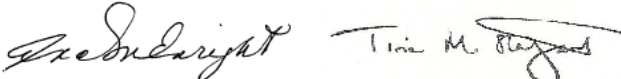
 <p>Corrections and Community Supervision</p> <p>DIRECTIVE</p>	<p>TITLE</p> <p>Requests by Staff for a Review of a Preliminary or Final Revocation Hearing</p>		<p>NO. 8630</p>
			<p>DATE 02/14/2019</p>
<p>SUPERSEDES</p> <p>Dir. #8630, Dtd. 11/07/17</p>	<p>DISTRIBUTION</p> <p>A B</p>	<p>PAGES</p> <p>PAGE 1 OF 2</p>	<p>DATE LAST REVISED</p>
<p>REFERENCES (Include but are not limited to)</p>	<p>APPROVING AUTHORITY</p> 		

- I. **DESCRIPTION:** This directive outlines for staff of the Department of Corrections and Community Supervision (DOCCS) and Board of Parole, the procedures to be followed when a request is made by Departmental staff for a review of a preliminary or final parole revocation hearing.
- II. **REQUESTS FOR REVIEW MADE BY PAROLE VIOLATION UNIT (PVU) STAFF**
 - A. Requests by Parole Violations Unit (PVU) staff for a review of a decision made following a preliminary or final revocation hearing should be submitted in writing to the staff member's supervisor. The supervisor should meet with the staff member and discuss the basis for the request, examine any supporting documentation, review the written decision of the Preliminary Hearing Officer (PHO) or Administrative Law Judge (ALJ) and determine whether further review is warranted. If the supervisor determines that further review is not warranted, he or she should provide the staff member with a written memorandum stating the reasons for the decision and provide any appropriate direction or instruction. In addition, the supervisor should provide the Chief of the PVU with a copy of the request and the supervisor's memorandum.
 - B. If the supervisor determines that further review is warranted, the supervisor should submit to the Chief of the PVU the staff member's written statement of the specific issues for which a review is being requested, a copy of the PHOs or ALJs written decision, a copy of any supporting documentation, the violation of release report, any exhibits, and the hearing record (transcript). The Chief of the PVU will examine the materials presented, discuss the request with the supervisor, direct any further investigation deemed necessary, and decide whether the request should be forwarded to the Chief Administrative Law Judge for further review.
 - C. If the Chief of the PVU decides not to forward the request for further review, the reasons for the decision should be explained to the supervisor and memorialized by e-mail to the supervisor, and requesting staff member, along with any appropriate instructive or corrective directions.
 - D. If the Chief of the PVU decides to forward the request for review to the Chief Administrative Law Judge, the request should include a clear statement of the issues requested for review, a copy of the PHOs or ALJs written decision, a copy of any supporting documentation, the violation of release report, any exhibits, and the hearing record (transcript). The Director of Internal Operations for Community Supervision and Office of Counsel to the Board of Parole should be copied on all requests for review sent to the Chief Administrative Law Judge.

III. REQUESTS FOR REVIEW MADE BY COMMUNITY SUPERVISION STAFF

- A. All requests for review originating from Community Supervision field staff, should be reviewed by a staff member whose rank is Bureau Chief or higher. Such review should include an examination of the transcript from the subject hearing, any supporting documentation, the written decision of the PHO or ALJ along with any exhibits relevant to the request.
- B. If the reviewer determines there is no need for further review, the reason(s) for that decision should be memorialized by e-mail to the staff member(s) requesting the review along with any instructive or corrective directions.
- C. If the reviewer decides that the issues presented by staff's request warrant further review, then a clear statement of the specific issues requested for review, along with a copy of the PHOs or ALJs written decision, a copy of any supporting documentation, the violation of release report, any exhibits, and the hearing record (transcript), should be forwarded by the Regional Director to the Chief Administrative Law Judge. The Director of Internal Operations for Community Supervision and Office of Counsel to the Board of Parole should be copied on all requests for review sent to the Chief Administrative Law Judge.

IV. REVIEW BY THE CHIEF ADMINISTRATIVE LAW JUDGE

- A. Upon receiving a request for the review of a preliminary or final revocation hearing, such receipt shall be promptly acknowledged in writing by the Chief Administrative Law Judge.
 - B. The Chief Administrative Law Judge will forward the request along with all supporting documentation to the Supervising Administrative Law Judge, who supervises the presiding PHO or ALJ for examination and review.
 - C. After reviewing the documents and discussing the issues raised with the presiding PHO or ALJ, the Supervising Administrative Law Judge will prepare a preliminary report of findings and submit it to the Chief Administrative Law Judge for review.
 - D. The Chief Administrative Law Judge will review the report of findings, consult with the Chairperson, or designee, and issue his or her official finding(s), accompanied by a written explanation of the reason(s) for the finding(s) and the action taken.
- V. OVERSIGHT:** Oversight and facilitation of the review process will be conducted by the Chairperson, or designee, and the Director of Internal Operations for Community Supervision.