5-22-040 Parolee Misconduct

PURPOSE OF ORDER:

This order establishes the policy which shall ensure timely notification to the Board of Prison Terms for incidents of misconduct by Twin Towers Correctional Facility inmates with parole holds. Penal Code Section 3057 provides the Board of Prison Terms authority to extend the period of confinement of parolees for in-custody misconduct.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

When encountering acts of misconduct by inmates, TTCF personnel shall comply with existing discipline procedures. (Refer to Unit Order 5-22-010, Inmate Discipline Procedures.) In event the act warrants disciplinary action, the handling officer shall fill out an Inmate Incident Report (SH-J 213).

Prior to submitting the report to the Bonus Deputy, the officer initiating the report shall conduct an inquiry, via the JDS terminal, to verify the inmate's parole status. The officer shall make the appropriate notation, "PAROLE HOLD" or "NO PAROLE HOLD" in the upper right margin of the Inmate Incident Report. Parole holds will be reflected by the charge 3056 P.C. This charge may be the only charge against the inmate or may appear in conjunction with other charge(s).

It shall be the responsibility of the Bonus Deputy to ensure that the Inmate Incident Report is complete and the appropriate parole hold information is properly recorded in the upper right margin.

The Watch Commander has the responsibility of reviewing all Incident Reports prior to their being submitted to the Unit Commander for approval of disciplinary action. In the event an Incident Report reflects that the concerned inmate is an active parolee, the Watch Commander shall advise the Operation’s Staff via e-mail to prepare a brief correspondence to be forwarded to the Board of Prison Terms.

Copies of all reports pertaining to the incident shall be attached to the correspondence and forwarded to the Unit Commander for approval. Upon the Unit Commander's approval, the correspondence and accompanying reports shall be forwarded via U.S. mail to:

Board of Prison Terms
Region III
107 South Broadway, Room 3003
Los Angeles, California 90012
Attn: Regional Administrator