional Planning Services.

e. The adult in custody's case manager, through the case manager's unit manager, shall refer the case to the Department Case Planning Committee through the Add-On process for review and recommendations.

f. The Case Planning Committee shall review the institutional adjustment summary, program/work/education participation, institutional conduct, classification, and custody level and make a recommendation for action to the Parole Board. Recommended actions may include:

    1.) No change.

    2.) Set an earlier parole review than was initially set (set month and year), revisit and update the case plan.

    3.) Set a later parole review than was initially set (set month and year), revisit and update the case plan.

g. The Parole Board shall review the case in the Initial Review portion of its docket. If the Parole Board agrees with the case planning recommendations, the adult in custody's Miscellaneous Review will be modified in Elite to this date (month and year). If the Parole Board does not agree with the case planning recommendation, then the clerk shall place the case back on a case planning agenda through the Add-On process. The department shall provide necessary and appropriate information to the Parole Board to aid in their decisions.

h. Notification to courts and victims, including through SAVIN, about initial review reassessments is not required because notifications are handled the same way as the Parole Board currently handles the Initial Reviews. The purpose of the initial review and initial review reassessment is not to make a release decision but instead to make a decision about the timing of making a release decision.

3. Additional Sentences.

   a. Department Legal Records personnel shall place the case back on a case planning agenda via the Add-On process when an adult in custody's GTRD changes by more than six months, the case becomes eligible for the Sentence and Treatment for Early Release (STEP) Program or becomes subject to the 85% or a minimum mandatory statutes.

   b. Case Planning Committee shall review the additional sentence and may reconsider eligibility and timing for Parole Board review.

   c. If the adult in custody has three or more years to serve from the date of arrival to the longest, good time release date, case planning shall set a parole review and the Parole Board may review case on the Initial Review portion of their docket.

4. Medical Parole. All requests for medical parole review must be sent to the clerk. A serious or terminal medical condition must be diagnosed by a department medical provider. Only a department medical provider may submit a request for medical parole review to the clerk. The department medical provider shall provide written documentation summarizing the adults in custody's medical conditions, recommended courses of care and treatment and a prognosis. The clerk shall consult with the chairperson and the chairperson shall direct the clerk to either place the case on the next available Parole Board meeting docket or establish a special meeting to review the case. The Parole Board is the sole authority for all matters relating to medical review and action. All decisions of the Parole Board are final.

5. The clerk may place cases on an earlier review than what was ordered by the Parole Board when there is cause. The clerk shall establish cause based upon direction from the Parole Board. The clerk may move up a case from the date established by the Parole Board “where there is cause.” If there is a “cause” concern, that should be brought to the Chair’s attention. The Parole Board can confirm or deny that decision at the next meeting.

6. The clerk shall establish a tentative docket approximately two weeks prior to the Parole Board meeting. The clerk shall provide the Parole Board with recommendations for action and all necessary documents to aid their decision-making process.

7. The final docket should be established by the Parole Board approximately five days prior to the meeting. The clerk may add cases, such as for parole violators or potential parole recissions, to the final docket with the consent of the Parole Board.

8. During the Parole Board meeting, the Parole Board may interview adults in custody or conduct a review of the appropriate documents without interviewing the adults in custody. Granting or not granting an interview does not constitute a negative recommendation for relief.

9. In order to determine whether an adult in custody may receive a parole, the Parole Board shall consider all pertinent information regarding the adult in custody, including the circumstances of the offense; victim impact and concerns; the adult in custody's family, education, social history and criminal record; the adult in custody's conduct, employment, and participation in education and treatment programs while incarcerated; the adult in custody’s parole plan and the adult in custody's medical and psychological records and current mental and physical state. The Parole Board shall also consider whether the adult in custody will conform to the terms and conditions of parole.

10. The Parole Board may only take action upon the concurrence of at least two members who participated in the same meeting.

11. All actions by the Parole Board must be recorded The clerk shall send adults in custody a written order reflecting the Parole Board's decision.

    a. If parole is denied, at least one reason for denial must be recorded and listed on the Order Denying Parole.

    b. If parole is granted, the Parole Board shall establish a parole release date and the terms and conditions of parole using the Parole Agreement. The parolee shall comply with all reasonable requests of supervising staff that assist the parolee with his or her rehabilitation and reasonably protect the safety of the community.

12. The clerk may make changes to a parole release date of 30 days or less for cause, such as transportation issues, inclement weather, lack of bed space at a facility where the individual is required to reside as a condition of parole, and changes in program completion dates.

13. The clerk may make technical changes to terms of parole unless otherwise prohibited by the Parole Board, including a change to a specified transitional facility due to an adult in custody's request, a facility's conflict of interest, or a facility's denial of an adult in custody's placement.

14. The clerk shall notify the Parole Board of any changes pursuant to this section at the next regularly scheduled Parole Board meeting.

F. Setting parole expiration dates and Performance Based Parole Reduction PBPR.

1. The Parole Board shall set a parole expiration date no earlier than the longest expiration date of the court-imposed sentence less the award of PBPR and accrued Performance Based Sentence Reduction PBSR at a rate up to five days per month.

a. PBPR may be awarded on the condition that the parolee is:

1.) Gainfully employed or seeking employment;

2.) Participating in recommended treatment or educational programs or other recidivism reduction strategies; and

3.) Engaging in behavior reasonably consistent with the conditions of parole.

b. Supervising staff may make a written report to the Parole Board any time the parolee is not complying with the PBPR rules. The Parole Board shall make all final decisions regarding the loss of PBPR.

c. The Parole Board may set parole expiration dates beyond the longest expiration date of the court-imposed sentence not to exceed:

1.) Two years for a misdemeanor, or

2.) Five years for a felony.

d. The Parole Board may terminate parole earlier than the parole expiration date in those cases that a parole expiration date was set beyond the court-imposed expiration of sentence upon a motion by the Parole Board or upon the filing of a Petition to Terminate Parole with the Parole Board by supervising staff. The petition must state the reasons for the request. The department should consider the following factors when petitioning the Parole Board for early termination:

1.) Type of offense;

2.) Prior record;

3.) Victim issues;

4.) Overall performance of the parolee while on parole; and

5.) Recidivism reduction, based on the Levels of Service Inventory-Revised (LSI-R) Raw Score and LSI-R Protective Factors Score.

e. The Parole Board may not terminate supervision for a parolee who has a life sentence with the opportunity for parole less than five years from the established date of release on parole.

2. The clerk may adjust parole expiration dates established by the Parole Board, so dates coincide with revised PBSR and PBPR dates adjusted by legal records, including for adults in custody who receive awards of more jail time, meritorious conduct awards, or loss of PBSR when entered after the Parole Board reviewed the case and established the expiration date. The clerk may not adjust the date to be earlier than the PBSR and PBPR date.

G. Breach of Parole (Parole Violations, Intermediate Measures, and Revocation).

1. When a parolee violates any term or condition of parole, the department may establish intermediate measures, including incarceration for a period of up to 72 hours, and restitution, when the department determines intermediate measures are necessary for the rehabilitation of the parolee, are appropriate in lieu of revocation proceedings, or are necessary for the safety of the community.

2. Supervising staff shall give written notice to the Parole Board when they institute an intermediate measures for alleged violations of parole conditions that imposes a period of incarceration or placement at the North Dakota State Hospital. The Parole Board shall review the intermediate measures and authorize the intermediate measures or make appropriate changes. If the Parole Board does not authorize an intermediate measure, the clerk shall notify supervising staff and require supervising staff to initiate revocation proceedings. Intermediate measures that do not impose a period of incarceration or placement at the North Dakota State Hospital must be authorized by transitional planning services.

3. If a parolee has violated any of the terms or conditions of parole, supervising staff may apply to the clerk or designee, for a warrant of

arrest and authority to hold. If supervising staff has probable cause to believe a parolee has violated any of the terms or conditions of parole, supervising staff may take the parolee into custody and detain the parolee in a correctional facility pending application for a warrant of arrest and authority to hold. The application for a warrant of arrest and authority to hold must be supported by a notarized affidavit showing probable cause. Unless there are extraordinary circumstances, supervising staff shall first consult with a supervisor before taking a parolee into custody.

4. Upon the issuance of the warrant, the parole clerk may enter the warrant into the National Crime Information Center database and the Central Warrants Information System if it is determined the parolee cannot be readily located to serve the warrant and be taken into custody. The department may choose to enter a non-extraditable warrant in cases in which the parolee's most severe originating offense is a Class A Misdemeanor or a non-violent offense.

5. As soon as reasonably possible after a parolee has been taken into custody, the supervising staff shall assure the parolee is served with a copy of the parole warrant and shall advise the parolee in writing of the alleged violations of the terms and conditions of parole and the parolee's right to a preliminary parole revocation hearing and a final parole revocation hearing.

6. The preliminary parole revocation hearing is conducted in order to determine whether there is probable cause to believe the parolee violated one or more of the terms or conditions of parole and whether further detention is warranted pending a final hearing for revocation of parole. The preliminary hearing may only be conducted by a department staff not directly involved in the supervision of the parolee and not involved in bringing the allegation of a violation of any of the terms or conditions of parole. The parolee is entitled to:

   a. Written notice of the purpose of the hearing and the alleged violations;

   b. The opportunity to be heard in person and present witnesses and documentary evidence;

   c. The opportunity to confront and cross-examine adverse witnesses, unless the hearing officer determines that confrontation may create a risk of harm to the witness;

   d. The right to submit a written statement to the Parole Board as to the reasons why parole should not be revoked or why the Parole Board should not order all or a part of the remaining sentence;

e. Although there is no right to appointed legal counsel, the parolee may obtain a lawyer at the parolee's own expense; and

f. A written statement as to the findings of the hearing.

7. If requested by the parolee after a preliminary hearing, an administrative parole revocation hearing must be held before an administrative law judge designated by the North Dakota Office of Administrative Hearings. The parolee is entitled to:

a. Written notice of the purpose of the hearing and the alleged violations of the terms or conditions of parole;
b. The opportunity to be heard in person and to present testimony and evidence;

c. The opportunity to confront and cross-examine adverse witnesses, unless a determination has been made there is a risk to safety and security;

d. A written decision with findings of fact and reasons for the decision.

8. The parolee may waive the preliminary hearings and admit any of the alleged violations of parole. The parolee may present a statement in mitigation of revocation of parole. There may be instances in which it is in the best interest of the department to conduct a preliminary hearing. The department may hold a preliminary hearing regardless of the parolee's choice to waive the hearing. The department may request a final revocation hearing even if the parolee does not request one.

9. The Parole Board shall make the final determination whether the parolee should be returned to physical custody to serve all or part of the remaining part of the parolee's sentence that has not been served in custody.

10. The clerk shall determine the appropriate placement for a parolee who has been found guilty of, or who has pled guilty to, a violation of any of the terms and conditions of parole and has been ordered returned to the physical custody of the department. In making this determination, the clerk shall consider established criteria designed to ensure that the placement serves the best interests of community safety, the parolee, and aligns with departmental managing offender behavior manual. The Parole Board acknowledges the department’s expertise in this area and supports the use of these criteria in guiding placement decisions.

11. A parole violator will not receive further parole consideration unless the Parole Board sets a future review date in the revocation order.

H. Parole Reconsideration (Rescission). Pursuant to N.D.C.C. § 12-59-12, the Parole Board may reconsider its action granting parole prior to an adult in custody's release to parole supervision. When doing so, the parole clerk or deputy clerk may suspend a parole date, conduct any necessary investigation or hearings, and shall place the case on the docket for reconsideration and action at the next regularly scheduled Parole Board meeting.

I. Parole Modification. With good cause, the Parole Board may modify or enlarge conditions of parole at any time before expiration or termination of parole. The parolee is entitled to:

1. Written notice of the purpose of the modification;

2. The opportunity to present written testimony and evidence; and

3. A written decision regarding the modification and a copy of the modified conditions of parole supervision.

6. **SIGNATURE:** This policy with procedures and applicable manuals becomes effective when signed by the Clerk and the Chairperson of the Board.

This copy has been approved by the Director with the original signature on file.