


Commonwealth of Pennsylvania 	Chapter 3 Procedure 03.03.02	Date Revised:
Pennsylvania Parole Board		Date of Issue: 09.01.2023
Chapter Title CASE RECORDS, DECISIONAL PROCESSING		Effective Date: 09.01.2023
Subject Preliminary Hearing (PB340A)		PUBLIC

I. Authority

This procedure is issued by the Chairperson, pursuant to 61 Pa.C.S. § 6112.

II. Purpose

The purpose of this procedure is to outline the Parole Board’s process for scheduling and conducting preliminary hearings.

III. Applicability

This procedure is applicable to all Parole Board employees and Department of Corrections employees.

IV. Policy

It shall be the policy of the Parole Board to conduct preliminary hearings in accordance with all governing laws.

V. Procedure

A. Schedule a preliminary hearing

1. A preliminary hearing will be scheduled by the Hearing Examiner Division upon request by institutional or field supervision staff via the Hearing Interview Planner (HIP).
2. The hearing coordinator who scheduled the preliminary hearing will notify the following people:
 - a) Hearing Examiner,
 - b) SCI Institutional staff,
 - c) Field Agent of Record,
 - d) Resource Account for District Office of the Field Agent, and
 - e) SCI Resource Account through the HIP Application.

B. Hearing Packet Requirements

1. Department of Corrections, Field Services staff must provide a hearing packet to the Hearing Examiner, the offender, and to their counsel. The packet shall be provided to all parties no later than the day before the scheduled hearing. The following documents shall be contained in a hearing packet:

- a) All current Technical Arrest and Disposition Report (DC 257T),
- b) A Supervision History (DC-257H) covering the entire period of supervision,
- c) The Notice of Charges and Hearing (PB-257N),
- d) The Offender Rights at Board Hearings (PB-257OR),
- e) All applicable Order to Release on Parole/Reparole (PB-10) and Conditions Governing Parole/Reparole (PB-11),
- f) Copies of all related warrants, and
- g) Any prior Requests for Continuation of Hearing (PB 29).

C. 340A Hearing Report

- 1. The Hearing Examiner shall complete and distribute the Hearing Examiner's Findings (PB-340A). The PB 340A should be forwarded to the parties involved with the hearing.

VI. Suspension during an emergency

This procedure may be suspended during an emergency at the sole discretion of the Parole Board Chairman.

VII. Rights under this procedure

This procedure creates no right under the law.

VIII. Release of information and distribution of procedure

- A. This procedure does not contain information that impacts the security of Parole Board staff or parolees and may therefore be released to the public.
- B. This procedure is to be distributed to all Parole Board staff.