

Organizational Placement:

Schedule #: 2006-0016

Agency: Board of Parole and Post-Prison Supervision

Program Description:

The three-member Board of Parole and Post-Prison Supervision is appointed by the governor and confirmed by the Senate to four-year terms. Under the authority of ORS 137 and ORS 144, the board works in partnership with the Department of Corrections and local supervisory authorities to protect the public and reduce the risk of repeat criminal behavior through incarceration and community supervision decisions.

The board imposes prison terms and makes parole decisions on offenders whose criminal conduct occurred prior to November 1, 1989; who have been sentenced as dangerous offenders; or sentenced for aggravated murder and are eligible for parole. Parole is a period of supervision in the community following release from prison. Offenders on parole are released from prison by the board before their sentences are completed, and serve the remainder of the sentence under community supervision.

Post-prison supervision is a sentence of correctional supervision in the community following a prison or jail sentence, and has been in use since 1989. For most crimes committed since November 1, 1989, the sentencing court and the Department of Corrections establish the length of prison terms using sentencing guidelines. Offenders sentenced under these guidelines are discharged from post-prison supervision automatically upon expiration of the statutory period of supervision. The board determines conditions that must be met by the offender following a sentence of 12 months or more in a state institution. Local jurisdictions determine conditions that must be met by the offender following a sentence of less than 12 months in a local correctional facility.

Other functions performed by board staff include issuing arrest warrants for absconders, and imposing sanctions on violators of conditions of community supervision. They also notify eligible victims of hearings and releases, and respond to requests for information about individual inmates and parole and post-prison supervision in general. The Department of Corrections provides support functions such as accounting, facilities management, information systems, payroll, and purchasing for the board.

Program Records:

001 State Board of Parole and Post-Prison Supervision Records, 1988 - [ongoing], 2.00 c.f.

- (a) Retain board meeting minutes and member biographies permanently, transfer to State Archives after 10 years
- (b) Retain board formation and organizational records permanently, transfer to State Archives after 10 years
- (c) Retain Board Reports and Studies permanently, transfer to State Archives after 10 years
- (d) Retain audiotapes 1 year following transcription, destroy

002 Statistical Reports

- (a) Retain monthly and special reports 15 years, destroy
- (b) Retain all other records 2 years, destroy

003 Inmate Parole and Post-Prison Supervision Case Files (Includes all records relating to the case: e.g. appeals, warrants, letters, hearings files, revocations, board rulings, etc.)

Retain 25 years after discharge, destroy

004 Hearing Schedules

Retain 2 years, destroy

005 Hearing Tape Recordings

Retain 4 years, destroy, or reuse tapes

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Administrative Rule Preparation Records
Agency Organizational Records
Attorney General Opinions
Business Plan Records
Calendar and Scheduling Records
Contracts and Agreements
Correspondence
LEDS Certification Records
Legislative Tracking Records
Litigation Records
Mailing Lists
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Postal Records
Security Records
Staff Meeting Records

Personnel Records – OAR 166-300-0040

Employee Personnel Records
Employee Training Records
Position Description and Reclassification Records
Recruitment and Selection Records

Databases:

PAROLE BOARD MANAGEMENT INFORMATION SYSTEM