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Colorado Board of Parole

1600 W. 24th St., Bldg 54
Pueblo, CO 81003

MEMORANDUM

Date: January 7, 2014
To: Colorado Department of Corrections
From: Brandon Shaffer, Colorado Board of Parole, Chairperson
Subj.: Parole Application File Review Regarding
Inmates Convicted of a Class I COPD Infraction and
Inmates Within Six Months of Mandatory Release Date

In accordance with the provisions of section 17-2-201 (4) (a), C.R.S. (2014), and the Rules governing the State Board of Parole and Parole Proceedings, 8 CCR 1511-1 (2014), it is the policy of the State Board of Parole to conduct a parole application interview with an inmate within ninety days prior to the inmate's first Parole Eligibility Date (PED). This initial parole application interview may be conducted by video conferencing, telephone, or face-to-face.

Subsequent parole application reviews for an inmate may be conducted by file review without the presence of the inmate under the following conditions (in addition to other statutory provisions):

- (a) The inmate has been convicted of a Class I Code of Penal Discipline infraction within 12 months of a scheduled parole hearing by the board; or
- (b) The inmate is within six months of his or her Mandatory Release Date (MRD).

The board shall provide electronic notice to the inmate's case manager and to the Department of Corrections Victim Services Unit (VSU) of the board's decision to conduct a file review without the presence of the inmate at least sixty days prior to the inmate's next scheduled annual parole application review. In accordance with section 17-2-214, C.R.S. (2014), this will afford sufficient time for VSU to notify victims of crimes (or their representatives) in order to exercise their right to appear personally, telephonically, or provide written input regarding this file review proceeding. The board shall consider all expressed views received from victims of crimes prior to reaching a parole release decision. Immediately upon completion of the file review and release decision, the board shall electronically issue the Notice of Colorado Parole Board Action. Within twenty-four hours, the board's release decision shall be conveyed to the VSU and to the inmate's case manager. The VSU shall inform the victims of crime (or their representative) of the board's decision. The case manager shall notify the inmate of the board's decision.

Brandon Shaffer
Colorado Board of Parole
Chairperson