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# **Parole Board Staff Meeting**

**January 23<sup>rd</sup>, 2024**

# Parole Board Staff Meeting

## MINUTES

DATE AND TIME	January 23 <sup>rd</sup> , 2024, 9:00 AM
LOCATION	Virtually via Microsoft Teams - <a href="#">Parole Board Teams Meeting Link</a> .
TYPE OF MEETING	Parole Board Staff Meeting
FACILITATOR	Mary Jane Ainsworth
NOTE TAKER	Colby Leno
ATTENDEES	Dean George, Patricia Boucher, Richard Grassi, Wayne Dengler, Luci Stephens, Thomas Giffin, Mary Jane Ainsworth, Colby Leno, Carla Vecchione, Linn Caroleo (left the meeting early). Special Attendees: Michelle Pelletier and Sadie Donovan from the Vermont Restitution Unit.

### Agenda Topics (See attachment A for agenda)

1. Topic: Review Agenda

Presenter: Mary Jane Ainsworth

DISCUSSION	<u>Introduction of the Topic:</u> Review of the staff meeting agenda that was sent out to the board members prior to the meeting commencing.	
<u>Questions:</u>		
1. Should there be an addition to the agenda concerning meeting minutes being recorded or written? Can this just be part of the agenda item for the approval of the previous months minutes since the conversation started there? (Mary Jane)		
A. A vote or action should be taken during the review and approval of the previous meeting minutes.		
CONCLUSIONS	No additions to the posted agenda. Unanimous vote by all members to approve the agenda.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None at this time.		

2. Topic: Review and Approval of Previous Meeting Minutes

Presenter: Dean George

DISCUSSION	<u>Introduction of the Topic:</u> The office staff prepared meeting minutes of the last Parole Board Staff Meeting held on 11/21/2023 for the board to review. (See attachment B)	
<u>Questions:</u>		
1. Are there any additions or changes needed to the Meeting Minutes from the 11/21/2023 meeting? (Dean)		
a. The changes or corrections would take place immediately and then the board would vote to approve the corrected minutes.		
Patricia made the motion to approve the 11/21/2023 meeting minutes as amended for the Bail Hearings topic. Luci seconded. Vote: 7 in favor. The previous minutes were approved as amended.		
Dick made the motion to approve the 11/21/2023 meeting minutes as amended for the Meeting Minutes topic. Luci seconded. Vote: 7 in favor. The previous minutes were approved as amended.		
CONCLUSIONS	Meeting Minutes from the 11/21/2023 staff meeting amended and approved.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Amend the Staff Meeting Minutes from the 11/21/2023 meeting and post online.	Colby Leno	Must be posted within 5 business days of the meeting.

3. Topic: Restitution Unit

Presenter: Michelle Pelletier & Sadie Donovan

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> The Restitution Unit would like to request that the wording of condition 12 of the Parole Boards conditions be amended to "You shall pay court ordered restitution to the Vermont Restitution Unit in a plan agreed upon with their office and to the satisfaction of your Parole Officer."	
<u>Attendees Input:</u> Michelle: Would like the wording updated to include the Restitution Unit as they are they are the ones that collect the restitution and set up payment plans. The current wording only includes the Parole Officer. Also important is when the offender is transferred out of state via ICOTS. They have heard from other jurisdictions that if the restitution information is included in the ICOTS paperwork, the receiving state will assist in collecting the restitution.  Mary Jane: This would take effect for hearings in February. We will not be reissuing already signed parole agreements.		
<b>CONCLUSIONS</b>	No objections given by the board concerning the request. Patricia made the motion to amend condition 12 of the Parole Boards special conditions to the language that was proposed by the Restitution Unit. Wayne seconded. Vote: 7 in favor.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Mary Jane to send out updated parole conditions guidance to board members with the updated wording for condition 12.	Mary Jane Ainsworth	Open

4. Topic: Parole Violations

Presenter: Dean George

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Discussion concerning findings and questioning during a parole violation hearing.	
<u>Attendees Input:</u> Dean: The language of the findings during violation hearings should be drafted by the chair of the hearing and then reviewed/added to by the other 2 board members. Once the disposition is given at the hearing, the chair can read what the board decided disposition and the findings. This should be a brief statement, not a paragraph. Regarding questioning for violation hearings, the board needs to be careful not to go into depth beyond anything that is a point of clarification on the evidence that is presented. The board makes their decision based on what is presented and the board should not be asking probing questions during these hearings.  Mary Jane: The finding should be read verbatim from what was written as it is what the board members agreed upon and provides consistency with what was stated on the record and what was written. There is no need to get hung up on terminology for the findings. A to the point statement is better than a drawn-out statement. There might be some confusion on how to question during the evidentiary portion of the hearing and the disposition part.  Luci: The board needs to make sure that they are using the correction terminology when drafting/presenting their findings.		
<b>CONCLUSIONS</b>	Informational only. No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

5. Topic: Postponed Hearings

Presenter: Mary Jane Ainsworth

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> It is very important for hearing prep to review the previous hearing that was postponed.	
<u>Attendees Input:</u> Mary Jane: It's helpful in many ways to review the audio from the previous hearing. It can help with SDMF forms for parole consideration hearings and answer questions concerning postponed violation hearings. The recordings will always be in the offenders file labeled ".PENDING (Hearing type)".  Dean: The schedule will always indicate if the hearing is one that has been postponed before.  Wayne: This is a good idea because there are times that he feels blindsided going into postponed hearings.		
<b>CONCLUSIONS</b>	Informational only. No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Send out detailed instructions on how to view hearings in the offender's file.	Mary Jane	Open

6. Topic: Conditions

Presenter: Dean George

<b>DISCUSSION</b>	<p><u>Introduction of the Topic:</u> a) How should the board condition individuals that are being paroled to a Detainer or paroled via ICOTS?</p> <p>b) Conversation with DOC concerning conditions.</p> <p><u>Attendees Input:</u></p> <p>a) Dean: The understanding was that the receiving state or jurisdiction was in the receiving jurisdiction or state sets the conditions. The new understanding is that the board is setting conditions that they are suggesting for supervision. This would also be helpful if the individual comes back to Vermont pending a rescission hearing for the parole to detainer, the PO would have some conditions to supervise while the individual is in the community.</p> <p>Mary Jane: It might be best to condition these type of cases as you would, based on risk and if they were being released on parole in Vermont with the addition of condition 18 for each specific out of state condition.</p> <p>b) Dean: Gary Marvel had a meeting with Dean and Mary Jane. DOC is looking to have conditions for community release be as similar to parole conditions as they can be. It was reiterated that the board sets conditions based on risk. Gary stated that he will continue to train staff on how the board conditions and how to use the Parole Board condition guidance when requesting conditions.</p>		
<b>CONCLUSIONS</b>	Informational only. No vote or action taken.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None at this time.			

7. Topic: Structured Decision-Making Framework Check-in

Presenter: Mary Jane Ainsworth

<b>DISCUSSION</b>	<p><u>Introduction of the Topic:</u></p> <p>a) Discuss how it is going?</p> <p>b) Discuss areas of difference in coding. (See attachment C)</p> <ul style="list-style-type: none"> <li>o Review a hearing with difference in coding.</li> </ul> <p>c) Completely filling out the SDMF forms.</p> <p>d) Updates on the new parole summary.</p> <p>e) Discussion on when to go live with all cases.</p>		
<p><u>Attendees Input for Subitem a:</u></p> <p>Richard: Frustrated and overwhelmed with trying to find the information needed for the domains. Knows that you can get the information in the interview but then you have to write the information during the hearing and he can't write that fast. Trying to do so many things at once makes him feel lost when trying to complete these.</p> <p>Patricia: Her most difficult domain is "Ability to control behavior".</p> <p>Linn: Her concern is what to write when a hearing gets postponed because then all her questions don't get answered.</p> <p>Thomas: When it has to do with treatment, should it be considered that the offender is willing to take treatment or should the fact that they have completed treatment multiple times and it just didn't stick.</p> <p>Mary Jane and the board discussed previous trainings of the SDMF framework to address the above issues that were raised.</p> <p>With cases that are postponed and part of the hearing was already completed, the only SDMF forms that will be kept are the ones from the disposition hearings. Review of the previous hearing is important for completion of the SDMF forms.</p> <p><u>Attendees Input for Subitem b:</u></p> <p>The board reviewed data from the assigned SDMF cases from the previous month and how they were coded by each member.</p> <p>Mary Jane: The coding is aligning more often between the board members on each case than they were from the previous months. Starting in January, the board will review at least 1 hearing from the previously assigned SDMF cases. After reviewing, the board will discuss the case and how the coding was determined. This will allow for an interactive discussion with all members concerning differences in coding.</p> <p><u>Attendees Input for Subitem c:</u></p> <p>Board members were reminded that SDMF forms need to be filled out completely after the hearings. The office staff will be keeping the forms in the hearing file until the Monday following the hearing date to allow the board members to fill out any notes or comments.</p> <p><u>Attendees Input for Subitem d:</u></p> <p>The new parole summary that is more aligned with the SDMF tool was reviewed with the board members.</p> <p>Mary Jane: Several Q&amp;A sessions were held in December for DOC to be introduced to the new summary. It was sent out to be used in the beginning of January. The office staff will no longer be accepting the previous version of the parole summary with the June</p>			

hearings. A reminder will be sent to DOC that criminal record checks need to be run no more than 30 days before a scheduled hearing even for incarcerated individuals.

Attendees Input for Subitem f:

Currently 3 random cases are assigned per hearing day to use the SDMF tool. When the new summary is being used more, the board will start using it on all parole consideration hearings. The board will remain at 3 cases. The board will reassess at their next staff meeting.

<b>CONCLUSIONS</b>	Information only – No vote or action taken.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None at this time.			

8. Topic: Early Discharge Requests

Presenter: Dean George

<b>DISCUSSION</b>	<p><u>Introduction of the Topic:</u> 3 cases were submitted for the Parole Board to review and decide if an Early Release from Parole hearing would be scheduled. (See attachment D) The 3 cases were for:</p> <ol style="list-style-type: none"> <li>1. Gary Dowe (update)</li> <li>2. Rebecca Wetter</li> <li>3. Adam Colon</li> </ol>		
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Attendees Input:

Luci: Did not see or review any of the cases for early discharge and will have to abstain from voting.

Case 1: Gary Dowe (update)

Updated progress report received from the supervising state.

Dean: The updated progress report no longer states that the supervising state is no longer supporting early discharge. Has their recommendation changed from the last meeting. The note now states that the individual continues on supervision.

Luci: There was no information in the report about victims and if they had any input regarding the request.

Patricia made the motion to not schedule the hearing for this case. Luci seconded.

Vote: 6 in favor, 1 absent (Linn).

The hearing was denied.

The board feels this was a serious offense and based on the recommendation and response from the out of state supervision that Gary Dowe should continue to be supervised.

Case 2: Rebecca Wetter

No discussion was needed for this case.

Luci made the motion to schedule the hearing for this case. Patricia seconded.

Vote: 6 in favor, 1 absent (Linn).

The hearing was granted and will be scheduled in February.

Case 2: Adam Colon

No discussion was needed for this case.

Patricia made the motion to schedule the hearing for this case. Wayne seconded.

Vote: 6 in favor, 1 absent (Linn).

The hearing was granted and will be scheduled in February.

<b>CONCLUSIONS</b>	All 3 cases submitted were voted. 2 hearings granted and 1 denied.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Inform Parole Officers of what the board decided.	Colby Leno	01/26/2024	

9. Topic: Technical Assistance from the Center for Effective Public Policy      Presenter: Mary Jane Ainsworth

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> The board applied for technical Assistance from the Center for Effective Public Policy. The application was accepted and granted in late December. Mary Jane and Dean will be meeting with Richard Stroker to decide what training to engage in and when.	
<u>Attendees Input:</u> Mary Jane: Recommending training for violation hearing and how to respond to violating behaviors.		
<b>CONCLUSIONS</b>	Information only – no conclusion needed.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

10. Topic: February Schedule      Presenter: Dean George

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Discussion of any conflicts in the month of December. Will there be a staff meeting in December? (See attachment E)	
<u>Attendees Input:</u> Thomas: No conflicts  Luci: Not available on the 5 <sup>th</sup> .  Wayne: No conflicts.  Richard: No conflicts. Might have some appointments coming up but they should not interfere.  Patricia: No conflicts.  Dean: No conflicts.  Mary Jane: There will be no staff meeting in February.		
<b>CONCLUSIONS</b>	The board agreed to not schedule a staff meeting for February	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
December hearing officer assignments.	Dean George	01/31/2024

11. Topic: Executive Session – Legal Session      Presenter: Dean George

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Executive session for legal discussion	
<u>Attendees Input:</u>  Luci made the motion for the board to move to executive session to discuss legal issues. Thomas seconded. Vote: 6 in favor, 1 absent (Linn). The executive session was granted.		
<b>CONCLUSIONS</b>	Information only – no conclusion needed.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

<b>NEXT MEETING DATE</b>	March 2024. Date and time to be determined.
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## Vermont Parole Board Staff Meeting Agenda January 23, 2024

The Meeting will be held via Microsoft Teams. There will not be an in-person option.

Join on your computer or mobile app

[Click here to join the meeting](#)

Meeting ID: 254 187 282 422

Passcode: 7ThQUB

Or call in (audio only)

[802-828-7667](tel:802-828-7667)

Phone Conference ID: 930 548 305#

9:00 am – Board Business

- Review Agenda
  - Review Changes
  - Additions
- Review and Approval of Previous Meeting Minutes
- Restitution Unit – They would like to speak with the Board regarding condition 12 on the parole agreement and suggest an amendment to the language.
  - Suggested language: “You shall pay court ordered restitution to the VT Restitution Unit in a plan agreed upon with their office and to the satisfaction of your Parole Officer.”
- Parole Violations
  - Findings
  - Questioning
- Postponed Hearings – Discussion around preparation
- Conditions
  - Conditions for Parole to Detainer and ICOTS Cases
  - Recap of discussion with Gary Marvel at DOC
- Structured Decision-Making Framework
  - Discuss how it is going.
    - Discuss areas of difference in coding.
      - Review a hearing with difference in coding.
      - Listen to hearing and discuss the case.
    - Completely filling out the forms
    - Update on the new parole summary & Teams meetings with DOC
    - Thoughts on going live with more or all cases
- Early Discharge Requests
  - Gary Dowe Update
  - Rebecca Wetter
  - Adam Colon
- Technical Assistance from the Center for Effective Public Policy
- February Schedule
- Executive Session – Legal Session



# Parole Board Staff Meeting

## MINUTES

<b>DATE AND TIME</b>	November 21 <sup>st</sup> , 2023, 8:30 AM
<b>LOCATION</b>	Virtually via Microsoft Teams - <a href="#">Parole Board Teams Meeting Link</a> .
<b>TYPE OF MEETING</b>	Parole Board Staff Meeting
<b>FACILITATOR</b>	Mary Jane Ainsworth
<b>NOTE TAKER</b>	Colby Leno
<b>ATTENDEES</b>	Dean George, Patricia Boucher, Richard Grassi, Wayne Dengler, Luci Stephens, Thomas Giffin, Mary Jane Ainsworth, Colby Leno, Carla Vecchione Absent Member: Linn Caroleo Special Attendees: Anthony Folland from the Vermont Department of Health VDH), David Riggin from the National Institute of Corrections (NIC), Abigail Strait from the National Institute of Corrections (NIC)

### Agenda Topics (See attachment A for agenda)

1. Topic: Review Agenda

Presenter: Mary Jane Ainsworth

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Review of the staff meeting agenda that was sent out to the board members prior to the meeting commencing. Any changes or additions should be made at the beginning of the staff meeting instead of having an "Other Items" topic at the end of the meeting.		
<u>Questions:</u>			
1. Any changes or additions needed to the agenda for today? (Mary Jane)			
A. Board Members indicated that they had no changes or additions to the published agenda.			
<b>CONCLUSIONS</b>	Informational only. No vote or action taken.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None at this time.			

2. Topic: Review and Approval of Previous Meeting Minutes

Presenter: Dean George

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> The office staff prepared meeting minutes of the last Parole Board Staff Meeting for the board to review. This process has not yet been adopted by the board. If the board decides this is how they want the official record of staff meetings to be kept, the 1 <sup>st</sup> item on each meeting agenda would be to review the previous months minutes, submit any changes or corrections and then vote on approving the minutes.		
<u>Questions:</u>			
1. Would any changes to the meeting minutes be done at the time of the review and then approve them or would the approval take place at the following meeting? (Richard)			
A. The changes or corrections would take place immediately and then the board would vote to approve the corrected minutes.			
<u>Attendees Input:</u>			
Dean: The October minutes were written and put together well. The last months minutes will be used as a draft and if the board proceeds with meeting minutes it will take effect in the beginning of the year.			
Richard: Stated that he likes the minutes format that was prepared from the October meeting.			
Colby: Proceeding in January will allow for the office to figure out what should and should not be entered into the meeting minutes.			
Amendment from 01/23/2024 Staff Meeting: The parole board official records of their staff meeting will be the meeting minutes that are prepared by the office staff. Motion moved by Dick and seconded by Luci. Vote: 7 in favor. Motion passed.			
<b>CONCLUSIONS</b>	No vote or action taken at this time. The board will decide if this is how they want the official record to proceed at the January staff meeting.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

Meeting minutes will still be taken while waiting for the Parole Boards decision.	Colby Leno	Must be posted within 5 business days of the meeting.
Add to the January agenda discussion of meeting minutes	Mary Jane Ainsworth	Open

3. Topic: Start Time of Hearing Days

Presenter: Mary Jane Ainsworth

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> The office staff are requesting that hearing times return to the original 9:00 am start time for the schedules. Board members would still log onto the hearings at 8:45. This would allow for any issues that arise with technology or documents to be taken care of prior to hearings starting. This would also allow for extra time for the board's special sessions before the hearing.	
<u>Attendees Input:</u> Dean: The hearing record can be started when everyone has arrived at the hearing and the board will proceed with the hearings whenever it is appropriate to proceed.  Mary Jane: It is logistically easier of the office staff to start the schedules at 9:00 am. Suggested that the record not be started until the 1 <sup>st</sup> person is ready to be seen. Starting the recording at 8:45 with no one available to see the board causes a lot of dead air on the record.		
<b>CONCLUSIONS</b>	The board agreed to return to the 9:00 am start time for hearings. No vote needed.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
December schedule start times to begin at 9:00 am.	Colby Leno, Carla Vecchione and Mary Jane Ainsworth	Open

4. Topic: Bail Hearings at the Time of Violation Hearings

Presenter: Mary Jane Ainsworth

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> There are some consistency issues with regard to requested bail hearings for individuals whose violation hearing was postponed at the time of the hearing.	
<u>Questions:</u> 1. If a bail hearing is requested by the Prisoner's Rights Office (PRO) at the time of the postponement, should a bail hearing take place immediately on that hearing day or is a bail hearing scheduled for a different day? (Mary Jane) A. Yes. It will be a private attorney who will bid for the contract. It cannot be a State attorney.		
<u>Attendees Input:</u> Mary Jane: This is handled differently depending on who is sitting on the board for that hearing day. It would be helpful to establish a procedure for these types of cases. Suggested that the bail hearing is scheduled on a different day and not immediately.  Dean: Suggested that he have a quick meeting with Patrica and Dick to come up with a process as they (Dean, Patricia and Richard) are the only members who conduct bail hearings.  Amendment from 01/23/2024 Staff Meeting: The board will conduct bail hearings requested at the time of a parole violation hearing on a separate day to be scheduled by the office staff. Motion moved by Patricia and seconded by Luci. Vote: 7 in favor. Motion passed.		
<b>CONCLUSIONS</b>	Review proposed procedure at a later date.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Meeting to confirm bail process for violation hearings that are postponed.	Dean George, Patricia Boucher and Richard Grassi	Open

5. Topic: Training from VDH

Presenter: Anthony Folland

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Dawn O'Toole set up this training with the VDH regarding Treatment, Recovery and Harm Reduction in Vermont.	
<b>CONCLUSIONS</b>	The parole board participated in the training.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

<b>DISCUSSION</b>	<p><u>Introduction of the Topic:</u></p> <ul style="list-style-type: none"> <li>a) Discuss how it is going. The Parole Board has been using the SDMF tool for 4 months now, currently 3 cases per hearing day.</li> <li>b) Discuss areas of difference in coding.</li> <li>c) Discuss how to code unadjudicated DR's.</li> <li>d) Completely filling out the SDMF forms.</li> <li>e) Updates on the new parole summary.</li> <li>f) Discussion on when to go live with all cases.</li> </ul>
<p><u>Attendees Input for Subitem a:</u></p> <p>Dean: Feels like he is getting into a routine and for cases that are not assigned as SDMF he is using the same criteria.</p> <p>Luci: Agrees with what Dean stated. It is helping target her questions and helping her to find the relative information for the case.</p> <p><u>Attendees Input for Subitem b:</u></p> <p>David Riggins reviewed domain coding and how to review cases each month regarding differences in coding.</p> <p>Dean: This might be hard to discuss as board members don't see each other's coding unless it's brought up at a staff meeting. Seems like some domains overlap with their release planning.</p> <p>Mary Jane: Shared tracking and statistics that the office is tracking for the board. Reviewed large differences in how the members are coding the same cases. The 2 domains that seem to have the biggest differences are "Ability to Control Behavior (Self – Control)" and "Responsivity (Programming)". Review of discrepancies in coding seems to be helpful and sparks good conversations at staff meetings. Recommended removal of the "Statutory Considerations" domain on the SDMF form due to confusion concerning high risk offenders and statutes that exist.</p> <p>Patricia – The control behavior domain is the hardest domain for her to code.</p> <p>Luci – Her understanding that controlling behavior is a historic domain. If there is a history of the behavior, the coding follows that.</p> <p>Richard – Feels a big problem is because the board doesn't have access to the criminal history anymore. Just the current supervised charges.</p> <p>Luci made a motion to remove the "Statutory Considerations" domain from the Parole Boards SDMF tool. Patricia seconded the motion. Vote: 6 in favor, 1 absent (Linn).</p> <p><u>Attendees Input for Subitem c:</u></p> <p>Mary Jane: The office staff provided an onsite training to Southern State Correctional Facility this month. One of the questions that arose from that training is disciplinary reports (DRs). Are unadjudicated DR's taken into account? DR's can be dismissed due to logistics, but the behavior still occurred.</p> <p>Wayne: Can it just be listed as an undecided DR in the parole summary? Just like a criminal case that is dismissed. Just because it's dismissed doesn't mean that it didn't happen.</p> <p>Dean: Is there any reason that it can't be mentioned by the case worker during the interview and then the board can make the decision if it's significant.</p> <p><u>Attendees Input for Subitem d:</u></p> <p>Mary Jane: The review of the cases is expanding in correlation to the depth of the incarcerated population. It is extremely important to completely fill out the forms, including detailed notes.</p> <p><u>Attendees Input for Subitem e:</u></p> <p>Mary Jane: Will be working on setting up training for DOC regarding the new parole summary. A section is being added to the parole summary for criminal history. DOC will summarize the criminal history and it will be reiterated that the need for record checks at the hearings is important. VCIC will not allow electronic transmission of the record check so DOC filling out the parole summary completely and having the record check available is the best way to get the criminal history information the board is looking for. Hoping to have the parole summary out and used by DOC in January 2024 with a potential hard stop on accepting the old summaries in March 2024.</p> <p>Dick: Is it possible to get the record check overview information at the hearings because that is incredibly useful?</p> <p><u>Attendees Input for Subitem f:</u></p> <p>The goal currently is to conduct all parole eligibility hearings with the SDMF tool by January. Currently 3 random cases are assigned per hearing day to use the SDMF tool. When the new summary is rolled out, the board will start using it on all parole consideration hearings.</p>	
<b>CONCLUSIONS</b>	Information only – no conclusion needed.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Update of the SDMF tool to remove the "Statutory Considerations".	Mary Jane Ainsworth	For the December hearings.

7. Topic: ICOTS & Furloughees

Presenter: Dean George

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> After meeting with legal, it was determined that Furloughees not incarcerated still can be considered by the board for ICOTS parole to another state. The board can grant parole out of state to any offender if they are eligible for parole. The only exception to this is offenders who are already on parole in Vermont. They would still have to transfer their parole to the receiving state through their parole officer.	
<u>Attendees Input:</u> Mary Jane: Furlough is an extension of incarceration. It is considered an Incarcerative status.		
<b>CONCLUSIONS</b>	Information only – no conclusion needed.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None at this time.		

8. Topic: Early Discharge Requests

Presenter: Dean George

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> 3 cases were submitted for the Parole Board to review and decide if an Early Release from Parole hearing would be scheduled. The 3 cases were for: 1. Laura Lagasse-Lamoureux 2. Philip Tetreault 3. Nathaniel Aldrich	
<u>Attendees Input:</u> Luci: Did not see or review any of the cases for early discharge and will have to abstain from voting.		
<u>Case 1: Laura Lagasse-Lamoureux</u> No discussion was needed for this case. Patricia made the motion to schedule the hearing for this case. Richard seconded. Vote: 5 in favor, 1 abstained (Luci), 1 absent (Linn). The hearing was granted and will be scheduled in December.		
<u>Case 2: Philip Tetreault</u> No discussion was needed for this case. Patricia made the motion to schedule the hearing for this case. Richard seconded. Vote: 5 in favor, 1 abstained (Luci), 1 absent (Linn). The hearing was granted and will be scheduled in December.		
<u>Case 2: Nathaniel Aldrich</u> No discussion was needed for this case. Patricia made the motion to schedule the hearing for this case. Wayne seconded. Vote: 5 in favor, 1 abstained (Luci), 1 absent (Linn). The hearing was granted and will be scheduled in December.		
<b>CONCLUSIONS</b>	All 3 cases submitted were voted on and hearings granted.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Inform Parole Officers of what the board decided.	Colby Leno	11/22/2023

9. Topic: December Schedule

Presenter: Dean George

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Discussion of any conflicts in the month of December. Will there be a staff meeting in December?	
<u>Attendees Input:</u> Thomas: Not available on the 5 <sup>th</sup> .  Luci: Not available on the 13 <sup>th</sup> .  Wayne: No conflicts.  Richard: No conflicts.  Patricia: No conflicts.		

Dean: No conflicts.  
 Mary Jane: Due to the holiday schedule, should a staff meeting be scheduled, or should it be skipped for December?

<b>CONCLUSIONS</b>	The board agreed to not schedule a staff meeting for December	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
December hearing officer assignments.	Dean George	12/01/2023

<b>NEXT MEETING DATE</b>	January 2024. Date and time to be determined.
<b>MINUTES APPROVAL</b>	Amended and Approved at the 01/23/2024 Parole Board Staff Meeting.

MONTH	SITE	MEMBER NAME	OFFENDER NAME	Criminal History	Ability to Control Behavior	Responsivity	Institutional / Community Behavior	Offender Change	Release Plan	Case Specific Factors	Victim Considerations	Community Considerations	Final Board Member Vote
DEC	SSCF	GEORGE	HIDALGO, NELSON	A	N	N	M	N	A	N	N	N	G
DEC	SSCF	BOUCHER	HIDALGO, NELSON	A	M	N	M	A	A	A	N	N	D
DEC	SSCF	CAROLEO	HIDALGO, NELSON	A	A	N	M	N	N	N	A	A	G
DEC	SAPP	GEORGE	PETERS, KELLIE	A	M	N	N	M	M	N	N	N	G
DEC	SAPP	BOUCHER	PETERS, KELLIE	A	M	M	M	M	M	N	N	N	G
DEC	SAPP	CAROLEO	PETERS, KELLIE	A	M	M	N	M	M	A	N	N	G
DEC	BRPP	GEORGE	PIQUETTE, DAVID	M	N	M	N	N	N	N	N	N	G
DEC	BRPP	GRASSI	PIQUETTE, DAVID	M	M	N	N	N	N	N		N	G
DEC	BRPP	GIFFIN	PIQUETTE, DAVID	M	N	M	N	M	M	N	A	N	G
DEC	HAPP	GEORGE	MULCAHY, BRETT	N	N	N	N	N	N	N	N	N	G
DEC	HAPP	GRASSI	MULCAHY, BRETT	A	N	M	N	N, M	N	N	A	N	G
DEC	HAPP	GIFFIN	MULCAHY, BRETT	A	N	N	A	M	M	N	A	N	G
DEC	SSCF	BOUCHER	KASTNER, PAUL	A	A	A	A	A	M	N	N	N	D
DEC	SSCF	STEPHENS	KASTNER, PAUL	A	A	A	A	A	M	N	N	N	D
DEC	SSCF	DENGLER	KASTNER, PAUL	A	A	N	A	A	N	N		N	
DEC	SSCF	BOUCHER	PARDA, JACK	N	M	N	M	M	M	N	N	N	G
DEC	SSCF	STEPHENS	PARDA, JACK	A	M	N	M	M	M	N	N	N	G
DEC	SSCF	DENGLER	PARDA, JACK	A	A	A	A	N	N	N		N	
DEC	RUPP	DENGLER	DREW, THOMAS	A	M	M	N	M	M	N	N	N	G
DEC	RUPP	BOUCHER	DREW, THOMAS	M	M	N	M	M	M	N	N	N	G
DEC	RUPP	CAROLEO	DREW, THOMAS	A	M	M	M	M	M	N	N	N	G
DEC	CRCF	DENGLER	BAIRD, CYNTHIA	N	M	M	N	M	M	N	N	N	G
DEC	CRCF	GRASSI	BAIRD, CYNTHIA	M	M	M	M	M	M	N	N	N	G
DEC	CRCF	GEORGE	BAIRD, CYNTHIA	M	M	M	N	M	M	N	N	N	G
DEC	CRCF	GEORGE	BEAN, AMAND	A	N	N	A		M	N	N	N	G
DEC	CRCF	GRASSI	BEAN, AMAND	A	N	N	N		M	N	N	N	G
DEC	CRCF	DENGLER	BEAN, AMAND	A	A	N	A	M	M	N	N	N	G
DEC	BAPP	GEORGE	GODDARD, ANTHONY	M	N	N	M	N	N	N	N	N	G
DEC	BAPP	STEPHENS	GODDARD, ANTHONY	N	N	N	M	M	M	N	N	N	G
DEC	BAPP	GIFFIN	GODDARD, ANTHONY	M	N	M	A	N	M	N	N	N	G
DEC	BAPP	GEORGE	DEMAR, MATTHEW	A	N	N	N	N	M	N	N	N	G
DEC	BAPP	STEPHENS	DEMAR, MATTHEW	A	A	M	N	M	M	N	N	N	G
DEC	BAPP	GIFFIN	DEMAR, MATTHEW	A	M	M	A	M	M	N	N	N	G

Domain was not filled in  
Difference in Coding

MONTH	SITE	MEMBER NAME	OFFENDER NAME	Criminal History	Ability to Control Behavior	Responsivity	Institutional / Community Behavior	Offender Change	Release Plan	Case Specific Factors	Victim Considerations	Community Considerations	Final Board Member Vote
DEC	SSCF	GEORGE	HARDY, DEREK	N	N	N	M	M	M	N	N	N	G
DEC	SSCF	GRASSI	HARDY, DEREK	M	N	N	N	N	M		N	N	G
DEC	SSCF	CAROLEO	HARDY, DEREK	A	M	M	M	M	M	N	N	N	G
DEC	SSCF	GEORGE	CACOPARDO, LOUIS	A	N	N	N	N	M	N	A	N	G
DEC	SSCF	GRASSI	CACOPARDO, LOUIS	N	N	N	N	N	N	N	A		G
DEC	SSCF	CAROLEO	CACOPARDO, LOUIS	A	A, N	M	N	M	M	A	A	N	G
DEC	MVRCF	GEORGE	BABCOCK, RANDY	A	A	N	A	N	N		N	N	D
DEC	MVRCF	GRASSI	BABCOCK, RANDY	A	A	A	A	A	N	N	A	N	D
DEC	NECC	BOUCHER	COMSTOCK, REX	A	M	N	A	A	M	N	N	N	G
DEC	NECC	STEPHENS	COMSTOCK, REX	A	A	N	A	N	M	N	N	N	G
DEC	NECC	CAROLEO	COMSTOCK, REX	A	A		M	N	M	N	N	N	G
DEC	NECC	CAROLEO	BURKE, JEFFREY	A	A	N	M	N	N	N	N	N	D
DEC	NECC	STEPHENS	BURKE, JEFFREY	A	A	N	N	A	N	N	N	N	D
DEC	NECC	BOUCHER	BURKE, JEFFREY	A	A	N	A	A	N	N	N	N	D
DEC	NECC	BOUCHER	SENNA, ZACHARY	A	A	A	A	A	N	N	N	N	D
DEC	NECC	STEPHENS	SENNA, ZACHARY	A	A	A	A	A	N	N	N	N	D
DEC	NECC	CAROLEO	SENNA, ZACHARY	A	A	N	A	N	N	N	N	N	D
DEC	NSCF	GIFFIN	MEYER, ISAIAH	A	M	M	A	M	M	N	N	N	G
DEC	NSCF	BOUCHER	MEYER, ISAIAH	A	A	M	A	A	M	N	N	N	G
DEC	NSCF	DENGLER	MEYER, ISAIAH	A	A	N	A	N	N		N	N	G
DEC	NSCF	GIFFIN	WELLS, GEROMY	A	A	M	A	A	A	N	N	N	G
DEC	NSCF	BOUCHER	WELLS, GEROMY	A	A	A	A	A	M	N	N	N	G
DEC	NSCF	DENGLER	WELLS, GEROMY	A	A	A	A	A	N	N	N	N	G
JAN	SAPP	GIFFIN	METCALF, LEO	M	M	M	N	M	M	N	N	N	G
JAN	SAPP	BOUCHER	METCALF, LEO	M		A	A	M	M	N	N	N	G
JAN	SAPP	GRASSI	METCALF, LEO	M	A	A	N		M	N	N	N	G
JAN	SAPP	GRASSI	BUSHEY, ROBERT	A	A	A	A	A	N	N	N		D
JAN	SAPP	BOUCHER	BUSHEY, ROBERT	A	N	A	A	N	M	N	N	N	D
JAN	SAPP	GIFFIN	BUSHEY, ROBERT	A	A	M	A	A	N	N	N	N	D
JAN	SSCF	GEORGE	PARSON, TERRY	A	N	M	N	N	M	N	N	N	G
JAN	SSCF	GRASSI	PARSON, TERRY	A	A	N	A	N	N	N	N	A	D
JAN	SSCF	GIFFIN	PARSON, TERRY	A	A	M	A	A	A	N	N	N	G
JAN	HAPP	GEORGE	BENSON, TYLER	N	N	N	N	N	N	N	N	N	G
JAN	HAPP	BOUCHER	BENSON, TYLER	M	A	N	N	M	A	N	N	N	G
JAN	HAPP	DENGLER	BENSON, TYLER	N	N	N	A	N	N	N	N	N	G

Domain was not filled in

Difference in Coding

MONTH	SITE	MEMBER NAME	OFFENDER NAME	Criminal History	Ability to Control Behavior	Responsivity	Institutional / Community Behavior	Offender Change	Release Plan	Case Specific Factors	Victim Considerations	Community Considerations	Final Board Member Vote
JAN	HAPP	GEORGE	INGALLS, KEITH	N	A	N	N	N	M	N	N	N	G
JAN	HAPP	BOUCHER	INGALLS, KEITH	A	A	A	M	M	A	N	N	N	D
JAN	HAPP	DENGLER	INGALLS, KEITH	A	A	A	A	N	N	N	N	N	D
JAN	SSCF	GEORGE	FREEMAN, KAI	N	N	A	N		M	N	N	N	D
JAN	SSCF	BOUCHER	FREEMAN, KAI	A	M	A	M	A	A	N	A	N	D
JAN	SSCF	DENGLER	FREEMAN, KAI	M	N	A	A	N	M	N	N	N	D
JAN	SSCF	GEORGE	CASLIN, MARK	A	A	N	A	N	A	N	N	N	D
JAN	SSCF	GRASSI	CASLIN, MARK	A		N					N	N	D
JAN	SSCF	GIFFIN	CASLIN, MARK		A	A	A	A	A	A	N	N	D
JAN	MVRCF	DENGLER	SURRELL, DANIEL	A	N	N	M	N	N	N	N	N	G
JAN	MVRCF	CAROLEO	SURRELL, DANIEL	A	N	N	M	N	M	N	A	N	G
JAN	MVRCF	GEORGE	SURRELL, DANIEL	A	A	N	N	N	N	N	N	N	G
JAN	MVRCF	GEORGE	JONES, JUSTIN	A	A	N	A	N	N	N	N		D
JAN	MVRCF	CAROLEO	JONES, JUSTIN	A	A	A	A	A	N	N	N	N	D
JAN	MVRCF	DENGLER	JONES, JUSTIN	A	A	N	A	N	M	N	N	N	D
JAN	CRCF	GEORGE	HARMON, AMBER	A	N	M	N	M	M	N	N	N	G
JAN	CRCF	GIFFIN	HARMON, AMBER	A	M		N	M	M	N	N	N	
JAN	CRCF	STEPHENS	HARMON, AMBER										
JAN	CRCF	STEPHENS	DEMERS, KAELEIGH										
JAN	CRCF	GIFFIN	DEMERS, KAELEIGH	A	M	M	A	M	A	N	N	N	
JAN	CRCF	GEORGE	DEMERS, KAELEIGH	N	N	N	N	M	M	N	N	N	G
JAN	BUPP	BOUCHER	STYLES, SABRINA	A	M	M	M	M	N	N	N	N	G
JAN	BUPP	CAROLEO	STYLES, SABRINA	A	A	N	M	M	N	N	N	N	G
JAN	BUPP	GRASSI	STYLES, SABRINA	N	N	N				N	N/M	N	G
JAN	BUPP	BOUCHER	VILLA, ROBERT	A	A	A	A	A	A	N	N	N	D
JAN	BUPP	CAROLEO	VILLA, ROBERT	A	A	A	N	A	A	N	N	N	D
JAN	BUPP	GRASSI	VILLA, ROBERT	A	A	A	A	A	A	N	N	N	D

Domain was not filled in

Difference in Coding





## **VERMONT PAROLE BOARD**

### **EARLY TERMINATION OF PAROLE SUPERVISION REQUEST**

**TO:** The State of Vermont Parole Board

**FROM:** Aaron R. Lester                      **WORKSITE:** BUPP

**DATE:** March 2, 2023

**RE:** Dowe, Gary                              **DOB:**07/19/1975

**PAROLE#:** 10712-14XPA

**DATE PLACED ON PAROLE:** 7/17/2014

**PAROLE EXPIRATION DATE:** 4/7/2034

**TYPE OF REQUEST:** Listed Offender - Not Within 6 Months of Expiration Date

**REGISTERED VICTIM NOTIFICATION & COMMENTS:**

Attempts made to contact both listed victims, no response received.

**ORIGINAL OFFENSES:**

Attempted Murder, Possession of Cocaine – F, Aggravated Domestic Assault 1

**SUPERVISION SUMMARY:**

Dowe has been in under supervision of NYDOCCS with an arrival date of 7/22/2014.

As of progress report on 6/16/16, Dowe was abiding by release mandates and supervision plan. Maintained the same residence from 7/22/14 to 6/16/16 and completed mandatory treatment programs regarding domestic violence and sex offender treatment. He continues to report as required and directed, and has been available for curfew and homes checks. Dowe also maintains his supervision fees.

Per a progress report of 2/23/2023: His residence is reported as stable no changes in his residence since his arrival to NY. He has employment, though different than last progress report appears to have maintained employment during his time in NY. He has remained compliant with his conditions of supervision imposed both by NY and VT. He has no pending violations on either state's imposed conditions.

**JUSTIFICATION FOR EARLY TERMINATION OF PAROLE:**

Per Chapter 13, section II, Subsection A3: Early Termination of parole supervision for a listed offender requires that the offender having been on parole supervision with out incident for 8 years, or is within 6 months of the term of their parole. Dowe has been under parole supervision since 7/17/2014, giving him over 8 years of supervision and VTDOC has not received any violations reports from NYDOCCS.

Revised (01/15/2020)



**Interstate Commission for  
Adult Offender Supervision**

**PROGRESS REPORT**

To:  Vermont	Date:  08/22/2015	Type of supervision: <input checked="" type="checkbox"/> Parole <input type="checkbox"/> Probation	Is this case: <input type="checkbox"/> Sex Offender <input checked="" type="checkbox"/> Victim sensitive
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From:  New York	Phone #: 518-457-7568	Fax #: 518-485-8950
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**OFFENDER INFORMATION**

Offender's full name (last, first, MI): Dowe, Gary M	ICOTS Offender Number: 597853 Sending state #: 6395 Receiving state #: 00044312S	ICOTS Case Number: 760425
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AKA:				
SS #: 055-58-3892	FBI #: (if available) 454239DB8	Sex: M	Race: Black	DOB: 07/19/1975

Type of Report:  Annual (Historical Only)  As requested

Address: 480 St. Nicholas Avenue 7M

City: New York	State: NY	Zip: 10030-2711
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**HOME/LIVING SITUATION:**

**EMPLOYMENT:**

Works 28 hours weekly at \$10.00 hourly.

Company:  The Fortune Society
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Address:  29-76 Northern Blvd.
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City: Long Island City	State: NY	Zip: 11101	Telephone: 212-691-7554
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Supervisor: Sherry Goldstein	Job Title: Employment counselor
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Company:  Glen Martin
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Address:  29-76, Northern BLVD
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City: Long Island City	State: NY	Zip: 11101	Telephone: 212-691-7554
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Supervisor: The Fortune Society	Job Title: Vice President of Operations
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<b>Company:</b>			
Fairway Supermarket			
<b>Address:</b>			
230-240 East 86th Street,			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Telephone:</b>
New York	NY	10025	646-616-8000
<b>Supervisor:</b>		<b>Job Title:</b>	
Bob		Stock/sales	
<b>ADDITIONAL CONDITIONS IMPOSED BY THE RECEIVING STATE</b>			
<b>PROGRESS, PERFORMANCE, AND ATTITUDE:</b>			
In compliance. No problems. Will send a readable Copy of NY imposed conditions when received from field officer.			
<b>PROGRESS UPDATE ATTACHMENT DESCRIPTIONS:</b>			
<b>COMPLIANCE WITH CONDITIONS OF SUPERVISION</b>			
<b>CONDITIONS IMPOSED BY VERMONT:</b>			
Conditions Violated:			
Conditions Updated:			
No Change:			
Description/update on conditions imposed by Vermont:			
<b>CONDITIONS IMPOSED BY NEW YORK:</b>			
Conditions Violated:			
Conditions Updated:			
No Change:			
Description/update on conditions required by New York:			
<b>ADDITIONAL CONDITIONS OF SUPERVISION IMPOSED BY NEW YORK:</b>			
Conditions Violated:			
Conditions Updated:			
No Change:			
Description/update on additionally imposed conditions:			
<b>RECOMMENDATIONS/REQUESTS:</b>			
Continue supervision.			
<b>RECOMMENDATIONS/RESPONSE</b>			
<input type="checkbox"/> Consider early termination of supervision for good behavior <input type="checkbox"/> Remove conditions/requirements for good behavior <input type="checkbox"/> Review status with the sentencing/paroling authority for possible recommendations/extension of supervision <input type="checkbox"/> Await outcome/update of new pending charges <input type="checkbox"/> Notification purposes only - Continue to supervise <input type="checkbox"/> Other requests/recommendations - provide explanation below			
<b>Additional Information:</b>			
Continue supervision.			
<b>Other Attachments:</b>			
<b>Supervising Officer/Location:</b>	<b>Date:</b>	<b>Compact Administrator / Designee:</b>	<b>Date:</b>
Mark Bengtsson	06/22/2015	Jessica Mariani	06/22/2015



# Interstate Commission for Adult Offender Supervision

## PROGRESS REPORT

To: Vermont	Date: 02/23/2023	Type of supervision: <input checked="" type="checkbox"/> Parole <input type="checkbox"/> Probation	Is this case: <input type="checkbox"/> Sex Offender <input checked="" type="checkbox"/> Victim sensitive
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From: New York	Phone #: 518-457-7566	Fax #: 518-485-8950
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### OFFENDER INFORMATION

Offender's full name (last, first, MI): Dowe, Gary M	ICOTS Offender Number: 597853 Sending state #: 6395 Receiving state #: 00044312S	ICOTS Case Number: 760425
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AKA:				
SS #: 055-58-3892	FBI #: (if available) 454239DB8	Sex: M	Race: Black	DOB: 07/19/1975

Type of Report:  Annual (Historical Only)  As requested

Address: 480 St. Nicholas Avenue 7M

City: New York	State: NY	Zip: 10030-2711
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### HOME/LIVING SITUATION:

Lives with cousin. Stable

### EMPLOYMENT:

Full-time, \$20.00 hourly

Company: Crunch-Gym

Address: 250 West 54th Street,

City: New York	State: NY	Zip: 10019	Telephone: 212-308-5824
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Supervisor: Manager	Job Title: Sales Clerk
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### ADDITIONAL CONDITIONS IMPOSED BY THE RECEIVING STATE

### PROGRESS UPDATE ATTACHMENT DESCRIPTIONS:

#### COMPLIANCE WITH CONDITIONS OF SUPERVISION

#### CONDITIONS IMPOSED BY VERMONT:

Conditions Violated:

Conditions Updated:

No Change:

Vermont Standard Conditions: Dowe, Gary Standard Vermont parole Conditions

Description/update on conditions imposed by Vermont:

#### CONDITIONS IMPOSED BY NEW YORK:

Conditions Violated:

Conditions Updated:

No Change:

New York Standard Conditions: Subject must abide by and sign NY State conditions.

Description/update on conditions required by New York:

<b>ADDITIONAL CONDITIONS OF SUPERVISION IMPOSED BY NEW YORK:</b>			
Conditions Violated:			
Conditions Updated:			
No Change:			
Description/update on additionally imposed conditions:			
<b>INCENTIVE AND CORRECTIVE ACTIONS</b>			
Incentive Actions:			
Corrective Actions:			
<b>Detail of Incentive and Corrective Action:</b>			
<b>RECOMMENDATIONS/RESPONSE</b>			
<input checked="" type="checkbox"/> Consider early termination of supervision for good behavior <input type="checkbox"/> Remove conditions/requirements for good behavior <input type="checkbox"/> Review status with the sentencing/paroling authority for possible recommendations/extension of supervision <input type="checkbox"/> Await outcome/update of new pending charges <input type="checkbox"/> Notification purposes only - Continue to supervise <input type="checkbox"/> Other requests/recommendations - provide explanation below			
<b>Additional Information:</b>			
Offender remains employed and is in substantial compliance with no issues of concern.			
<b>Other Attachments:</b>			
Supervising Officer/Location:	Date:	Compact Administrator / Designee:	Date:
Mark Bengtsson	02/23/2023	Jessica Mariani	02/23/2023



**Interstate Commission for  
Adult Offender Supervision**

**PROGRESS REPORT**

To:  Vermont	Date:  11/24/2023	Type of supervision: <input checked="" type="checkbox"/> Parole <input type="checkbox"/> Probation	Is this case: <input type="checkbox"/> Sex Offender <input checked="" type="checkbox"/> Victim sensitive
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From:  New York	Phone #: 518-457-7566	Fax #:  518-485-8950
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**OFFENDER INFORMATION**

Offender's full name (last, first, MI):  Dowe, Gary M	ICOTS Offender Number: 597853 Sending state #: 6395 Receiving state #: 00044312S	ICOTS Case Number: 760425
---	--	---------------------------

AKA:				
SS #: 055-58-3892	FBI #: (if available) 454239DB8	Sex: M	Race: Black	DOB: 07/19/1975

Type of Report: <input type="checkbox"/> Annual (Historical Only) <input checked="" type="checkbox"/> As requested		
Address: 954 Gerard Avenue 2nd		
City: Bronx	State: NY	Zip: 10452

**HOME/LIVING SITUATION:**

**EMPLOYMENT:**

subject working as an electrician. employment has been verified by review of paystubs.

Company:  Conedison
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Address:  43-82 Vernon Blvd.,
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City: Long Island City	State: NY	Zip: 11101	Telephone: 000-000-0000
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Supervisor:  not listed	Job Title:  electrician
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**ADDITIONAL CONDITIONS IMPOSED BY THE RECEIVING STATE**

**PROGRESS UPDATE ATTACHMENT DESCRIPTIONS:**

**COMPLIANCE WITH CONDITIONS OF SUPERVISION**

**CONDITIONS IMPOSED BY VERMONT:**

Conditions Violated:

Conditions Updated:

No Change:

Vermont Standard Conditions: Dowe, Gary Standard Vermont parole Conditions

Description/update on conditions imposed by Vermont:

**CONDITIONS IMPOSED BY NEW YORK:**

Conditions Violated:

Conditions Updated:

No Change:

New York Standard Conditions: Subject must abide by and sign NY State conditions.

Description/update on conditions required by New York:

<b>ADDITIONAL CONDITIONS OF SUPERVISION IMPOSED BY NEW YORK:</b>			
Conditions Violated:			
Conditions Updated:			
No Change:			
Description/update on additionally imposed conditions:			
<b>INCENTIVE AND CORRECTIVE ACTIONS</b>			
Incentive Actions:			
Corrective Actions:			
<b>Detail of Incentive and Corrective Action:</b>			
<b>RECOMMENDATIONS/RESPONSE</b>			
<input type="checkbox"/> Consider early termination of supervision for good behavior <input type="checkbox"/> Remove conditions/requirements for good behavior <input type="checkbox"/> Review status with the sentencing/paroling authority for possible recommendations/extension of supervision <input type="checkbox"/> Await outcome/update of new pending charges <input checked="" type="checkbox"/> Notification purposes only - Continue to supervise <input type="checkbox"/> Other requests/recommendations - provide explanation below			
<b>Additional Information:</b>			
the subject maintains stable residence which has been verified via home visits. Last home visit was on 11/14/23 during curfew and the subject was home. He has obtained employment with con-Edison as an electrician which has been verified by review of paystubs, Last paystub reviewed was 10-12-23. The subject has completed required programs of anger management/domestic violence, Substance abuse and Sex offenders counseling. All programs were completed in 2015. The subject makes his office reports twice a month as directed.			
<b>Other Attachments:</b>			
Supervising Officer/Location:	Date:	Compact Administrator / Designee:	Date:
Kyle Reif	11/24/2023	Scott Hurteau	11/24/2023



**VERMONT PAROLE BOARD**

**EARLY TERMINATION OF PAROLE SUPERVISION REQUEST**

**TO:** The State of Vermont Parole Board

**FROM:** Clark Stever                      **WORKSITE:** BUPP

**DATE:** December 26, 2023

**RE:** Rebecca Wetter                      **DOB:**07/28/1966

**PAROLE#:** 15794-16XPA

**DATE PLACED ON PAROLE:** 10/18/2016

**PAROLE EXPIRATION DATE:** 8/9/2026

**TYPE OF REQUEST:** Non-Listed Offender - Not Within 6 Months of Expiration Date

**REGISTERED VICTIM NOTIFICATION & COMMENTS:**

Yes

**ORIGINAL OFFENSES:**

CONSPF

ITF

ITF

ITF

**SUPERVISION SUMMARY:**

Rebecca Wetter transitioned from incarceration to Community Furlough Supervision on August 20, 2015. Rebecca Wetter earned parole on 10/18/2016.

Ms. Wetter has no violations or sanctions since being supervised in the community.

**JUSTIFICATION FOR EARLY TERMINATION OF PAROLE:**

Rebecca Wetter has been supervised by this PO since 04/17/2023. Ms. Wetter returned to Vermont from Florida through ICOTS on 04/17/2023. Ms. Wetter has secured residence in Vermont and in the state of Florida. Ms. Wetter has made all scheduled appointments with this PO. Rebecca is gainfully employed. Ms. Wetter meets the criteria for early discharge of parole, as she is well past the 3 years of compliance as required.

Revised (01/15/2020)



January 24, 2024

Victim Fay Pelletier  
Victim 38 Villemaire Drive  
Town, MiltonVT 05468

Dear Fay Pelletier

A hearing concerning parole for Rebecca Wetter is scheduled to take place on February 15, 2024 in Burlington Probation and Parole Office. Below is an explanation as to what type of hearing is going to take place and who to contact if you wish to participate.

**TYPE OF HEARING:**

**In Person Hearing**

The offender is approaching his/her minimum sentence and is eligible to be seen by the Parole Board for the first time.

The offender is entitled to this hearing as it is now two years since his/her last hearing.

The offender is having a hearing outside of the normal cycle because

I  THE OFFENDER has requested a hearing and the Parole Board has agreed to it.

**Record Review:**

There will not be a formal Parole Board hearing in this case at this time. Instead the Board is doing a "record review" of the offender's file. Neither the offender nor I will be present for this review. The reason for this review is:

The offender has waived his/her right to a hearing. Therefore the Board will just be reviewing the file.

The offender is entitled to a record review at this time because

It has been one year since the last hearing/ review.

It has been two years since the last hearing/review.

**RECOMMENDATION:**

I am recommending that the Parole Board  GRANT  DENY this offender parole at this time. To discuss my reasons for this, please give me a call at Clark Stever at 802-863-7468. Ms. Wetter has been in compliance with her conditions of supervision for more than 3 years. Ms. Wetter's is eligible for early discharge of parole. This parole officer is recommending early termination of her parole supervision.

**PARTICIPATION:** Victims are welcome to give testimony in front of the Parole Board (see attached information sheet). To arrange to appear in front of the Parole Board please contact Victim Services at (888) 810-1847.

It is usually not necessary to appear in front of the Board during a record review because the Parole Board is only going to be looking at the offender's file. The Board does welcome your written input in these cases.

PPO Clark Stever Burlington Probation and Parole  
802-863-7468 clark.stever@vermont.gov

## **Vermont Parole Board Information Sheet**

### **THE PAROLE BOARD**

The Parole Board is an independent decision making body and can decide to parole or not parole an offender regardless of the recommendation of the Department of Corrections. If the offender is denied parole after the first appearance before the Board, s/he is eligible for another hearing either every year or every two years after that if the offender requests to be seen. Otherwise the offender's case will be reviewed by the Board and there won't be a hearing. When the Board denies an offender parole, they tend to outline their reasons, and this amounts to a set of expectations they want to see the offender meet in between Parole Board hearings. Therefore, except when an offender's behavior under supervision is highly problematic, each time the offender sees the Parole Board, as the months and years go by, there may be an increased likelihood s/he will be granted parole.

An offender who is paroled will be supervised in the community by a Department of Corrections Parole Officer and must uphold certain conditions imposed by the Parole Board. At the discretion of the Parole Board, a violation of these conditions may result in a violation of parole and the offender may be returned to the correctional facility.

### **VICTIM'S ROLE**

The Parole Board welcomes input from victims and others whose lives have been impacted by the crime. They want to hear what concerns and thoughts you have about the possibility of the offender in your case being paroled and how the crime has affected your life. This can be done in several ways:

- You can meet face-to-face with the Parole Board at the Parole Board hearing to describe how you feel about the offender being paroled. A Victim Services Specialist and/or another support person(s) may be present.
- You may submit a written statement to the Parole Board. (You may also submit an audio or video tape.)
- If you decide to submit written or recorded materials to be read by either you or your representative at the hearing, please do so at least (14) fourteen days before the hearing date. This is so the Parole Board can get it to its members and also so that they can redact it for the offender's file. (see \*\*\*below) Materials can be sent to the Parole Board at 103 South Main Street Ladd Hall, Waterbury Vt. 05671-1002.
- Occasionally, if long-distance travel is a problem for you, interactive television can be used to enable you to participate in a Parole Board hearing. Appearing at a location closest to where you live can also be arranged

*\*\*\*Even though every effort is made to accommodate victims, offenders have a right to have access to information about all testimony given in their case. The parole board is required to give the offender a summary of the testimony presented to them, and makes a determination on a case by case basis regarding what information to put into the summary and whether the victim/presenter will be identified. Victim Services or the Victim Services Specialist you are already working with can help you with this so that you know, prior to submitting your statement, what information will and will not be shared with the offender.*

### **WHO TO CONTACT**

If you choose to present your statement to the Board and/or need to reschedule, please contact the Victim Services at (888) 810-1847 or the Parole Board (802) 652-6537 who will make sure you receive

final scheduling information plus assistance with arrangements and/or preparing your statement. You can also contact the offender's Case Worker or Probation/Parole Officer if you have questions.

January 3, 2024

Dear members of the Parole Board,

I am writing to request an early release from my parole sentence.

My name is Rebecca J Wetter. I served 6 years in prison for conspiracy to commit a felony. I was released in 2015 on probation for one year. After my one year of probation I have served 7 1/4 years on parole with no violations.

I have always had a job during my incarceration, and always since my release.

I own a house in Florida and I'm asking for a early release from parole so I can travel to and from Florida to Vermont to visit with my children and grandchildren. While my incarceration I was enrolled in Vermont Works For Women program. I also enrolled in group counseling, and one on one counseling. I learned it is so important to help others when able to, and to be a good person in my community. I am not a risk to society.

I would like to move forward with my life and put the past behind me.

I am very sorry to my victim Fay Pelletier, he is a wonderful person and deserves to be happy, healthy, and feel safe. I am also very sorry to his family for what they have gone through. I never want any harm to anyone!

While I was in Florida I took classes to be a Eyelash Extension consultant, which I enjoy very much. I am focusing on my career and help people feel Beautiful, and confident.

I transferred back to Vermont last May 2023 and I have been cleaning Air B&B's.

I am not at risk of re-offending. I have no other criminal record.

Thank you for your time today,

Sincerely,

Rebecca J Wetter



## VERMONT PAROLE BOARD

### EARLY TERMINATION OF PAROLE SUPERVISION REQUEST

**TO:** The State of Vermont Parole Board

**FROM:** John Connelly                      **WORKSITE:** BRPP

**DATE:** January 10, 2024

**RE:** Adam Colon                      **DOB:**12/15/1989

**PAROLE#:** 17285-20XPA

**DATE PLACED ON PAROLE:** 8/12/2020

**PAROLE EXPIRATION DATE:** 7/16/2027

**TYPE OF REQUEST:** Non-Listed Offender - Not Within 6 Months of Expiration Date

#### **REGISTERED VICTIM NOTIFICATION & COMMENTS:**

The offenses of Heroin Sale or Delivery Heroin Possession and cocaine possession, are a general risk to the community. No specific victim was identified.

#### **ORIGINAL OFFENSES:**

Heroin – Sale or Delivery 200 mgm or more x 4

Heroin – Possession 1 gm or more

Cocaine – Possession 2.5 gm or more

#### **SUPERVISION SUMMARY:**

Mr. Colon began community supervision on Furlough 01/13/2020. Due to Mr. Colon's compliance with furlough conditions and consistent engagement, he was granted parole status on 08/13/2020. Over the last 3 years of supervision on parole, Mr. Colon has had no violations and no incidents to note. He has attended all meetings as required. He has either attended as scheduled or has rescheduled prior to the established reporting time appropriately. Mr. Colon was required to attend/complete the Risk Reduction Programing, which he completed successfully in Drecember of 2022.

Mr. Colon has checked in as required in the office and field checks have been conducted at his residence. Over the course of his supervision, he has shown no indication of substance use or sales. Mr. Colon did report struggling with mental health when reporting to PO Connelly and was was refered to a substance abuse and mental health counselor, who he saw regularly until he discussed ending sessions due to him feeling better when securing new employment. He stated that he enjoyed working with Christopher Wesolowski and that he would seek counseling with Mr. Wesolowski again in the future, should he feel the need again.

Mr. Colon set goals of establishing safe/stable housing and having employment. He wanted to be a good father to his daughter. Mr. Colon currently has an apartment that is not attached to transitional housing. He also has held multiple jobs during his supervision. He would begin looking for a new job before leaving his prior job. When he did have a gap in employment it was very brief, and worked diligently to establish a new employer within approximately one week. He has been employed by Jankowitz and Sons roofing since March of 2023 and reported enjoying this work as well as gaining promotional opportunities.

Revised (01/15/2020)

**JUSTIFICATION FOR EARLY TERMINATION OF PAROLE:**

Per 28 V.S.A. § 506, as outlined in the Parole Board Manual, II. A. 2; an individual on parole supervision for a non- listed offense has been supervised on Parole Supervision without incident for more than three(3) years. And II. A. 4; Victim concerns have been addressed.

Mr. Colon qualifies for early termination of parole due to being supervised for a non-listed offense(Heroine Sale or Delivery, Heroine Possession and Cocaine Possession) being incident free for over 3 years of being supervised on Parole (approved for Parole on August 5, 2020 ) and successfully completing Risk Reduction Programing addressing risk to the community.

**TENTATIVE**  
**VERMONT PAROLE BOARD SCHEDULE**  
**February 2024**

*\*Hearings are being held over video conference using Microsoft Teams.*

*\*Information for attending individual hearings is located on the final schedule for the corresponding Correctional Facility or Probation & Parole Office.*

<u>Date Of The Hearings</u>	<u>Locations Of The Hearings</u>
Tuesday, February 06, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• St. Albans Probation &amp; Parole</li> <li>• Northwest State Correctional Facility</li> </ul>
Wednesday, February 07, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Hartford Probation &amp; Parole</li> <li>• Brattleboro Probation &amp; Parole</li> </ul>
Thursday, February 08, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Springfield Probation &amp; Parole</li> <li>• Southern State Correctional Facility</li> </ul>
Tuesday, February 13, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Bennington Probation &amp; Parole</li> <li>• Middlebury Probation &amp; Parole</li> <li>• Rutland Probation &amp; Parole</li> <li>• Marble Valley Regional Correctional Facility</li> </ul>
Wednesday, February 14, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Chittenden Regional Correctional Facility</li> <li>• Burlington P&amp;P</li> </ul> <p style="margin-left: 20px;"><i>Parole Violation Hearings</i></p>
Thursday, February 15, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Burlington Probation &amp; Parole</li> <li>• Barre Probation &amp; Parole</li> <li>• Morrisville Probation &amp; Parole</li> </ul>
Tuesday, February 20, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Newport Probation &amp; Parole</li> <li>• Northern State Correctional Facility</li> </ul> <p style="margin-left: 20px;"><i>Parole Violation Hearings</i></p>
Wednesday, February 21, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Northern State Correctional Facility</li> </ul> <p style="margin-left: 20px;"><i>Parole Hearings</i></p> <ul style="list-style-type: none"> <li>• Out of State</li> </ul>
Thursday, February 22, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• St. Johnsbury Probation &amp; Parole</li> <li>• Northeast Correctional Complex</li> </ul>

**\*\*\*\*\*Dates, times and location are subject to change.\*\*\*\*\***

# **Parole Board Staff Meeting**

**March 26<sup>th</sup>, 2024**



# Parole Board Staff Meeting

## MINUTES

<b>DATE AND TIME</b>	March 26 <sup>th</sup> , 2024. 9:00 AM
<b>LOCATION</b>	Virtually vis Microsoft Teams - <a href="#">Parole Board Teams Meeting Link</a>
<b>TYPE OF MEETING</b>	Parole Board Staff Meeting
<b>FACILITATOR</b>	Mary Jane Ainsworth
<b>NOTE TAKER</b>	Colby Leno
<b>ATTENDEES</b>	Dean George, Patricia Boucher, Wayne Dengler, Luci Stephens, Thomas Giffin, Linn Caroleo, Mary Jane Ainsworth, Colby Leno, Carla Vecchione. Special Attendees: Jill Martin from the Prisoner's Rights Office, Assistant Attorney General Lauri Fisher Absent Board Member: Richard Grassi

### Agenda topics (See Attachment A for agenda)

1. TOPIC: REVIEW AGENDA

PRESENTER: DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Review of the staff meeting agenda that was sent out to the board members prior to the meeting commencing.	
<u>Attendees Input:</u> Mary Jane: Proposed removal of "Technical Assistance" topic as it was a carryover from last month. Additional topics of "Attorney Representation at Parole Consideration Hearings" and "Legislature Updates" were also proposed.		
Thomas made the motion to amend the agenda of the meeting as proposed. Luci seconded. Vote: 6 in favor, 1 absent. The agenda was approved as amended.		
<b>CONCLUSIONS</b>	The agenda for the 03/26/2024 Parole Board Staff meeting was amended and approved.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

2. TOPIC: REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES

PRESENTER: DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> The office staff prepared meeting minutes of the last Parole Board Staff Meeting held on 1/23/2024 for the board to review. (See attachment B)	
<u>Attendees Input:</u> Patricia made the motion to accept the minutes from the 01/23/2024 Parole Board Staff Meeting as presented. Wayne seconded. Vote: 6 in favor, 1 absent. The previous meeting minutes were approved.		
<b>CONCLUSIONS</b>	Meeting Minutes from the 01/23/2024 Parole Board Staff Meeting were approved.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

3. TOPIC: TRANSITIONAL HOUSING AND TERMINATION FROM PROGRAM      PRESENTER: MARY JANE AINSWORTH

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Review of a meeting that was had with DOC concerning transitional housing programs.	
<u>Questions:</u>		
1. Will DOC be putting out anything in writing concerning transitional housing standardization that the board can review? (Dean)		
a. Unsure. DOC can be invited to a future Parole Board Staff Meeting to speak more about this topic.		
<u>Attendees Input:</u>		
Mary Jane: Wanted to inform the board that she attended a meeting with DOC concerning transitions housing programs that DOC contracts with. DOC is working on standardizing program rules with these contractors. This pertains to programs like DISMAS House and JUDD House. There was discussion if an offender is in these transition housing programs and violates, are they in violation of the boards program rules or housing rules or potentially both.		
<b>CONCLUSIONS</b>	Information only. No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Invite DOC to a future staff meeting to talk about transitional housing.	Mary Jane Ainsworth	Open

4. TOPIC: STRUCTURED DECISION-MAKING FRAMEWORK      PRESENTER: DEAN GEORGE & MARY JANE AINSWORTH

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u>	
a. Discuss how it is going?		
b. Discuss areas of difference in coding.		
c. Continued discussion around when to go live with more or all cases.		
<u>Questions:</u>		
1. Regarding institutional/community behavior – If the offender is incarcerated, should the focus be on how they have been in the facility and not the community. (Patricia)		
a. We should look at how long they have been in the facility and possibly take both into account if the offender has not been in the facility for long. You should also look at the behavior that incarcerated/returned them to the facility.		
<u>Attendees Input for Subitem a:</u>		
Patricia: Using the tool makes her think of the questions on the tool even during non-SDMF cases. Still having trouble with the controlled behavior domain.		
Linn: Really wants institutional behavior and community behavior to be separate domains. Summarizing these 2 different topics into one domain is difficult especially with offenders who are often in and out of the facility.		
Thomas: Looks at if the offender is returned to the facility from the field and why. That takes care of this section. The cases where the offender’s supervision history is abysmal, but the offender is still getting out and the board still parole’s the offender anyways even when the offender codes as “aggravating” in most domains.		
Wayne: Agreed with Linn because an offender might be great in the facility and the moment they are released they violate the ir conditions. Feels it is hard to separate when they are in and out so fast. He has problems with offenders who have been incarcerated for an extended period of time and how to evaluate the demonstration of change?		
Dean: Everyone should be signed up for the 2 trainings that are being offered this week and in April. MJ should be the spokesperson for the training as she will be in the office the date of the training even though she is not a board member. Cases that are assigned as SDMF cases have better interviews.		
Luci: Still struggling with the ability to control behavior domain. She believes this domain is historical and if so, what history should be looked at? Is it all of their history or just the history that applies to their current sentence. Appreciates seeing the other board members’ notes on the domains and it helps know how the other members are thinking.		
Mary Jane: Vermont is unique with furlough and the domains of community/institutional behavior should be reviewed with the trainers. Board Members need to register for the trainings in advance of the training to receive the training link. Review of the offender’s plan and if it’s realistic. This would apply to the demonstration of change domain. The SDMF tool is a guide to look at a case and the offender as a whole. Just because an offender is coded “aggravating” in most domains, it doesn’t mean that the board will deny parole. The tool is a guide to help frame the board decisions and make the decisions made more consistent. For the upcoming training, everyone should attend but they have asked for 1 person to be the spokesperson for the state.		
<u>Attendees Input for Subitem b:</u>		
Mary Jane: There were more inconsistencies this month than last month and more forms not completed. There is no way to tell if there is one factor that is causing the discrepancies in coding and might just be the nature of the cases. Next month, we will review a couple of cases where there was a discrepancy in coding. Deliberative sessions are a good time to discuss where people are stuck on their coding.		

Dean: When the hearing is over, he reviews his notes with the other members that were on the hearing just to compare and see if the other members caught something that he did not.

Attendees Input for Subitem c:

Mary Jane: The new parole summary will be coming out soon and will be generated by OMS. Hopeful to have a version to present to the board in April with a roll out in June.

Dean: The cases with the new parole summary are so much better. We should stick with 3 SDMF cases per hearing site until the new summary is live.

Luci: The new summary is so helpful because there is so much more information. Having the case staffing is so helpful as well.

<b>CONCLUSIONS</b>	Information only. No vote or action taken.
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
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None at this time.		
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5. TOPIC: APRIL SCHEDULE

PRESENTER: MARY JANE AINSWORTH & DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Discussion of any conflicts in the month of April and when the April Staff meeting will be scheduled. There has been an influx of cases coming before the board and how the board should handle the number of cases. (See attachment C)
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Questions:

1. Should we schedule a turbo hearing day to be a catch all for the hearing dates that go past the time cut off? Or should we schedule another hearing date to catch the overflow? (Mary Jane)
  - a. There have been a lot of very heavy hearing days the last couple months. The overflow day would just be for parole consideration hearings. If we create an overflow day, turbos should not be needed as the overflow day can accommodate 12 cases.
2. Should we look at how we are scheduling hearings with the introduction of SDMF and the number of cases being submitted? (Mary Jane)
  - a. We should discuss at our next in person staff meeting how we should handle scheduling of cases with the implementation of SDMF for all parole consideration cases and the current number of cases that are being submitted.

Attendees Input:

Mary Jane: Not sure if this trend in case load will continue or not without studying DOC's head count, but it may continue because DOC is catching up on overdue cases and there has been an influx in in-person RR cases. The office staff is very cognizant of the number of cases on the schedules when changes are requested. MJ would like the April 23<sup>rd</sup>, 2024 staff meeting to be held in person.

Dean: There are usually several days at the end of the month that we can plug in an extra hearing date as the overflow date. It's not the length of the day but the number of cases. 12-15 cases a hearing day is a lot. The last Thursday of the month would work for the overflow hearing day.

Luci: Is the increase in case load going to continue or will it start to decrease? Can not attend the April staff meeting in person due to a scheduling conflict but can attend virtually.

Lauri: If any changes in how the board is going to hold hearings or composition, please include DOC and PRO in the discussions. Believes the number of cases will be increasing because of economic services that are being discontinued and historically this has caused an increase before.

- Scheduling Conflicts for the month of April

Thomas: No conflicts.

Patricia: No conflicts.

Wayne: No conflicts.

Luci: Not available on 04/18/2024.

Linn: 04/04/2024, 04/09/2024, 04/11/2024 not available. By the end of April, will be available on Wednesday.

<b>CONCLUSIONS</b>	The board agreed on scheduling an additional hearing day the last week of the month for the overflow of cases.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Update the tentative schedules to include the monthly overflow day.	Mary Jane Ainsworth	Open
December hearing officer assignments	Dean George	03/29/2024

6. TOPIC: ATTORNEY REPRESENTATION AT PAROLE HEARINGS.

PRESENTER: DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Discussion regarding attorneys that attend and participate in parole consideration hearings.	
<u>Questions:</u>		
1. Is there any examples of where the attorney has been at these hearings and if there was a problem? (Luci)		
a. There haven't been any problems regarding this. The board wanted to make sure that the attorneys are aware that they can present information, but the offender needs to represent themselves		
<u>Attendees Input:</u>		
Dean: Normally, the board doesn't allow attorneys to represent offenders in consideration hearings. They have been allowed to be there to clarify or explain things for the offender. There can't be any cross examining of the offender or witnesses. This kind of assistance cannot replace the board members interview of the offender with the attorney's questioning. They can be an advocate for the offender.		
Jill: If there is anything that the PRO can do to assist with this in clarifying their role either with the board or the offender, please let them know as they are willing to do what needs to be done for these types of hearings.		
<b>CONCLUSIONS</b>	Information only. No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

7. TOPIC: LEGISLATIVE UPDATE

PRESENTER: MARY JANE AINSWORTH

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Review of legislative topics that relate to the Parole Board.	
<u>Attendees Input:</u>		
MJ: A miscellaneous corrections bill is in the House right now and if voted out. Part of that bill has to deal with earned time. This would allow all offenders, on parole or not, to earn 7 days a month off of their maximum sentence. There are exceptions to who can earn and what could make people lose that month's earned time. It doesn't change the boards early discharge. About 14% of people waived their minimum hearing and 12% did not want a subsequent review because they want to receive earned time.		
Dean: This removed the barrier of people who don't want to be on parole because they want to keep getting the earned time off their sentence.		
<b>CONCLUSIONS</b>	Information only. No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

8. TOPIC: EXECUTIVE SESSION

PRESENTER: DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Executive session for legal discussion.	
<u>Attendees Input:</u>		
Patrica made the motion for the board to move to executive session to discuss legal issues. Luci seconded. Vote: 6 in favor, 1 absent. The executive session was granted.		
<b>CONCLUSIONS</b>	Information only. No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

<b>CLOSING</b>	Patricia made the motion to adjourn the meeting. Wayne seconded. The Parole Board Staff Meeting was adjourned.
<b>NEXT MEETING DATE</b>	April 23 <sup>rd</sup> , 2024 at 9:00. This meeting will be in person. Location to be determined.



## Vermont Parole Board Staff Meeting Agenda March 26, 2024

The Meeting will be held via Microsoft Teams. There will not be an in-person option.

Join on your computer or mobile app

[Click here to join the meeting](#)

Meeting ID: 226 248 771 702

Passcode: DrPc3Z

Or call in (audio only)

[802-828-7667](tel:802-828-7667)

Phone Conference ID: 826 481 78#

9:00 am – Board Business

- Review Agenda
  - Additions
- Review and Approval of Previous Meeting Minutes
- Transitional Housing and Termination from program
- Structured Decision-Making Framework
  - Discuss how it is going.
  - Discuss areas of difference in coding.
  - Continued discussion around when to go live with more or all cases.
- Technical Assistance from the Center for Effective Public Policy
- April Schedule
- Executive Session
  - Confidential attorney-client communication regarding pending civil litigation

# Parole Board Staff Meeting

## MINUTES

<b>DATE AND TIME</b>	January 23 <sup>rd</sup> , 2024, 9:00 AM
<b>LOCATION</b>	Virtually via Microsoft Teams - <a href="#">Parole Board Teams Meeting Link</a> .
<b>TYPE OF MEETING</b>	Parole Board Staff Meeting
<b>FACILITATOR</b>	Mary Jane Ainsworth
<b>NOTE TAKER</b>	Colby Leno
<b>ATTENDEES</b>	Dean George, Patricia Boucher, Richard Grassi, Wayne Dengler, Luci Stephens, Thomas Giffin, Mary Jane Ainsworth, Colby Leno, Carla Vecchione, Linn Caroleo (left the meeting early). Special Attendees: Michelle Pelletier and Sadie Donovan from the Vermont Restitution Unit.

### Agenda Topics (See attachment A for agenda)

1. Topic: Review Agenda

Presenter: Mary Jane Ainsworth

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Review of the staff meeting agenda that was sent out to the board members prior to the meeting commencing.	
<u>Questions:</u>		
1. Should there be an addition to the agenda concerning meeting minutes being recorded or written? Can this just be part of the agenda item for the approval of the previous months minutes since the conversation started there? (Mary Jane)		
A. A vote or action should be taken during the review and approval of the previous meeting minutes.		
<b>CONCLUSIONS</b>	No additions to the posted agenda. Unanimous vote by all members to approve the agenda.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

2. Topic: Review and Approval of Previous Meeting Minutes

Presenter: Dean George

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> The office staff prepared meeting minutes of the last Parole Board Staff Meeting held on 11/21/2023 for the board to review.	
<u>Questions:</u>		
1. Are there any additions or changes needed to the Meeting Minutes from the 11/21/2023 meeting? (Dean)		
a. The changes or corrections would take place immediately and then the board would vote to approve the corrected minutes.		
Patricia made the motion to approve the 11/21/2023 meeting minutes as amended for the Bail Hearings topic. Luci seconded. Vote: 7 in favor. The previous minutes were approved as amended.		
Dick made the motion to approve the 11/21/2023 meeting minutes as amended for the Meeting Minutes topic. Luci seconded. Vote: 7 in favor. The previous minutes were approved as amended.		
<b>CONCLUSIONS</b>	Meeting Minutes from the 11/21/2023 staff meeting amended and approved.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Amend the Staff Meeting Minutes from the 11/21/2023 meeting and post online.	Colby Leno	Must be posted within 5 business days of the meeting.

3. Topic: Restitution Unit

Presenter: Michelle Pelletier & Sadie Donovan

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> The Restitution Unit would like to request that the wording of condition 12 of the Parole Boards conditions be amended to "You shall pay court ordered restitution to the Vermont Restitution Unit in a plan agreed upon with their office and to the satisfaction of your Parole Officer."	
<u>Attendees Input:</u> Michelle: Would like the wording updated to include the Restitution Unit as they are they are the ones that collect the restitution and set up payment plans. The current wording only includes the Parole Officer. Also important is when the offender is transferred out of state via ICOTS. They have heard from other jurisdictions that if the restitution information is included in the ICOTS paperwork, the receiving state will assist in collecting the restitution.  Mary Jane: This would take effect for hearings in February. We will not be reissuing already signed parole agreements.		
<b>CONCLUSIONS</b>	No objections given by the board concerning the request. Patricia made the motion to amend condition 12 of the Parole Boards special conditions to the language that was proposed by the Restitution Unit. Wayne seconded. Vote: 7 in favor.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Mary Jane to send out updated parole conditions guidance to board members with the updated wording for condition 12.	Mary Jane Ainsworth	Open

4. Topic: Parole Violations

Presenter: Dean George

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Discussion concerning findings and questioning during a parole violation hearing.	
<u>Attendees Input:</u> Dean: The language of the findings during violation hearings should be drafted by the chair of the hearing and then reviewed/added to by the other 2 board members. Once the disposition is given at the hearing, the chair can read what the board decided disposition and the findings. This should be a brief statement, not a paragraph. Regarding questioning for violation hearings, the board needs to be careful not to go into depth beyond anything that is a point of clarification on the evidence that is presented. The board makes their decision based on what is presented and the board should not be asking probing questions during these hearings.  Mary Jane: The finding should be read verbatim from what was written as it is what the board members agreed upon and provides consistency with what was stated on the record and what was written. There is no need to get hung up on terminology for the findings. A to the point statement is better than a drawn-out statement. There might be some confusion on how to question during the evidentiary portion of the hearing and the disposition part.  Luci: The board needs to make sure that they are using the correction terminology when drafting/presenting their findings.		
<b>CONCLUSIONS</b>	Informational only. No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

5. Topic: Postponed Hearings

Presenter: Mary Jane Ainsworth

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> It is very important for hearing prep to review the previous hearing that was postponed.	
<u>Attendees Input:</u> Mary Jane: It's helpful in many ways to review the audio from the previous hearing. It can help with SDMF forms for parole consideration hearings and answer questions concerning postponed violation hearings. The recordings will always be in the offenders file labeled ".PENDING (Hearing type)".  Dean: The schedule will always indicate if the hearing is one that has been postponed before.  Wayne: This is a good idea because there are times that he feels blindsided going into postponed hearings.		
<b>CONCLUSIONS</b>	Informational only. No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Send out detailed instructions on how to view hearings in the offender's file.	Mary Jane	Open



6. Topic: Conditions

Presenter: Dean George

<b>DISCUSSION</b>	<p><u>Introduction of the Topic:</u> a) How should the board condition individuals that are being paroled to a Detainer or paroled via ICOTS?</p> <p>b) Conversation with DOC concerning conditions.</p>		
<p><u>Attendees Input:</u></p> <p>a) Dean: The understanding was that the receiving state or jurisdiction was in the receiving jurisdiction or state sets the conditions. The new understanding is that the board is setting conditions that they are suggesting for supervision. This would also helpful if the individual comes back to Vermont pending a rescission hearing for the parole to detainer, the PO would have some conditions to supervise while the individual is in the community.</p> <p>Mary Jane: It might be best to condition these type of cases as you would, based on risk and if they were being released on parole in Vermont with the addition of condition 18 for each specific out of state condition.</p> <p>b) Dean: Gary Marvel had a meeting with Dean and Mary Jane. DOC is looking to have conditions for community release be as similar to parole conditions as they can be. It was reiterated that the board sets conditions based on risk. Gary stated that he will continue to train staff on how the board conditions and how to use the Parole Board condition guidance when requesting conditions.</p>			
<b>CONCLUSIONS</b>	Informational only. No vote or action taken.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None at this time.			

7. Topic: Structured Decision-Making Framework Check-in

Presenter: Mary Jane Ainsworth

<b>DISCUSSION</b>	<p><u>Introduction of the Topic:</u></p> <p>a) Discuss how it is going?</p> <p>b) Discuss areas of difference in coding.</p> <p style="padding-left: 20px;">o Review a hearing with difference in coding.</p> <p>c) Completely filling out the SDMF forms.</p> <p>d) Updates on the new parole summary.</p> <p>e) Discussion on when to go live with all cases.</p>		
<p><u>Attendees Input for Subitem a:</u></p> <p>Richard: Frustrated and overwhelmed with trying to find the information needed for the domains. Knows that you can get the information in the interview but then you have to write the information during the hearing and he can't write that fast. Trying to do so many things at once makes him feel lost when trying to complete theses.</p> <p>Patricia: Her most difficult domain is "Ability to control behavior".</p> <p>Linn: Her concern is what to write when a hearing gets postponed because then all her questions don't get answered.</p> <p>Thomas: When it has to do with treatment, should it be considered that the offender is willing to take treatment or should the fact that they have completed treatment multiple times and it just didn't stick.</p> <p>Mary Jane and the board discussed previous trainings of the SDMF framework to address the above issues that were raised.</p> <p>With cases that are postponed and part of the hearing was already completed, the only SMDF forms that will be kept are the ones from the disposition hearings. Review of the previous hearing is important for completion of the SDMF forms.</p> <p><u>Attendees Input for Subitem b:</u></p> <p>The board reviewed data from the assigned SDMF cases from the previous month and how they were coded by each member.</p> <p>Mary Jane: The coding is aligning more often between the board members on each case than they were from the previous months. Starting in January, the board will review at least 1 hearing from the previously assigned SDMF cases. After reviewing, the board will discuss the case and how the coding was determined. This will allow for an interactive discussion with all members concerning differences in coding.</p> <p><u>Attendees Input for Subitem c:</u></p> <p>Board members were reminded that SDMF forms need to be filled out completely after the hearings. The office staff will be keeping the forms in the hearing file until the Monday following the hearing date to allow the board members to fill out any notes or comments.</p> <p><u>Attendees Input for Subitem d:</u></p> <p>The new parole summary that is more aligned with the SDMF tool was reviewed with the board members.</p>			

Mary Jane: Several Q&A sessions were held in December for DOC to be introduced to the new summary. It was sent out to be used in the beginning of January. The office staff will no longer be accepting the previous version of the parole summary with the June hearings. A reminder will be sent to DOC that criminal record checks need to be run no more than 30 days before a scheduled hearing even for incarcerated individuals.

Attendees Input for Subitem f:

Currently 3 random cases are assigned per hearing day to use the SDMF tool. When the new summary is being used more, the board will start using it on all parole consideration hearings. The board will remain at 3 cases. The board will reassess at their next staff meeting.

<b>CONCLUSIONS</b>	Information only – No vote or action taken.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None at this time.			

8. Topic: Early Discharge Requests

Presenter: Dean George

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> 3 cases were submitted for the Parole Board to review and decide if an Early Release from Parole hearing would be scheduled. The 3 cases were for: 1. Gary Dowe (update) 2. Rebecca Wetter 3. Adam Colon		
<u>Attendees Input:</u> Luci: Did not see or review any of the cases for early discharge and will have to abstain from voting.			
<u>Case 1: Gary Dowe (update)</u> Updated progress report received from the supervising state.  Dean: The updated progress report no longer states that the supervising state is no longer supporting early discharge. Has their recommendation changed from the last meeting. The note now states that the individual continues on supervision.  Luci: There was no information in the report about victims and if they had any input regarding the request.  Patricia made the motion to not schedule the hearing for this case. Luci seconded. Vote: 6 in favor, 1 absent (Linn). The hearing was denied.  The board feels this was a serious offense and based on the recommendation and response from the out of state supervision that Gary Dowe should continue to be supervised.			
<u>Case 2: Rebecca Wetter</u> No discussion was needed for this case. Luci made the motion to schedule the hearing for this case. Patricia seconded. Vote: 6 in favor, 1 absent (Linn). The hearing was granted and will be scheduled in February.			
<u>Case 2: Adam Colon</u> No discussion was needed for this case. Patricia made the motion to schedule the hearing for this case. Wayne seconded. Vote: 6 in favor, 1 absent (Linn). The hearing was granted and will be scheduled in February.			
<b>CONCLUSIONS</b>	All 3 cases submitted were voted. 2 hearings granted and 1 denied.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Inform Parole Officers of what the board decided.	Colby Leno	01/26/2024	

9. Topic: Technical Assistance from the Center for Effective Public Policy

Presenter: Mary Jane Ainsworth

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> The board applied for technical Assistance from the Center for Effective Public Policy. The application was accepted and granted in late December. Mary Jane and Dean will be meeting with Richard Stroker to decide what training to engage in and when.		
<u>Attendees Input:</u> Mary Jane: Recommending training for violation hearing and how to respond to violating behaviors.			
<b>CONCLUSIONS</b>	Information only – no conclusion needed.		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None at this time.		

10. Topic: February Schedule

Presenter: Dean George

DISCUSSION	<u>Introduction of the Topic:</u> Discussion of any conflicts in the month of December. Will there be a staff meeting in December?	
<u>Attendees Input:</u>	<p>Thomas: No conflicts</p> <p>Luci: Not available on the 5<sup>th</sup>.</p> <p>Wayne: No conflicts.</p> <p>Richard: No conflicts. Might have some appointments coming up but they should not interfere.</p> <p>Patricia: No conflicts.</p> <p>Dean: No conflicts.</p> <p>Mary Jane: There will be no staff meeting in February.</p>	
CONCLUSIONS	The board agreed to not schedule a staff meeting for February	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
December hearing officer assignments.	Dean George	01/31/2024

11. Topic: Executive Session – Legal Session

Presenter: Dean George

DISCUSSION	<u>Introduction of the Topic:</u> Executive session for legal discussion	
<u>Attendees Input:</u>	<p>Luci made the motion for the board to move to executive session to discuss legal issues. Thomas seconded.</p> <p>Vote: 6 in favor, 1 absent (Linn).</p> <p>The executive session was granted.</p>	
CONCLUSIONS	Information only – no conclusion needed.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None at this time.		

NEXT MEETING DATE	March 2024. Date and time to be determined.
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**TENTATIVE**  
**VERMONT PAROLE BOARD SCHEDULE**  
**April 2024**

*\*Hearings are being held over video conference using Microsoft Teams.*

*\*Information for attending individual hearings is located on the final schedule for the corresponding Correctional Facility or Probation & Parole Office.*

<u>Date Of The Hearings</u>	<u>Locations Of The Hearings</u>
Tuesday, April 02, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• St. Albans Probation &amp; Parole</li> <li>• Northwest State Correctional Facility</li> </ul>
Wednesday, April 03, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Hartford Probation &amp; Parole</li> <li>• Brattleboro Probation &amp; Parole</li> </ul>
Thursday, April 04, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Springfield Probation &amp; Parole</li> <li>• Southern State Correctional Facility</li> </ul>
Tuesday, April 09, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Bennington Probation &amp; Parole</li> <li>• Middlebury Probation &amp; Parole</li> <li>• Rutland Probation &amp; Parole</li> <li>• Marble Valley Regional Correctional Facility</li> </ul>
Wednesday, April 10, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Chittenden Regional Correctional Facility</li> <li>• Burlington P&amp;P</li> </ul> <p style="margin-left: 20px;"><i>Parole Violation Hearings</i></p>
Thursday, April 11, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Burlington Probation &amp; Parole</li> <li>• Barre Probation &amp; Parole</li> <li>• Morrisville Probation &amp; Parole</li> </ul>
Tuesday, April 16, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Newport Probation &amp; Parole</li> <li>• Northern State Correctional Facility</li> </ul> <p style="margin-left: 20px;"><i>Parole Violation Hearings</i></p>
Wednesday, April 17, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Northern State Correctional Facility</li> </ul> <p style="margin-left: 20px;"><i>Parole Hearings</i></p> <ul style="list-style-type: none"> <li>• Out of State</li> </ul>
Thursday, April 18, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• St. Johnsbury Probation &amp; Parole</li> <li>• Northeast Correctional Complex</li> </ul>

\*\*\*\*\*Dates, times and location are subject to change.\*\*\*\*\*

# **Parole Board Staff Meeting**

**April 23<sup>rd</sup>, 2024**

# Parole Board Staff Meeting

## MINUTES

<b>DATE AND TIME</b>	April 23 <sup>rd</sup> , 2024. 9:00 AM
<b>LOCATION</b>	166 Horseshoe Drive – Weeks Building, Waterbury, VT 05671-1002. - <a href="#">Parole Board Teams Meeting Link</a>
<b>TYPE OF MEETING</b>	Parole Board Staff Meeting
<b>FACILITATOR</b>	Mary Jane Ainsworth
<b>NOTE TAKER</b>	Colby Leno
<b>ATTENDEES</b>	Dean George, Patricia Boucher, Wayne Dengler, Thomas Giffin, Linn Caroleo, Richard Grassi (arrived late) Mary Jane Ainsworth, Colby Leno, Carla Vecchione. Virtually vis Microsoft Teams: Luci Stephens. Special Attendees: Assistant Attorney General Lauri Fisher, Gary Marvel from DOC

### Agenda topics (See Attachment A for agenda)

1. TOPIC: REVIEW AGENDA

PRESENTER: DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Review of the staff meeting agenda that was sent out to the board members prior to the meeting commencing.	
<u>Attendees Input:</u> Mary Jane: Proposed removal of “Early Discharge Requests: John Justice” topic as the parolee is eligible for a standard early release consideration hearing without prior parole approval as he is within 6 months of his maximum release date.  Patricia made the motion to accept the amendment and approve the meeting agenda. Wayne seconded. Vote: 5 in favor, 2 absent. Motion passed.		
<b>CONCLUSIONS</b>	The agenda for the 04/23/2024 Parole Board Staff meeting was amended and approved.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

2. TOPIC: REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES

PRESENTER: DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> The office staff prepared meeting minutes of the last Parole Board Staff Meeting held on 03/26/2024 for the board to review. (See attachment B)	
<u>Attendees Input:</u> Patricia made the motion to accept the minutes from the 03/26/2024 Parole Board Staff Meeting as presented. Wayne seconded. Vote: 5 in favor, 2 absent. Motion passed.		
<b>CONCLUSIONS</b>	Meeting Minutes from the 03/26/2024 Parole Board Staff Meeting were approved.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

3. TOPIC: TRANSITIONAL HOUSING AND TERMINATION FROM PROGRAM

PRESENTER: GARY MARVEL

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Review with Gary Marvel from DOC concerning transitional housing programs and termination of parolees from those programs.
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Questions:

1. Is there a written document provided from the transitional housing program outlining the reason a person was removed from programming? (Dean)
  - a. Yes. They are required to provide a letter to the offender and DOC can certainly share that or any other written explanation to the board as part of the evidence presented during a hearing.
2. Are there any transitional housing programs that do not have any programming requirements? (Dean)
  - a. No. As part of these programs' contractual agreement with DOC they need to have some kind of case management to address risk.

Attendees Input:

Gary: DOC was running into an issue with offenders on furlough that are being removed from the transitional housing programs as a participant, but they were not leaving the housing program. This caused confusion in the interpretation of DOC supervision conditions because it wasn't explicit that if you're removed from the treatment part of the program, but not the residence part you are in violation of the treatment conditions. DOC has now made it explicit in their conditions that if an offender is removed from the treatment part of the transition housing program, they are in violation of their supervision conditions and as a program failure. This will provide more consistency across the department and eliminate a grey zone when it comes from the interpretation that transitional housing programs are just housing programs.

Dean: The board has had similar cases with parole condition 7 when it comes to transitional housing programs and the board has handled them the same way with the parolee being in violation.

Mary Jane: This will help the integrity and credibility of the transitional housing programs and keep people cycling in and out as often.

<b>CONCLUSIONS</b>	Information only. No vote or action taken.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None at this time.		

4. TOPIC: STRUCTURED DECISION-MAKING FRAMEWORK      PRESENTER: DEAN GEORGE & MARY JANE AINSWORTH

<b>DISCUSSION</b>	<p><u>Introduction of the Topic:</u></p> <ol style="list-style-type: none"> <li>a. Discuss how it is going?</li> <li>b. Discuss areas of difference in coding.</li> <li>c. Case Review – 2 cases with different coding. (See attachment C)</li> <li>d. Completely filling out the forms.</li> </ol>
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Attendees Input for Subitem a:

Patricia: Likes using the tool but sometimes forgets to fill out some of the domains and then has to go back and remember the case and fill it out.

Linn: It is starting to get less clunky to use. The trainings that were provided last month were very helpful and it was nice to see that everyone has a little struggle from time to time with this.

Thomas: Has started to think of the tool when listening to cases on the news and how it would be applied if that person were to come before the parole board. Allows the board to back up their decisions.

Wayne: Is buying into the program since this is the tool that the board is using but thinks this is a little redundant. But is wondering if the new parole summary is done well, why is the tool even needed since the summary is covering everything. Feels like the interviews are getting a little formulaic to make sure that all the boxes are checked on the tool.

Dean: Thinks it's going well and that the more that the board is using it, the easier it is getting. Prefers to fill it out on paper during the hearings and then after the hearings are complete copy it over to the electronic version. The form shows documentation of how the board is making their decisions and show consistency in those decisions. Review of the discrepancies in coding is important so that we can see how everyone is viewing the risk factors associated with the cases.

Luci: Wants the board to continue to use the SDMF tool and hopes that the new parole summary will continue to be used more often as it is so helpful in filling out the SDMF form. Having the case staffings provided in the parole summaries is extremely helpful. Review of discrepancies is helpful in case something was missed by one member in the hearing. The tool is great to address risk factors without forcing us to make a certain decision on a case.

Mary Jane: Hearing are much more meaningful than they used to be when the tool is being used. It allows review of similar cases and tell why one was paroled and one was not. The tool is being revalidated soon and a survey will be sent to Vermont soon.

Attendees Input for Subitem b:

Mary Jane: The differences in coding were not as far off as it has been in other months. This might be because of the differences in the kinds of cases that are being presented. The biggest domain difference was in the ability to control behavior domain.

Patricia: The offender's change and ability to control behavior domains are very difficult domain for her to code. They almost seem like they go together.

Dean: The ability to control change is more about the historical domain than what they are doing right now.

Attendees Input for Subitem c:

The board reviewed the 2 parole consideration cases where the SDMF tool was used and there was a discrepancy in coding. The board members discussed the rationale of their decisions in each case.

Attendees Input for Subitem d:

Board members were reminded that SDMF forms need to be filled out completely after the hearings. The office staff will be keeping the forms in the hearing file until the Monday following the hearing date to allow the board members to fill out any notes or comments.

<b>CONCLUSIONS</b>	Information only. No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

5. TOPIC: WITNESSES INVOKING 5<sup>TH</sup> AMENDMENT RIGHT

PRESENTER: LAURI FISHER & DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Discussion of a recent case where a witness invoked their 5 <sup>th</sup> amendment right and refused to answer questions during a violation hearing.	
<u>Questions:</u>		
1. During the hearing, does the board have to ask the questions and have the witness state they will not be answering that questions like in a court proceeding? (Wayne)		
a. No. A blanket statement that they are invoking their 5 <sup>th</sup> amendment right and will not be answering questions is enough.		
<u>Attendees Input:</u>		
Dean: During the recent hearing, after the witness was sworn in, they and their attorney stated that they would not be answering questions and were invoking their 5 <sup>th</sup> amendment right.		
Lauri: The board handled that situation correctly. The witness stated on the record they are invoking their 5 <sup>th</sup> amendment right and will not be answering questions. This is how this should be handled if it happens again in future cases.		
<b>CONCLUSIONS</b>	Information only. No vote or action taken	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

6. TOPIC: THE VIOLATION MATRIX.

PRESENTER: MARY JANE AINSWORTH DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Discussion regarding discontinuing the use of the violation matrix.	
<u>Attendees Input:</u>		
Mary Jane: The violation matrix that the board currently uses is outdated. The chairs are the only ones who see it and it doesn't invoke meaningful discussion. Rickard Stroker will be providing training soon regarding violations.		
Dean: It was originally designed to be a guide for technical or non-technical violations. It really isn't used in these hearings anymore and is just filled out as a matter of course.		
Patricia made the motion that the board discontinue use of the violation matrix. Linn seconded.		
Vote: 6 in favor, 1 absent.		
Motion passed.		
<b>CONCLUSIONS</b>	The board will no longer be using the violation matrix in parole violation hearings.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		



7. TOPIC: PAROLE SUMMARY – VICTIM SERVICES

PRESENTER: MARY JANE AINSWORTH

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Should there be a part on the parole summary that states that Victim Services is in support of an offender’s presented parole plan.		
<u>Attendees Input:</u> Mary Jane: She will be meeting with the OMS team about adding a check box on the parole summary that states that victim services is in support of the proposed parole plan. This will allow Victim Services to weigh in.			
<b>CONCLUSIONS</b>	Information only. No vote or action needed.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None at this time.			

8. TOPIC: MAKING MOTIONS

PRESENTER: DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Refresher on the rules for making motions during a hearing.		
<u>Attendees Input:</u> Dean: If a motion is made and you need to talk about the case in a deliberative session, don’t second the motion. Or if you do second the motion, in the discussion between the motion and the vote state that you would like to make a deliberative session. This way the original motion can be withdrawn and a new motion for a session can be presented.			
<b>CONCLUSIONS</b>	Information only. No vote or action taken.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None at this time.			

9. TOPIC: MAY SCHEDULE

PRESENTER: DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Discussion of any conflicts in the month of May. (See attachment D)		
<u>Attendees Input:</u> Mary Jane: May 29 <sup>th</sup> is the next staff meeting and when the training with Richard Stroker will take place.			
<ul style="list-style-type: none"> <li><u>Scheduling Conflicts for the month of May</u> <p>Thomas: Not available on 05/08/2024 and 05/23/2024.</p> <p>Patricia: Not available on 05/14/2024 and 05/15/2024.</p> <p>Wayne: Unsure at the moment. Will let Dean know as soon as possible.</p> <p>Luci: Not available on 05/08/2024.</p> <p>Linn: Only available on 05/15/2024, 05/16/2024, 05/21/2024 and 05/22/2024.</p> </li> </ul>			
<b>CONCLUSIONS</b>	Information only. No vote or action taken.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None at this time.			

10. TOPIC: EXECUTIVE SESSION

PRESENTER: DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Executive session for legal discussion and personnel discussion.		
<u>Attendees Input:</u>			
Patricia made the motion for the board to move to executive session, Tom seconded. Vote: 6 in favor 1 absent. Motion passed.			
<b>CONCLUSIONS</b>	The board moved to an executive session.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None at this time.			

<b>CLOSING</b>	Patrica made the motion to adjourn the meeting. Richard seconded. The Parole Board Staff Meeting was adjourned.		
<b>NEXT MEETING DATE</b>	May 29 <sup>th</sup> , 2024 at 9:00 am. The meeting will be in person.		



## Vermont Parole Board Staff Meeting Agenda April 23, 2024

The Meeting will be held in person at the Parole Board Office and via Microsoft Teams.

Join on your computer or mobile app

[Click here to join the meeting](#)

Meeting ID: 228 634 398 981

Passcode: hje3qY

Or call in (audio only)

[802-828-7667](tel:802-828-7667)

Phone Conference ID: 999 360 032#

9:00 am – Board Business

- Review Agenda
  - Additions
  - Deletions
- Review and Approval of Previous Meeting Minutes
- Transitional Housing and Termination from Program
  - Gary Marvel to join the meeting.
- Early Discharge Requests
  - John Justice
- Structured Decision-Making Framework
  - Discuss how it is going.
    - Discuss areas of difference in coding – spreadsheet included.
    - Case Reviews – 2 cases with coding differences.
      - Zachary Butts
      - Donald Griggs
    - Completely filling out the forms
- Witnesses invoking 5<sup>th</sup> Amendment right to not testify during a violation hearing.
- Violation Matrix – discontinuing use
- Parole Summary – Adding check box regarding Victim Services support.
- Refresher of making motions
- May Schedule
  - May 29<sup>th</sup> – 1<sup>st</sup> technical assistance visit from the Center for Effective Public Policy Update
- Executive Session
  - Legal Session
  - Personnel Issues

# Parole Board Staff Meeting

## MINUTES

<b>DATE AND TIME</b>	March 26 <sup>th</sup> , 2024. 9:00 AM
<b>LOCATION</b>	Virtually vis Microsoft Teams - <a href="#">Parole Board Teams Meeting Link</a>
<b>TYPE OF MEETING</b>	Parole Board Staff Meeting
<b>FACILITATOR</b>	Mary Jane Ainsworth
<b>NOTE TAKER</b>	Colby Leno
<b>ATTENDEES</b>	Dean George, Patricia Boucher, Wayne Dengler, Luci Stephens, Thomas Giffin, Linn Caroleo, Mary Jane Ainsworth, Colby Leno, Carla Vecchione. Special Attendees: Jill Martin from the Prisoner's Rights Office, Assistant Attorney General Lauri Fisher Absent Board Member: Richard Grassi

### Agenda topics (See Attachment A for agenda)

1. TOPIC: REVIEW AGENDA

PRESENTER: DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Review of the staff meeting agenda that was sent out to the board members prior to the meeting commencing.	
<u>Attendees Input:</u> Mary Jane: Proposed removal of "Technical Assistance" topic as it was a carryover from last month. Additional topics of "Attorney Representation at Parole Consideration Hearings" and "Legislature Updates" were also proposed.		
Thomas made the motion to amend the agenda of the meeting as proposed. Luci seconded. Vote: 6 in favor, 1 absent. The agenda was approved as amended.		
<b>CONCLUSIONS</b>	The agenda for the 03/26/2024 Parole Board Staff meeting was amended and approved.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

2. TOPIC: REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES

PRESENTER: DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> The office staff prepared meeting minutes of the last Parole Board Staff Meeting held on 1/23/2024 for the board to review. (See attachment B)	
<u>Attendees Input:</u> Patricia made the motion to accept the minutes from the 01/23/2024 Parole Board Staff Meeting as presented. Wayne seconded. Vote: 6 in favor, 1 absent. The previous meeting minutes were approved.		
<b>CONCLUSIONS</b>	Meeting Minutes from the 01/23/2024 Parole Board Staff Meeting were approved.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

3. TOPIC: TRANSITIONAL HOUSING AND TERMINATION FROM PROGRAM      PRESENTER: MARY JANE AINSWORTH

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Review of a meeting that was had with DOC concerning transitional housing programs.	
<u>Questions:</u>		
1. Will DOC be putting out anything in writing concerning transitional housing standardization that the board can review? (Dean)		
a. Unsure. DOC can be invited to a future Parole Board Staff Meeting to speak more about this topic.		
<u>Attendees Input:</u>		
Mary Jane: Wanted to inform the board that she attended a meeting with DOC concerning transitions housing programs that DOC contracts with. DOC is working on standardizing program rules with these contractors. This pertains to programs like DISMAS House and JUDD House. There was discussion if an offender is in these transition housing programs and violates, are they in violation of the boards program rules or housing rules or potentially both.		
<b>CONCLUSIONS</b>	Information only. No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Invite DOC to a future staff meeting to talk about transitional housing.	Mary Jane Ainsworth	Open

4. TOPIC: STRUCTURED DECISION-MAKING FRAMEWORK      PRESENTER: DEAN GEORGE & MARY JANE AINSWORTH

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u>	
a. Discuss how it is going?		
b. Discuss areas of difference in coding.		
c. Continued discussion around when to go live with more or all cases.		
<u>Questions:</u>		
1. Regarding institutional/community behavior – If the offender is incarcerated, should the focus be on how they have been in the facility and not the community. (Patricia)		
a. We should look at how long they have been in the facility and possibly take both into account if the offender has not been in the facility for long. You should also look at the behavior that incarcerated/returned them to the facility.		
<u>Attendees Input for Subitem a:</u>		
Patricia: Using the tool makes her think of the questions on the tool even during non-SDMF cases. Still having trouble with the controlled behavior domain.		
Linn: Really wants institutional behavior and community behavior to be separate domains. Summarizing these 2 different topics into one domain is difficult especially with offenders who are often in and out of the facility.		
Thomas: Looks at if the offender is returned to the facility from the field and why. That takes care of this section. The cases where the offender’s supervision history is abysmal, but the offender is still getting out and the board still parole’s the offender anyways even when the offender codes as “aggravating” in most domains.		
Wayne: Agreed with Linn because an offender might be great in the facility and the moment they are released they violate the ir conditions. Feels it is hard to separate when they are in and out so fast. He has problems with offenders who have been incarcerated for an extended period of time and how to evaluate the demonstration of change?		
Dean: Everyone should be signed up for the 2 trainings that are being offered this week and in April. MJ should be the spokesperson for the training as she will be in the office the date of the training even though she is not a board member. Cases that are assigned as SDMF cases have better interviews.		
Luci: Still struggling with the ability to control behavior domain. She believes this domain is historical and if so, what history should be looked at? Is it all of their history or just the history that applies to their current sentence. Appreciates seeing the other board members’ notes on the domains and it helps know how the other members are thinking.		
Mary Jane: Vermont is unique with furlough and the domains of community/institutional behavior should be reviewed with the trainers. Board Members need to register for the trainings in advance of the training to receive the training link. Review of the offender’s plan and if it’s realistic. This would apply to the demonstration of change domain. The SDMF tool is a guide to look at a case and the offender as a whole. Just because an offender is coded “aggravating” in most domains, it doesn’t mean that the board will deny parole. The tool is a guide to help frame the board decisions and make the decisions made more consistent. For the upcoming training, everyone should attend but they have asked for 1 person to be the spokesperson for the state.		
<u>Attendees Input for Subitem b:</u>		
Mary Jane: There were more inconsistencies this month than last month and more forms not completed. There is no way to tell if there is one factor that is causing the discrepancies in coding and might just be the nature of the cases. Next month, we will review a couple of cases where there was a discrepancy in coding. Deliberative sessions are a good time to discuss where people are stuck on their coding.		

Dean: When the hearing is over, he reviews his notes with the other members that were on the hearing just to compare and see if the other members caught something that he did not.

Attendees Input for Subitem c:

Mary Jane: The new parole summary will be coming out soon and will be generated by OMS. Hopeful to have a version to present to the board in April with a roll out in June.

Dean: The cases with the new parole summary are so much better. We should stick with 3 SDMF cases per hearing site until the new summary is live.

Luci: The new summary is so helpful because there is so much more information. Having the case staffing is so helpful as well.

<b>CONCLUSIONS</b>	Information only. No vote or action taken.
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
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None at this time.		
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5. TOPIC: APRIL SCHEDULE

PRESENTER: MARY JANE AINSWORTH & DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Discussion of any conflicts in the month of April and when the April Staff meeting will be scheduled. There has been an influx of cases coming before the board and how the board should handle the number of cases. (See attachment C)
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Questions:

1. Should we schedule a turbo hearing day to be a catch all for the hearing dates that go past the time cut off? Or should we schedule another hearing date to catch the overflow? (Mary Jane)
  - a. There have been a lot of very heavy hearing days the last couple months. The overflow day would just be for parole consideration hearings. If we create an overflow day, turbos should not be needed as the overflow day can accommodate 12 cases.
2. Should we look at how we are scheduling hearings with the introduction of SDMF and the number of cases being submitted? (Mary Jane)
  - a. We should discuss at our next in person staff meeting how we should handle scheduling of cases with the implementation of SDMF for all parole consideration cases and the current number of cases that are being submitted.

Attendees Input:

Mary Jane: Not sure if this trend in case load will continue or not without studying DOC's head count, but it may continue because DOC is catching up on overdue cases and there has been an influx in in-person RR cases. The office staff is very cognizant of the number of cases on the schedules when changes are requested. MJ would like the April 23<sup>rd</sup>, 2024 staff meeting to be held in person.

Dean: There are usually several days at the end of the month that we can plug in an extra hearing date as the overflow date. It's not the length of the day but the number of cases. 12-15 cases a hearing day is a lot. The last Thursday of the month would work for the overflow hearing day.

Luci: Is the increase in case load going to continue or will it start to decrease? Can not attend the April staff meeting in person due to a scheduling conflict but can attend virtually.

Lauri: If any changes in how the board is going to hold hearings or composition, please include DOC and PRO in the discussions. Believes the number of cases will be increasing because of economic services that are being discontinued and historically this has caused an increase before.

- Scheduling Conflicts for the month of April

Thomas: No conflicts.

Patricia: No conflicts.

Wayne: No conflicts.

Luci: Not available on 04/18/2024.

Linn: 04/04/2024, 04/09/2024, 04/11/2024 not available. By the end of April, will be available on Wednesday.

<b>CONCLUSIONS</b>	The board agreed on scheduling an additional hearing day the last week of the month for the overflow of cases.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Update the tentative schedules to include the monthly overflow day.	Mary Jane Ainsworth	Open
December hearing officer assignments	Dean George	03/29/2024

6. TOPIC: ATTORNEY REPRESENTATION AT PAROLE HEARINGS.

PRESENTER: DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Discussion regarding attorneys that attend and participate in parole consideration hearings.	
<u>Questions:</u>		
1. Is there any examples of where the attorney has been at these hearings and if there was a problem? (Luci)		
a. There haven't been any problems regarding this. The board wanted to make sure that the attorneys are aware that they can present information, but the offender needs to represent themselves		
<u>Attendees Input:</u>		
Dean: Normally, the board doesn't allow attorneys to represent offenders in consideration hearings. They have been allowed to be there to clarify or explain things for the offender. There can't be any cross examining of the offender or witnesses. This kind of assistance cannot replace the board members interview of the offender with the attorney's questioning. They can be an advocate for the offender.		
Jill: If there is anything that the PRO can do to assist with this in clarifying their role either with the board or the offender, please let them know as they are willing to do what needs to be done for these types of hearings.		
<b>CONCLUSIONS</b>	Information only. No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

7. TOPIC: LEGISLATIVE UPDATE

PRESENTER: MARY JANE AINSWORTH

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Review of legislative topics that relate to the Parole Board.	
<u>Attendees Input:</u>		
MJ: A miscellaneous corrections bill is in the House right now and if voted out. Part of that bill has to deal with earned time. This would allow all offenders, on parole or not, to earn 7 days a month off of their maximum sentence. There are exceptions to who can earn and what could make people lose that month's earned time. It doesn't change the boards early discharge. About 14% of people waived their minimum hearing and 12% did not want a subsequent review because they want to receive earned time.		
Dean: This removed the barrier of people who don't want to be on parole because they want to keep getting the earned time off their sentence.		
<b>CONCLUSIONS</b>	Information only. No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

8. TOPIC: EXECUTIVE SESSION

PRESENTER: DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Executive session for legal discussion.	
<u>Attendees Input:</u>		
Patrica made the motion for the board to move to executive session to discuss legal issues. Luci seconded. Vote: 6 in favor, 1 absent. The executive session was granted.		
<b>CONCLUSIONS</b>	Information only. No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

<b>CLOSING</b>	Patricia made the motion to adjourn the meeting. Wayne seconded. The Parole Board Staff Meeting was adjourned.
<b>NEXT MEETING DATE</b>	April 23 <sup>rd</sup> , 2024 at 9:00. This meeting will be in person. Location to be determined.



<u>MONTH</u>	<u>SITE</u>	<u>MEMBER NAME</u>	<u>OFFENDER NAME</u>	<u>Criminal &amp; Parole History</u>	<u>Ability to Control Behavior</u>	<u>Responsivity (Programming)</u>	<u>Institutional / Community Behavior</u>	<u>Offender Change</u>	<u>Release Plan</u>	<u>Case Specific Factors</u>	<u>Victim Consideratons</u>	<u>Community Considerations</u>
MARCH	HAPP	GIFFIN		A	M	M	A/N	M	M	N	N	N
MARCH	HAPP	BOUCHER		A	A	N	M	M		N	N	N
MARCH	HAPP	DENGLER		A	M	N	M	N	M	N	N	N
MARCH	SSCF	GIFFIN		A	A	A	A	A	A	A	N	N
MARCH	SSCF	BOUCHER		A	A	N	A	A	A	A	N	N
MARCH	SSCF	DENGLER		N	A	N	A	N	A	N	N	N
MARCH	SSCF	GEORGE		A	A	N	A	N	N	N	N	N
MARCH	SSCF	BOUCHER		A	A	A	A	A	A	N	N	N
MARCH	SSCF	STEPHENS		A	A	A	A	A	A	N	N	N
MARCH	NWSCF	GEORGE		A	A	A	N	N	N	N	A	N
MARCH	NWSCF	STEPHENS		A	A	A	N	N	A	N	A	A
MARCH	NWSCF	DENGLER		A	N	A	A	N	N	N		N
MARCH	NWSCF	DENGLER		N	A	N	A	N	N	N	N	N
MARCH	NWSCF	STEPHENS		A	A	A	N	M	A	N	N	N
MARCH	NWSCF	GEORGE		A	A	N	N	N	N	N	N	N
MARCH	NWSCF	GEORGE		A	A	N	N	N	N	N	N	N
MARCH	NWSCF	STEPHENS		A	A	A	N	N	N	N	N	N
MARCH	NWSCF	DENGLER		A	A	N	A	N	N	N	N	N
MARCH	CRCF	GEORGE		A	A	A	N	N	N	N	N	N
MARCH	CRCF	STEPHENS		A	A	A	A	A	N	N	N	N
MARCH	CRCF	GIFFIN		A	A	A	A	A	A	N	N	N
MARCH	CRCF	GIFFIN		A	M	M	A	M	A	N	N	N
MARCH	CRCF	STEPHENS		A	A	M	M	M	M	N	N	N
MARCH	CRCF	GEORGE		A	A	M	M	M	M	N	N	N
MARCH	CRCF	GEORGE		A	A	N	A	N	A	N	N	N
MARCH	CRCF	STEPHENS		A	A	A	A	A	A	N	A	N
MARCH	CRCF	GIFFIN		A	A	A	A	A	M	N	N	N
MARCH	BUPP	CARLEO		A	A	M	M	N/M	M	N	N	N
MARCH	BUPP	BOUCHER		A	M	M	M	M	M	N	A	N
MARCH	BUPP	DENGLER		A	N	N	A	N	M	N	N	N
MARCH	MDPP	DENGLER		A	A	N	A	N	N	N	N	N
MARCH	MDPP	BOUCHER		A	A/M	A	M	M	M	N	N	N
MARCH	MDPP	CARLEO		A	A	N	A	A	M	N	A	N
MARCH	SAPP	BOUCHER		A	M	M	M	M	N	N	N	N
MARCH	SAPP	GIFFIN		A	A	M	A	M	M	N	N	N
MARCH	SAPP	CARLEO		A	A	M	M	M	N	N	N	N

Section not completed

Significant Difference

MONTH	SITE	MEMBER NAME	OFFENDER NAME	Criminal & Parole History	Ability to Control Behavior	Responsibility (Programming)	Institutional / Community Behavior	Offender Change	Release Plan	Case Specific Factors	Victim Considerations	Community Considerations
MARCH	SAPP	BOUCHER		A	M	M	M	M	A	N	N	N
MARCH	SAPP	GIFFIN		N	M	M	M	M	M	N	N	N
MARCH	SAPP	CAROLEO		A	A	M	N	N	N	N	N	
MARCH	SAPP	BOUCHER		A	A	A	A	A	A	N	N	N
MARCH	SAPP	GIFFIN		A	A	A	A	A	A	N	N	N
MARCH	SAPP	CAROLEO		A	A	A	A	A	N	N	A	A
MARCH	NEPP	GEORGE		A	A	N	N	N	M	N	N	N
MARCH	NEPP	STEPHENS		N	A	M	N	M	M	N	N	N
MARCH	NEPP	CAROLEO		A	A	M	M	M	M	N	N	N
MARCH	NEPP	GEORGE		A	A	N	N	M	M	N	N	N
MARCH	NEPP	STEPHENS		A	A	N	N	M	M	N	N	N
MARCH	NEPP	CAROLEO		A	A	N	N	A	N	N	N	N
MARCH	NECC	GIFFIN		A	A	N	A	A	M	N	N	N
MARCH	NECC	BOUCHER		A	A	A	N	A	N	N	N	N
MARCH	NECC	CAROLEO		A	A	A	A	A	N	N	N	N
MARCH	NECC	CAROLEO		A	A	N	N	N	N	N	N	N
MARCH	NECC	BOUCHER		A	A	A	N	M	M	N	N	N
MARCH	NECC	GIFFIN		A	A	M	A	M	M	N	N	N
MARCH	NSCF	GEORGE		A	A	A	N	N	N	N	N	N
MARCH	NSCF	BOUCHER		A	A	A	A	A	A	N	N	N
MARCH	NSCF	DENGLER		A	A	A	A	A	M	N	N	N
MARCH	OOS	GEORGE		A	A	A	N	N	N	N	A	N
MARCH	OOS	BOUCHER		A	N	A	N	N	N	N	A	N
MARCH	OOS	DENGLER		A	A	A	N	N	N	N	A	N
APRIL	SAPP	DENGLER		A	M	M	M	M	M	N	N	N
APRIL	SAPP	CAROLEO		A	N	N	N	N	M	N	N	N
APRIL	SAPP	GEORGE		A	M	N	N	M	N	N	N	N
APRIL	SAPP	GEORGE		N	N	M	N	M	N	N	N	N
APRIL	SAPP	CAROLEO		A	A	M	M	N	M	N	N	N
APRIL	SAPP	DENGLER		A	N	N	M	M	N	N	N	N
APRIL	SSCF	BOUCHER		A	A	A	M	A	A	N	N	N
APRIL	SSCF	GRASSI		A	A	A	M	A	A	N	N	N
APRIL	SSCF	DENGLER		A	A	A	M	A	N	N	N	
APRIL	BAPP	STEPHENS		A	A	A	N	A	N	N	N	N
APRIL	BAPP	BOUCHER		A	A	A	A	A	A	N	N	N
APRIL	BAPP	GIFFIN		A	A	N	A	A	A	N	N	N
Section not completed												
Significant Difference												

MONTH	SITE	MEMBER NAME	OFFENDER NAME	Criminal & Parole History	Ability to Control Behavior	Responsivity (Programming)	Institutional / Community Behavior	Offender Change	Release Plan	Case Specific Factors	Victim Consideratons	Community Considerations
APRIL	BAPP	GIFFIN		A	M	M	A	M	M	N	N	N
APRIL	BAPP	BOUCHER		A	N	N		M	N	N	N	N
APRIL	BAPP	STEPHENS		A	A	M	N	N	M	N	A	N
APRIL	MOPP	STEPHENS		A	A	M	A	M	M	A	A	N
APRIL	MOPP	BOUCHER		A	N	M	N	M	M	N	N	N
APRIL	MOPP	GIFFIN		A	A	M	N	M	M	N	N	N
APRIL	HAPP	GEORGE		A	A	N	N	N	N	N	N	N
APRIL	HAPP	GIFFIN		A	M	M	N	M	M	N	N	N
APRIL	HAPP	DENGLER		A	N	N	N	M	N	N	N	N
APRIL	MVRFC	DENGLER		A	N	N	A	N	N	N	N	N
APRIL	MVRFC	GIFFIN		A	A	M	A	M	A	N	N	
APRIL	MVRFC	GEORGE		A	A		N	N	N	N	N	N
APRIL	BEPP	GEORGE		A	A	N	N	N	M	N	N	N
APRIL	BEPP	GRASSI		A		M	N/M		M	N	A	N
APRIL	BEPP	STEPHENS		A	A	M	N	M	M	N	N	N
APRIL	MIPP	STEPHENS		A	A	A	N	M	M	N	N	N
APRIL	MIPP	GRASSI		A	A	A	A	N	M	N	N	N
APRIL	MIPP	GEORGE		M	N	N	N	N	M	N	N	N
APRIL	RUPP	STEPHENS		A	A	M	M	M	M	N	N	N
APRIL	RUPP	GRASSI		A	M	N	M	M	M	N	N	N
APRIL	RUPP	GEORGE		Submitted form stated "No show"								
APRIL	NEPP	BOUCHER		A	M	M	M	M	M	N	N	N
MAY	NEPP	STEPHENS		A	A	M	N	M	M	A	N	A
JUNE	NEPP	CAROLEO		A	N	N	N	N	M	N	N	N

Section not completed  
 Significant Difference

**TENTATIVE**  
**VERMONT PAROLE BOARD SCHEDULE**  
**May 2024**

*\*Hearings are being held over video conference using Microsoft Teams.*

*\*Information for attending individual hearings is located on the final schedule for the corresponding Correctional Facility or Probation & Parole Office.*

<u>Date Of The Hearings</u>	<u>Locations Of The Hearings</u>
Tuesday, May 07, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• St. Albans Probation &amp; Parole</li> <li>• Northwest State Correctional Facility</li> </ul>
Wednesday, May 08, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Hartford Probation &amp; Parole</li> <li>• Brattleboro Probation &amp; Parole</li> </ul>
Thursday, May 09, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Springfield Probation &amp; Parole</li> <li>• Southern State Correctional Facility</li> </ul>
Tuesday, May 14, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Bennington Probation &amp; Parole</li> <li>• Middlebury Probation &amp; Parole</li> <li>• Rutland Probation &amp; Parole</li> <li>• Marble Valley Regional Correctional Facility</li> </ul>
Wednesday, May 15, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Chittenden Regional Correctional Facility</li> <li>• Burlington P&amp;P</li> <li><i>Parole Violation Hearings</i></li> </ul>
Thursday, May 16, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Burlington Probation &amp; Parole</li> <li>• Barre Probation &amp; Parole</li> <li>• Morrisville Probation &amp; Parole</li> </ul>
Tuesday, May 21, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Newport Probation &amp; Parole</li> <li>• Northern State Correctional Facility</li> <li><i>Parole Violation Hearings</i></li> </ul>
Wednesday, May 22, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Northern State Correctional Facility</li> <li><i>Parole Hearings</i></li> <li>• Out of State</li> </ul>
Thursday, May 23, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• St. Johnsbury Probation &amp; Parole</li> <li>• Northeast Correctional Complex</li> </ul>

**\*\*\*\*\*Dates, times and location are subject to change.\*\*\*\*\***

# **Parole Board Staff Meeting**

**June 25<sup>th</sup>, 2024**

# Parole Board Staff Meeting

## MINUTES

<b>DATE AND TIME</b>	June 25 <sup>th</sup> , 2024. 9:00 AM
<b>LOCATION</b>	166 Horseshoe Drive – Weeks Building, Waterbury, VT 05671-1002. - <a href="#">Parole Board Teams Meeting Link</a>
<b>TYPE OF MEETING</b>	Parole Board Staff Meeting
<b>FACILITATOR</b>	Mary Jane Ainsworth
<b>NOTE TAKER</b>	Colby Leno
<b>ATTENDEES</b>	Dean George, Patricia Boucher, Wayne Dengler, Thomas Giffin, Linn Caroleo, Katie Aiken, Mary Jane Ainsworth, Colby Leno, Carla Vecchione. Special Attendees: Assistant Attorney General Lauri Fisher Absent: Samantha Drake

### Agenda topics (See Attachment A for agenda)

3. TOPIC: REVIEW AGENDA

PRESENTER: DEAN GEORGE

<b>INTRODUCTION:</b>	Review of the staff meeting agenda that was sent out to the board members prior to the meeting commencing.		
<u>Discussion:</u>	<p>Mary Jane made a motion to add an agenda item relating to Act 133: Vermont's Open Meeting Law.</p> <p>Patricia made the motion to accept the addition and approve the meeting agenda. Linn seconded. Vote: 6 in favor, 1 absent. Motion passed.</p>		
<b>CONCLUSIONS</b>	The agenda for the 06/25/2024 Parole Board Staff meeting was amended and approved.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None at this time.			

4. TOPIC: REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES

PRESENTER: DEAN GEORGE

<b>INTRODUCTION:</b>	The office staff prepared meeting minutes of the last Parole Board Staff Meeting held on 04/23/2024 for the board to review. (See attachment B).		
<u>Discussion:</u>	<p>Thomas made the motion to accept the minutes from the 04/23/2024 Parole Board Staff Meeting as presented. Linn seconded. Vote: 6 in favor, 1 absent. Motion passed.</p>		
<b>CONCLUSIONS</b>	Meeting Minutes from the 04/23/2024 Parole Board Staff Meeting were approved.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None at this time.			

9. TOPIC: ACT 133: VERMONT'S OPEN MEETING LAW

PRESENTER: MARY JANE AINSWORTH

<b>INTRODUCTION:</b>	Review changes with the open meeting law.		
<u>Discussion:</u>			

The legislature has changed the open meeting law. The board must now offer a hybrid model for their meetings. They also must record the meeting and post the recording online in addition to the written meeting minutes. The board will start this process with today's meeting.

<b>CONCLUSIONS</b>	Information only. No vote or action taken.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None at this time.			

10. TOPIC: WORKING COLLABORATIVELY WITH OTHER DEPARTMENTS

PRESENTER: LAURI FISHER

<b>INTRODUCTION:</b>	Is there anything the board needs to work collaboratively with other departments?		
<u>Discussion:</u>			
<p>A brainstorming session to see if there is anything that Lauri Fisher can help coordinate or facilitate to help the board work with other departments. The board identified the following topics that they would like assistance with:</p> <ul style="list-style-type: none"> <li>• Record checks ran within 30 days of the hearing being present at parole hearings.</li> <li>• Training on DOC's risk assessments.</li> <li>• Training on DOC's case staffing process.</li> <li>• Education for DOC concerning Emergency Arrests of Parolees.</li> </ul>			
<b>CONCLUSIONS</b>	Information only. No vote or action taken.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Discussion with DOC about topics raised by the board and coordinate potential training opportunities.	Lauri Fisher	Open	

11. TOPIC: PAROLE VIOLATIONS

PRESENTER: LAURI FISHER & MARY JANE AINSWORTH

<b>INTRODUCTION:</b>	<p>Discussion concerning the following as it pertains to Parole Violations:</p> <ol style="list-style-type: none"> <li>Questioning during disposition.</li> <li>Responding to violating behavior – Create guidance and decision tool.</li> </ol>		
<u>Discussion:</u>			
<p>The board reviewed rules of questioning in parole violations. The board can ask questions in disposition only relating to supervision history that is not directly related to the presented violation because it is related to continued supervision.</p> <p>The board and Mary Jane are working on a guide for DOC on how to handle violating behavior and potentially developing a decision-making tool to assist the board with consistency.</p>			
<b>CONCLUSIONS</b>	Information only. No vote or action taken		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Mary Jane will work with the board to create a draft of a guidance document.	Mary Jane Ainsworth	Open	
The board will continue to work on drafting a tool for violation hearings.	Mary Jane & The Parole Board	Open	

12. TOPIC: UPDATING THE PAROLE BOARD MANUAL

PRESENTER: MARY JANE AINSWORTH & DEAN GEORGE

<b>INTRODUCTION:</b>	How does the board want to update the Parole Board Manual?		
<u>Discussion:</u>			
<p>The Parole Board Manual needs to be updated as it is confusing and outdated with current Parole Board policies and practices. The board suggested that an outline of how the manual should be organized (table of contents) should be drafted and presented at the next staff meeting. Once the outline is approved, the board will discuss how to update each chapter.</p>			
<b>CONCLUSIONS</b>	Review the drafted updated table of contents at the next Parole Board staff meeting.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Draft the updated Parole Board Manual table of contents	Mary Jane Ainsworth	07/30/2024	

13. TOPIC: INDIVIDUALS BEFORE THE BOARD WITH FURLOUGH INTERRUPTS

PRESENTER: DEAN GEORGE

<b>INTRODUCTION:</b>	What is the Parole Boards stance on paroling offenders currently on a DOC interrupt?		
<u>Discussion:</u>	The board can consider interrupts when making their decision concerning parole. They can choose to override the interrupt and grant the offender parole based on circumstances of the case.		
<b>CONCLUSIONS</b>	Information only. No vote or action needed.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None at this time.			

14. TOPIC: RISK REDUCTION PROGRAMMING IN THE COMMUNITY UPDATES

PRESENTER: MARY JANE AINSWORTH

<b>INTRODUCTION:</b>			
<u>Discussion:</u>	DOC is moving away from having risk reduction programming (RRP) for offenders in the community and moving more to individual providers to provide these programs and services. RRP is now being called Risk Intervention Services (RIS).		
<b>CONCLUSIONS</b>	Information only. No vote or action taken.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None at this time.			

15. TOPIC: CONDITION WORK SINCE LAST MEETING

PRESENTER: DEAN GEORGE & MARY JANE AINSWORTH

<b>INTRODUCTION:</b>	The board has been reviewing their current conditions after their training last month.		
<u>Discussion:</u>	Dean, Patricia and Linn have been working on conditions that were identified as potentially problematic at their training last month. The board reviewed the work groups suggested changes and Director Mary Jane's suggestions for those same conditions. (See attachment C)		
<b>CONCLUSIONS</b>	Information only. No vote or action taken.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
The workgroup will continue to work on updating the identified conditions	Dean George, Patricia Boucher, Linn Caroleo	Open	
The workgroup will work on a process to potentially handle condition modifications administratively instead of requiring a hearing.	Dean George, Patricia Boucher, Linn Caroleo	Open	

16. TOPIC: STRUCTURED DECISION-MAKING FRAMEWORK

PRESENTER: MARY JANE AINSWORTH

<b>INTRODUCTION:</b>	The board reviewed data and cases from the last month's assigned SDMF cases.		
<u>Discussion:</u>	The new parole summary will be implemented soon by DOC. The board has requested that if possible, the office staff assign the SDMF cases to cases that were submitted on the new parole summary. The board reviewed the differences in coding for June hearings and the guidance document that was given at the last staff meeting. (See attachment D)		
<b>CONCLUSIONS</b>	The board agreed to move from 3 assigned SDMF cases per hearing day to 4 until the new parole summary goes live with DOC.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
4 SDMF cases will be assigned each hearing day and will be assigned to cases that were submitted on the new parole summary template when able to.	Mary Jane Ainsworth, Colby Leno, Carla Vecchione	Open – Starting with July hearings.	



17. TOPIC: JULY SCHEDULE

PRESENTER: DEAN GEORGE

<b>INTRODUCTION:</b>	Review of the scheduled hearing days and Parole Board Members availability. (See attachment E)	
<u>Discussion:</u>		
The Parole Board Members reviewed the July hearing schedule and provided any conflicts for availability. The board also discussed what date to hold the next staff meeting and what date to hold any overflow hearings in July.		
<b>CONCLUSIONS</b>	The board set the next staff meeting date as 07/30/2024 and the overflow hearing date as 07/31/2024.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

<b>CLOSING</b>	Thomas made the motion to adjourn the meeting. Patricia seconded. Vote: 6 in favor, 1 absent. Motion passed. The Parole Board Staff Meeting was adjourned.	
<b>NEXT MEETING DATE</b>	July 30 <sup>th</sup> , 2024 at 9:00 am.	



## Vermont Parole Board Staff Meeting Agenda June 25, 2024

The Meeting will be held in person at the Parole Board Office and via Microsoft Teams.

Join on your computer or mobile app

[Click here to join the meeting](#)

Meeting ID: 228 634 398 981

Passcode: hje3qY

Or call in (audio only)

[802-828-7667](tel:802-828-7667)

Phone Conference ID: 999 360 032#

9:00 am – Board Business

1. Review Agenda –
  - a. Additions
  - b. Deletions
2. Review and Approval of Previous Meeting Minutes – 4/23/2024
3. Working Collaboratively with Other Departments – Lauri Fisher
4. Parole Violations –
  - a. Questioning during disposition
  - b. Responding to violating behavior – Create guidance and decision tool
5. Discussion around how to update the Parole Board Manual
6. Individuals before the Board with Furlough Interrupts
7. Risk Reduction Programming in the Community Updates
8. Condition work since last meeting
  - a. Condition Work Group Memo
  - b. Director's Memo & Suggestions
9. Structured Decision-Making Framework
  - a. Discuss how it is going.
  - b. Guidance Passed Out Last Month
  - c. Discuss areas of difference in coding
    - i. Case Reviews – 2 cases with coding differences.
      1. Kevin Estey
      2. Casey Maville
10. July Schedule

# Parole Board Staff Meeting

## MINUTES

<b>DATE AND TIME</b>	April 23 <sup>rd</sup> , 2024. 9:00 AM
<b>LOCATION</b>	166 Horseshoe Drive – Weeks Building, Waterbury, VT 05671-1002. - <a href="#">Parole Board Teams Meeting Link</a>
<b>TYPE OF MEETING</b>	Parole Board Staff Meeting
<b>FACILITATOR</b>	Mary Jane Ainsworth
<b>NOTE TAKER</b>	Colby Leno
<b>ATTENDEES</b>	Dean George, Patricia Boucher, Wayne Dengler, Thomas Giffin, Linn Caroleo, Richard Grassi (arrived late) Mary Jane Ainsworth, Colby Leno, Carla Vecchione. Virtually vis Microsoft Teams: Luci Stephens. Special Attendees: Assistant Attorney General Lauri Fisher, Gary Marvel from DOC

### Agenda topics (See Attachment A for agenda)

#### 3. TOPIC: REVIEW AGENDA

PRESENTER: DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Review of the staff meeting agenda that was sent out to the board members prior to the meeting commencing.	
<u>Attendees Input:</u> Mary Jane: Proposed removal of “Early Discharge Requests: John Justice” topic as the parolee is eligible for a standard early release consideration hearing without prior parole approval as he is within 6 months of his maximum release date.  Patricia made the motion to accept the amendment and approve the meeting agenda. Wayne seconded. Vote: 5 in favor, 2 absent. Motion passed.		
<b>CONCLUSIONS</b>	The agenda for the 04/23/2024 Parole Board Staff meeting was amended and approved.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

#### 4. TOPIC: REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES

PRESENTER: DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> The office staff prepared meeting minutes of the last Parole Board Staff Meeting held on 03/26/2024 for the board to review. (See attachment B)	
<u>Attendees Input:</u> Patricia made the motion to accept the minutes from the 03/26/2024 Parole Board Staff Meeting as presented. Wayne seconded. Vote: 5 in favor, 2 absent. Motion passed.		
<b>CONCLUSIONS</b>	Meeting Minutes from the 03/26/2024 Parole Board Staff Meeting were approved.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

#### 11. TOPIC: TRANSITIONAL HOUSING AND TERMINATION FROM PROGRAM

PRESENTER: GARY MARVEL

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Review with Gary Marvel from DOC concerning transitional housing programs and termination of parolees from those programs.
<u>Questions:</u>	

3. Is there a written document provided from the transitional housing program outlining the reason a person was removed from programming? (Dean)
  - a. Yes. They are required to provide a letter to the offender and DOC can certainly share that or any other written explanation to the board as part of the evidence presented during a hearing.
4. Are there any transitional housing programs that do not have any programming requirements? (Dean)
  - a. No. As part of these programs' contractual agreement with DOC they need to have some kind of case management to address risk.

Attendees Input:

Gary: DOC was running into an issue with offenders on furlough that are being removed from the transitional housing programs as a participant, but they were not leaving the housing program. This caused confusion in the interpretation of DOC supervision conditions because it wasn't explicit that if you're removed from the treatment part of the program, but not the residence part you are in violation of the treatment conditions. DOC has now made it explicit in their conditions that if an offender is removed from the treatment part of the transition housing program, they are in violation of their supervision conditions and as a program failure. This will provide more consistency across the department and eliminate a grey zone when it comes from the interpretation that transitional housing programs are just housing programs.

Dean: The board has had similar cases with parole condition 7 when it comes to transitional housing programs and the board has handled them the same way with the parolee being in violation.

Mary Jane: This will help the integrity and credibility of the transitional housing programs and keep people cycling in and out as often.

<b>CONCLUSIONS</b>	Information only. No vote or action taken.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None at this time.		

12. TOPIC: STRUCTURED DECISION-MAKING FRAMEWORK

PRESENTER: DEAN GEORGE & MARY JANE AINSWORTH

<b>DISCUSSION</b>	<p><u>Introduction of the Topic:</u></p> <ol style="list-style-type: none"> <li>e. Discuss how it is going?</li> <li>f. Discuss areas of difference in coding.</li> <li>g. Case Review – 2 cases with different coding. (See attachment C)</li> <li>h. Completely filling out the forms.</li> </ol>
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Attendees Input for Subitem a:

Patricia: Likes using the tool but sometimes forgets to fill out some of the domains and then has to go back and remember the case and fill it out.

Linn: It is starting to get less clunky to use. The trainings that were provided last month were very helpful and it was nice to see that everyone has a little struggle from time to time with this.

Thomas: Has started to think of the tool when listening to cases on the news and how it would be applied if that person were to come before the parole board. Allows the board to back up their decisions.

Wayne: Is buying into the program since this is the tool that the board is using but thinks this is a little redundant. But is wondering if the new parole summary is done well, why is the tool even needed since the summary is covering everything. Feels like the interviews are getting a little formulaic to make sure that all the boxes are checked on the tool.

Dean: Thinks it's going well and that the more that the board is using it, the easier it is getting. Prefers to fill it out on paper during the hearings and then after the hearings are complete copy it over to the electronic version. The form shows documentation of how the board is making their decisions and show consistency in those decisions. Review of the discrepancies in coding is important so that we can see how everyone is viewing the risk factors associated with the cases.

Luci: Wants the board to continue to use the SDMF tool and hopes that the new parole summary will continue to be used more often as it is so helpful in filling out the SDMF form. Having the case staffings provided in the parole summaries is extremely helpful. Review of discrepancies is helpful in case something was missed by one member in the hearing. The tool is great to address risk factors without forcing us to make a certain decision on a case.

Mary Jane: Hearing are much more meaningful than they used to be when the tool is being used. It allows review of similar cases and tell why one was paroled and one was not. The tool is being revalidated soon and a survey will be sent to Vermont soon.

Attendees Input for Subitem b:

Mary Jane: The differences in coding were not as far off as it has been in other months. This might be because of the differences in the kinds of cases that are being presented. The biggest domain difference was in the ability to control behavior domain.

Patricia: The offender's change and ability to control behavior domains are very difficult domain for her to code. They almost seem like they go together.

Dean: The ability to control change is more about the historical domain than what they are doing right now.

Attendees Input for Subitem c:

The board reviewed the 2 parole consideration cases where the SDMF tool was used and there was a discrepancy in coding. The board members discussed the rationale of their decisions in each case.

Attendees Input for Subitem d:

Board members were reminded that SDMF forms need to be filled out completely after the hearings. The office staff will be keeping the forms in the hearing file until the Monday following the hearing date to allow the board members to fill out any notes or comments.

<b>CONCLUSIONS</b>	Information only. No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

13. TOPIC: WITNESSES INVOKING 5<sup>TH</sup> AMENDMENT RIGHT

PRESENTER: LAURI FISHER & DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Discussion of a recent case where a witness invoked their 5 <sup>th</sup> amendment right and refused to answer questions during a violation hearing.	
<u>Questions:</u>		
2. During the hearing, does the board have to ask the questions and have the witness state they will not be answering that questions like in a court proceeding? (Wayne)		
a. No. A blanket statement that they are invoking their 5 <sup>th</sup> amendment right and will not be answering questions is enough.		
<u>Attendees Input:</u>		
Dean: During the recent hearing, after the witness was sworn in, they and their attorney stated that they would not be answering questions and were invoking their 5 <sup>th</sup> amendment right.		
Lauri: The board handled that situation correctly. The witness stated on the record they are invoking their 5 <sup>th</sup> amendment right and will not be answering questions. This is how this should be handled if it happens again in future cases.		
<b>CONCLUSIONS</b>	Information only. No vote or action taken	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

14. TOPIC: THE VIOLATION MATRIX.

PRESENTER: MARY JANE AINSWORTHDEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Discussion regarding discontinuing the use of the violation matrix.	
<u>Attendees Input:</u>		
Mary Jane: The violation matrix that the board currently uses is outdated. The chairs are the only ones who see it and it doesn't invoke meaningful discussion. Rickard Stroker will be providing training soon regarding violations.		
Dean: It was originally designed to be a guide for technical or non-technical violations. It really isn't used in these hearings anymore and is just filled out as a matter of course.		
Patricia made the motion that the board discontinue use of the violation matrix. Linn seconded.		
Vote: 6 in favor, 1 absent.		
Motion passed.		
<b>CONCLUSIONS</b>	The board will no longer be using the violation matrix in parole violation hearings.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

15. TOPIC: PAROLE SUMMARY – VICTIM SERVICES

PRESENTER: MARY JANE AINSWORTH

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Should there be a part on the parole summary that states that Victim Services is in support of an offender’s presented parole plan.	
<u>Attendees Input:</u> Mary Jane: She will be meeting with the OMS team about adding a check box on the parole summary that states that victim services is in support of the proposed parole plan. This will allow Victim Services to weigh in.		
<b>CONCLUSIONS</b>	Information only. No vote or action needed.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

16. TOPIC: MAKING MOTIONS

PRESENTER: DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Refresher on the rules for making motions during a hearing.	
<u>Attendees Input:</u> Dean: If a motion is made and you need to talk about the case in a deliberative session, don’t second the motion. Or if you do second the motion, in the discussion between the motion and the vote state that you would like to make a deliberative session. This way the original motion can be withdrawn and a new motion for a session can be presented.		
<b>CONCLUSIONS</b>	Information only. No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

17. TOPIC: MAY SCHEDULE

PRESENTER: DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Discussion of any conflicts in the month of May. (See attachment D)	
<u>Attendees Input:</u> Mary Jane: May 29 <sup>th</sup> is the next staff meeting and when the training with Richard Stroker will take place.		
<ul style="list-style-type: none"> <li><u>Scheduling Conflicts for the month of May</u>                      Thomas: Not available on 05/08/2024 and 05/23/2024.                      Patricia: Not available on 05/14/2024 and 05/15/2024.                      Wayne: Unsure at the moment. Will let Dean know as soon as possible.                      Luci: Not available on 05/08/2024.                      Linn: Only available on 05/15/2024, 05/16/2024, 05/21/2024 and 05/22/2024.</li> </ul>		
<b>CONCLUSIONS</b>	Information only. No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

18. TOPIC: EXECUTIVE SESSION

PRESENTER: DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Executive session for legal discussion and personnel discussion.		
<u>Attendees Input:</u>			
Patricia made the motion for the board to move to executive session, Tom seconded. Vote: 6 in favor 1 absent. Motion passed.			
<b>CONCLUSIONS</b>	The board moved to an executive session.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None at this time.			

<b>CLOSING</b>	Patrica made the motion to adjourn the meeting. Richard seconded. The Parole Board Staff Meeting was adjourned.		
<b>NEXT MEETING DATE</b>	May 29 <sup>th</sup> , 2024 at 9:00 am. The meeting will be in person.		

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# Vermont Parole Board

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## Memorandum

To: VT Parole Board members & Staff  
From: Parole Condition Review Committee: Dean, Pat, Linn  
June 7, 2024

After our Recent Technical Assistance discussion with Richard Stroker, we have begun working on the tasks that Richard identified as being important to review and consider updating. Two items in particular imposing special conditions, and creating a new parole violation response tool. In both cases the goal is to provide more consistency and a clear roadmap for both the offender and parole officer to follow based on identified risk.

This committee has reviewed our special conditions, with focus on those identified in our training as too broad, and potentially have a negative impact on compliance.

SC #10 (revised): You shall abide by a curfew for the first 30 days of parole supervision, if your parole officer deems it necessary.

Application: Establishes a short-term behavior change, becomes a benefit, eliminated if doing well. PO may ask for an extension through the Condition Modification process if warranted.

SC # 11 (Eliminate) Is very confusing and difficult to manage. There are other conditions that address this concern including Special conditions for DV and Sex offenders. SC #18 may be considered if there is a specific risk of association.

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STREET ADDRESS, CITY, ST ZIP CODE  
T TELEPHONE U WEBSITE



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SC # 12 (Revise:) Shall pay court ordered restitution in a plan agreed upon with Your Parole officer and the State Restitution Unit.

SC #13 (Revise:) You shall permit the use of Electronic Monitoring devices as directed by your Parole Officer for the first 30 days of parole supervision. You shall abide by the DOC rules regarding the use of any electronic monitoring devices.

Application: Tightens up what is considered a broad use of this condition and provides a benefit by establishing good behavior at the beginning of supervision. Good behavior then results in elimination of the condition. Parole Officers may request an extension of this condition through the condition modification process if warranted.

SC#16 (Revise:) Your residence shall be approved by your supervising Parole Officer.

The issue of work is usually addressed in SC #3, #14, #15.

Considerations: Make the condition modification process quick and easy for a Parole Officer to request and schedule

MJ will be working on a Parole Violation response tool that will update our recently discontinued violation matrix for the board's consideration.



## State of Vermont Parole Board

**To: Parole Board Members**

**From: Mary Jane Ainsworth, Director  
State of Vermont – Parole Board**

**Date: June 21, 2024**

In response to Chairman George's memorandum regarding a condition review, I took a first look at Chapter 11 of the Parole Board Manual.

I have completed some initial work, reviewed by Chairman George, and would like to present it to the Board at the June 26, 2024 staff meeting. I have additional thoughts that I have not been able to integrate into Chapter 11. I will be presenting them to the Board verbally during the meeting.

Attached to this is a copy of the Chapter 11 draft revision, the current Chapter 11 of the manual, and the condition guidance document for reference during my presentation.

Cc: Lauri Fisher, AAG; Parole Board Office Staff Members

# 1 Chapter 11 - Setting conditions

## 2 Authority

3 28 V.S.A. §502 28 V.S.A. §502(c) and 28 V.S.A. §503 13 V.S.A. §7043(E)(1)

## 4 Policy

5 It is the policy of the Vermont Parole Board that all parolees shall be subject to general  
6 conditions of parole, and any additional special conditions that the Board may deem appropriate.  
7 Special Conditions shall be imposed that address risks and criminogenic needs specific to the  
8 offender while balancing victim, and public safety. The Board imposes conditions understanding  
9 that the first few months of supervision are critical for successful outcomes.

10 The Board imposes conditions for the following reasons:

- 11 I. Define boundaries of acceptable behavior.
- 12 II. Require actions that might aid rehabilitation.
- 13 III. Require restitution if the original sentence orders it.
- 14 IV. Establish critical reentry / transition objectives.

15 The Board shall issue a Parole Agreement listing the general conditions of parole and the special  
16 conditions that the Board imposed. The offender shall agree to these general and special  
17 conditions by signing the Parole Agreement prior to the release on parole.

## 18 Procedure

### 19 I. General Conditions of Parole:

- 20 1. You shall not commit any act punishable by law, including violating any court orders.
- 21 2. You shall report (within 24 hours) any contact you have with law enforcement to your  
22 Parole Officer, or designee, and may not act as an informant for Law Enforcement.
- 23 3. You shall report to your Parole Officer, or designee, as required, and notify your  
24 supervising officer of any changes to your residence or employment.
- 25 4. You shall allow your Parole Officer, or designee, to visit you in your home or place  
26 of employment or elsewhere at any time, as necessary.
- 27 5. You shall not purchase, possess, or handle firearms and/or ammunition.
- 28 6. You shall not leave the State of Vermont without permission from your Parole  
29 Officer, or designee.

### 30 II. Special Conditions of Parole:

31

32 The following special conditions may be applied on a case-by-case basis and must be based  
33 on the level of risk in the individual case. Each condition being imposed must be tied to an  
34 offender risk-related issue.

- 35 7. You shall participate in any programming, screening, and/or counseling as required  
36 by your Parole Officer or the Parole Board, allowing the provider to disclose  
37 information about your participation and attendance.
- 38 8. You shall not purchase, possess, or consume alcohol while on Parole, and must  
39 submit to an alcohol test when requested.
- 40 9. You shall not purchase, possess, or consume illegal drugs and/or regulated drugs  
41 without a prescription, including misusing prescription drugs, and submit to a drug  
42 test if requested.
- 43 10. You shall abide by a curfew for the first 30 days of parole supervision, if your Parole  
44 Officer deems it necessary.
- 45 11. You shall pay court ordered restitution to the Vermont Restitution Unit in a plan  
46 agreed upon with their office and to the satisfaction of your parole officer.
- 47 12. You shall permit the use of electronic monitoring as directed by your Parole Officer  
48 for the first 30 days of parole supervision. You shall abide by any DOC rules with  
49 regard to the use of any electronic monitoring devices.
- 50 13. You shall abide by any conditions specific to Sex Offenders.
- 51 14. You shall reside only where approved by your Parole Officer, and you shall not  
52 establish or change residence without prior approval of your Parole Officer.
- 53 15. You shall not have any contact with your victim(s) through any means (letters, phone,  
54 tapes, videos, visits, communication through electronic media, and any type of social  
55 media, or third-party contact), unless approved in advance and in writing, by your  
56 supervising Parole Officer, or designee. This includes: \_\_\_\_\_.
- 57 16. You shall be restricted in traveling to the following specific area(s): \_\_\_\_\_
- 58 17. Additional Conditions: \_\_\_\_\_
- 59

60 B. Special Conditions for Sex Offenders.

- 61
- 62 15A. You shall successfully enroll in, participate in, and complete a treatment program  
63 for individuals who have exhibited sexually harmful behavior as directed by your  
64 supervising Parole Officer, or designee, as approved by the Department of Corrections.
- 65
- 66 15B. You shall authorize release for your sex offender treatment and any other treatment  
67 provider(s) to have unrestricted communications with your Parole Officer or designee,  
68 and the Parole Board about your participation in sex offender and any other required  
69 treatment, including but not limited to your attendance, level of participation, and  
70 information that relates to evaluating whether you have successfully participated in and  
71 completed treatment, or in the interest of public safety.
- 72

73 15C. You shall not purchase, possess, or use pornography, or erotica, or go to adult  
74 bookstores, sex shops, topless bars, etc., unless approved in advance by your Parole  
75 Officer, or designee.  
76

77 15D. You shall not access, or loiter in, places where children congregate (e.g., parks,  
78 playgrounds, schools) unless otherwise approved in advance by your parole officer, or  
79 designee.  
80

81 15E. You shall not allow any  male or  female or  male and female (check just  
82 **one box**) passengers to ride in your vehicle, unless otherwise approved in advance by  
83 your Parole Officer, or designee.  
84

85 15F. You shall not own, possess, or use a camera, recorder, cell phone, or other electronic  
86 devices that have recording and/or internet capabilities, without prior permission of your  
87 Parole Officer, or designee.  
88

89 15G. You shall give your Parole Officer or designee, search, and seizure privileges to  
90 search your persons and/or property without a warrant and confiscate pornography,  
91 erotica, digital media, computer, cellular telephone, iPad, electronic notebook, Smart TV,  
92 Smart Watch, etc. or any other item which may constitute a violation of your conditions.  
93

94 15H. You shall submit to, and pay for, periodic polygraph examinations at the direction  
95 of your supervising officer, or designee. These polygraph examinations will be used to  
96 determine your compliance with supervision and treatment requirements.  
97

98 15I. You shall surrender any digital or electronic devices, media, or computers to your  
99 Parole Officer or designee, for forensic examination, as directed by your Parole Officer,  
100 or designee. If so directed, you shall allow your Parole Officer, or designee, to monitor  
101 your use of these devices and the internet. You shall assume all expenses for monitoring  
102 and abide by any computer and internet use contracts if so, directed by your Parole  
103 Officer, or designee.  
104

105 15J. You shall not initiate or maintain contact with  male or  female or  male and  
106 female (check just one box) persons under the age of  16 or  18, unless otherwise  
107 approved in advance and in writing by your Parole Officer, or designee. Said contact may  
108 require the accompaniment of a responsible adult and approval by your Parole Officer, or  
109 designee. Contact includes any communications through electronic media encompassing,  
110 but not limited to, email, internet contact, texting, tweeting, and communications via  
111 social media.  
112

113 15K. You shall not work or volunteer for any business or organization that provides  
114 services to persons under the age of  16 or  18 (check just one box), unless otherwise  
115 approved in advance by your Parole Officer, or designee.  
116

117 15L. You shall not work or volunteer for any business or organization that provides  
118 services to vulnerable adults unless otherwise approved in advance by your Parole  
119 Officer, or designee.  
120

121 15M. You shall inform any persons identified by your Parole Officer, or designee of your  
122 conviction(s) and conditions of supervision, and you will inform your Parole Officer, or  
123 designee of any individuals with whom you have a significant relationship or close  
124 affiliation. Your Parole Officer, or designee, shall determine who shall be informed of  
125 your offending history and conditions of supervision.  
126

127 15N. You shall not participate in friendships or relationships with individuals who have  
128 children, unless otherwise approved in advance by your Parole Officer, or designee.  
129

130 15O. You shall not reside where children reside or within 300 feet of where children  
131 congregate (e.g., parks, playgrounds, schools) unless otherwise approved in advance by  
132 your Parole Officer, or designee.  
133

134 15P. You shall not reside where vulnerable adults reside or where vulnerable adults  
135 congregate (e.g., nursing homes, assisted housing, etc.) unless otherwise approved in  
136 advance by your Parole Officer, or designee.  
137

138 15Q. You shall not engage in employment or volunteering unless it has been pre-  
139 approved by your Parole Officer, or designee.  
140

141 C. The Board shall consider the special conditions proposed by the Department of  
142 Corrections in the offender's parole summary.

143 D. The Board shall take into consideration when formulating conditions, the emotional  
144 needs of the victim and the victim's family. In addition to those contained in section II.  
145 A. the Board may impose any special condition necessary to protect the victim or the  
146 victim's family or to meet any of the victim's or victim's family's emotional needs.

### 147 III. Restitution

148 A. Restitution shall be included as a condition of parole if the original sentence order  
149 requires restitution and specifies a dollar amount.

150 B. An offender may not be charged with a violation of parole for non-payment of restitution.

### 151 IV. Parole to Detainer in Another Jurisdiction

- 152 A. In the event the Board grants parole to the detainer of another jurisdiction as provided for  
153 in Chapter 10, Procedure III C (3) and if the offender knowingly, voluntarily, and in  
154 writing with the consent of counsel understands the Board may condition the parole to  
155 that detainer on the immediate return to Vermont and report to designated Probation &  
156 Parole office following the release from incarceration in the other jurisdiction unless the  
157 offender has completed the predetermined maximum term out his/her Vermont sentence.  
158 The Board and staff shall follow the procedures set forth Chapter 12 Procedure 1. D.
- 159 B. In the event the Board grants parole to a Federal Immigration and Customs Enforcement  
160 (ICE) deportation detainer the Board shall consider eligibility consistent with Chapter 10,  
161 and follow procedures set forth in Chapter 11. The Board may grant parole only where it  
162 has received from ICE assurance that an order of deportation will be executed, and if  
163 granted parole to the ICE detainer the offender will not be released from the custody of  
164 ICE, unless such release is a result of deportation. The Board and staff shall follow the  
165 procedures set forth in Chapter 12 Procedure I. E.

DRAFT - REVISIONS

## Chapter 11 - Setting conditions

### Authority

28 V.S.A. §502 28 V.S.A. §502(c) and 28 V.S.A. §503 13 V.S.A. §7043(E)(1)

### Policy

It is the policy of the Vermont Parole Board that all paroles shall be granted subject to general conditions of parole, and any additional special conditions that the Board may require, including restitution if the original sentence order requires restitution and specifies a dollar amount.

Offenders convicted of (3) or more DUI offenses shall normally not be granted driving privileges while on parole. Special conditions for driving privileges may be granted to DUI3+ offenders in possession of a "Restricted Driving License" (Ignition Interlock System with GPS and real time reporting), or have completed the "Total Abstinence Program", and been reinstated by the Department of Motor Vehicles. Parolees with a valid operator's license may be granted special conditions to permit driving privileges pursuant to the process outlined in Chapter 12, Section IV Modifying Conditions of Parole.

The offender shall agree to the general and special conditions in writing prior to the release on parole.

### Procedure

#### I. General Conditions

##### A. These are the General Conditions of parole:

1. You shall not commit any act punishable by law, including violating any court orders.
2. You shall report (within 24 hours) any contact you have with law enforcement to your Parole Officer, or designee, and may not act as an informant for Law Enforcement.
3. You shall report to your Parole Officer, or designee, as required, and notify your supervising officer of any changes to your residence or employment.
4. You shall allow your Parole Officer, or designee, to visit you in your home or place of employment or elsewhere at any time, as necessary.
5. You shall not purchase, possess, or handle firearms and/or ammunition.
6. You shall not leave the State of Vermont without permission from your Parole Officer, or designee.

#### II. Special Conditions

##### A. These are the Special Conditions of parole;

7. You shall participate in any programming, screening, and/or counseling as required by your Parole Officer or the Parole Board, allowing the provider to disclose information about your participation and attendance.



8. You shall not purchase, possess, or consume alcohol while on Parole, and must submit to an alcohol test when requested.
9. You shall not purchase, possess, or consume illegal drugs and/or regulated drugs without a prescription, including misusing prescription drugs, and submit to a drug test if requested.
10. You shall abide by a curfew if your Parole Officer or the Parole Board has cause to put you on one.
11. You shall not associate with anyone identified by your Parole Officer or the Parole Board has determined is, or may potentially be, a risk to you.
12. You shall pay court ordered restitution in a plan agreed upon with your Parole Officer.
13. You shall permit the use of electronic monitoring as directed by your Parole Officer, and/or the Parole Board, and abide by any DOC rules with regard to the use of any electronic monitoring devices.
14. You shall abide by any conditions specific to Domestic Violence Offenders.
15. You shall abide by any conditions specific to Sex Offenders.
16. You shall work and reside only where approved by your Parole Officer, and you shall not establish or change residence or work without prior approval of your Parole Officer.
17. You shall be restricted in traveling to the following specific area(s):  
\_\_\_\_\_
18. Additional Conditions: \_\_\_\_\_

**B. Special Conditions for Domestic Violence Offenders**

The following special conditions may be applied on a case-by-case basis and must be based on the level of risk in the individual case. Each condition being imposed must be tied to an offender risk-related issue.

14A. You shall not have any contact with your victim(s) through any means (letters, phone, tapes, videos, visits, communication through electronic media, and any type of social media, or third-party contact), unless approved in advance and in writing, by your supervising Parole Officer, or designee. This includes: \_\_\_\_\_.

14B. You shall attend, participate in, and complete a Department of Corrections recognized program for intimate partner violence risk at your own expense and to the full satisfaction of your Parole Officer or designee.

14C. You shall abide by any Temporary/Final Relief from abuse orders, and any other Family Court order restricting or regulating contact with any past or present family member or intimate partner.

C. Special Conditions for Sex Offenders.

The following special conditions may be applied on a case-by-case basis and must be based on the level of risk in the individual case. Each condition being imposed must be tied to an offender risk-related issue.

15A. You shall not have any contact with your victim(s) through any means (letters, phone, tapes, videos, visits, communication through electronic media, and any type of social media, or third-party contact), unless approved in advance and in writing, by your supervising Parole Officer, or designee. This includes: \_\_\_\_\_.

15B. You shall successfully enroll in, participate in, and complete a treatment program for individuals who have exhibited sexually harmful behavior as directed by your supervising Parole Officer, or designee, as approved by the Department of Corrections.

15C. You shall authorize release for your sex offender treatment and any other treatment provider(s) to have unrestricted communications with your Parole Officer or designee, and the Parole Board about your participation in sex offender and any other required treatment, including but not limited to your attendance, level of participation, and information that relates to evaluating whether you have successfully participated in and completed treatment, or in the interest of public safety.

15D. You shall not purchase, possess, or use pornography, or erotica, or go to adult bookstores, sex shops, topless bars, etc., unless approved in advance by your Parole Officer, or designee.

15E. You shall not access, or loiter in, places where children congregate (e.g., parks, playgrounds, schools) unless otherwise approved in advance by your parole officer, or designee.

15F. You shall not allow any  **male** or  **female** or  **male and female (check just one box)** passengers to ride in your vehicle, unless otherwise approved in advance by your Parole Officer, or designee.

15G. You shall not own, possess, or use a camera, recorder, cell phone, or other electronic devices that have recording and/or internet capabilities, without prior permission of your Parole Officer, or designee.

15H. You shall give your Parole Officer or designee, search, and seizure privileges to search your persons and/or property without a warrant and confiscate pornography, erotica, digital media, computer, cellular telephone, iPad, electronic notebook, Smart TV, Smart Watch, etc. or any other item which may constitute a violation of your conditions.

15I. You shall submit to, and pay for, periodic polygraph examinations at the direction of your supervising officer, or designee. These polygraph examinations will be used to determine your compliance with supervision and treatment requirements.

15J. You shall surrender any digital or electronic devices, media, or computers to your Parole Officer or designee, for forensic examination, as directed by your Parole Officer, or designee. If so directed, you shall allow your Parole Officer, or designee, to monitor your use of these devices and the internet. You shall assume all expenses for monitoring and abide by any computer and internet use contracts if so, directed by your Parole Officer, or designee.

15K. You shall not initiate or maintain contact with  **male** or  **female** or  **male and female** (check just one box) persons under the age of  **16** or  **18**, unless otherwise approved in advance and in writing by your Parole Officer, or designee. Said contact may require the accompaniment of a responsible adult and approval by your Parole Officer, or designee. Contact includes any communications through electronic media encompassing, but not limited to, email, internet contact, texting, tweeting, and communications via social media.

15L. You shall not work or volunteer for any business or organization that provides services to persons under the age of  **16** or  **18** (check just one box), unless otherwise approved in advance by your Parole Officer, or designee.

15M. You shall not work or volunteer for any business or organization that provides services to vulnerable adults unless otherwise approved in advance by your Parole Officer, or designee.

15N. You shall inform any persons identified by your Parole Officer, or designee of your conviction(s) and conditions of supervision, and you will inform your Parole Officer, or designee of any individuals with whom you have a significant relationship or close affiliation. Your Parole Officer, or designee, shall determine who shall be informed of your offending history and conditions of supervision.

15O. You shall not participate in friendships or relationships with individuals who have children, unless otherwise approved in advance by your Parole Officer, or designee.

15P. You shall not reside where children reside or within 300 feet of where children congregate (e.g., parks, playgrounds, schools) unless otherwise approved in advance by your Parole Officer, or designee.

15Q. You shall not reside where vulnerable adults reside or where vulnerable adults congregate (e.g., nursing homes, assisted housing, etc.) unless otherwise approved in advance by your Parole Officer, or designee.

15R. You shall not engage in employment or volunteering unless it has been pre-approved by your Parole Officer, or designee.

- D. The Board shall consider the special conditions proposed by the Department of Corrections in the offender's parole summary.
- E. The Board shall take into consideration when formulating conditions, the emotional needs of the victim and the victim's family. In addition to those contained in section II. A, the Board may impose any special condition necessary to protect the victim or the victim's family or to meet any of the victim's or victim's family's emotional needs.

### III. Restitution

- A. Restitution shall be included as a condition of parole if the original sentence order requires restitution and specifies a dollar amount.
- B. An order of restitution by the Board shall be included as part of the parole agreement signed by the inmate.
- C. An offender may not be charged with a violation of parole for non-payment of restitution.

### IV. Parole to Detainer in Another Jurisdiction

- A. In the event the Board grants parole to the detainer of another jurisdiction as provided for in Chapter 10, Procedure III C (3) and if the offender knowingly, voluntarily, and in writing with the consent of counsel understands the Board may condition the parole to that detainer on the immediate return to Vermont and report to designated Probation & Parole office following the release from incarceration in the other jurisdiction unless the offender has completed the predetermined maximum term out his/her Vermont sentence. The Board and staff shall follow the procedures set forth Chapter 12 Procedure 1. D.

B. In the event the Board grants parole to a Federal Immigration and Customs Enforcement (ICE) deportation detainee the Board shall consider eligibility consistent with Chapter 10, and follow procedures set forth in Chapter 11. The Board may grant parole only where it has received from ICE assurance that an order of deportation will be executed, and if granted parole to the ICE detainee the offender will not be released from the custody of ICE, unless such release is a result of deportation. The Board and staff shall follow the procedures set forth in Chapter 12 Procedure I. E.

CURRENT



## VERMONT PAROLE BOARD CONDITIONS OF SUPERVISION GUIDANCE DOCUMENT

### Standard Parole Conditions

The following Standard Conditions are required of all individuals on *Parole*:

1. *You shall not commit any act punishable by law, including violating any court orders.*
2. *You shall report (within 24 hours) any contact you have with law enforcement to your Parole Officer, or designee, and may not act as an informant for Law Enforcement.*
3. *You shall report to your Parole Officer, or designee, as required, and notify your supervising officer of any changes to your residence or employment.*
4. *You shall allow your Parole Officer, or designee, to visit you in your home or place of employment or elsewhere at any time, as necessary.*
5. *You shall not purchase, possess, or handle firearms and/or ammunition.*
6. *You shall not leave the State of Vermont without permission from your Parole Officer, or designee.*

### Special Parole Conditions

7. *You shall participate in any programming, screening, and/or counseling as required by your Parole Officer or the Parole Board, allowing the provider to disclose information about your participation and attendance.*

#### Application

This condition applies to offenders who are mandated, or referred, to risk-reducing treatment, programs, and/or counseling based on validated risk assessments or offender classification.

Resources/references:

- Criminal charge
- Affidavit
- Assessment scores
- Treatment Provider

8. *You shall not purchase, possess, or consume alcohol while on Parole, and must submit to an alcohol test when requested.*

#### Application

This condition applies to offenders who have a risk area identified through a validated substance use assessment; a pervasive or chronic problem or dependency with alcohol diagnosed by a licensed alcohol and drug counselor or a licensed clinician; or evidence of a risk to public safety while under the influence of alcohol from present, past, or criminally adjudicated behavior. Removal of this condition after imposition and application would involve new assessment scores or clinical determination indicating that alcohol-related risk is being effectively self-managed.

Resources/references:

- Affidavits

- Assessments (ORAS/SSISA)
- Criminal Record Check
  - Presentence Investigation Report
  - Treatment Provider

9. *You shall not purchase, possess, or consume illegal drugs and/or regulated drugs without a prescription, including misusing prescription drugs, and submit to a drug test if requested.*

Application

This condition applies to offenders who have a risk area identified through a validated substance use assessment; a pervasive or chronic problem or dependency with illegal and/or regulated drugs diagnosed by a licensed alcohol and drug counselor or licensed clinician; or evidence of a risk to public safety while under the influence of regulated and/or illegal drugs from present, past, or criminally adjudicated behavior.

Resources/references:

- Affidavits
- Assessments (ORAS/SSISA)
- Criminal Record Check
- Presentence Investigation Report
- Treatment Provider

10. *You shall abide by a curfew if your Parole Officer or the Parole Board has cause to put you on one.*

Application

This condition applies to offenders who pose a significant risk to the public, or who have identified victims and an absconding/escape history. This condition is most appropriate for moderate to high-risk listed offenders, moderate to high-risk domestic violence offenders, moderate to high-risk sex offenders with contact offenses, and high-risk offenders with violent crimes. When necessary due to non-compliance, this condition can be applied as an alternative to incarceration and used as a supervision tool, pursuant to the community supervision sanction grid. Curfews should be reasonably applied to allow for employment, education, and social activities. Curfews requiring offenders to be at their residence outside of 7PM to 5AM must be staffed with the District Manager (DM), or designee, and must be approved by the DM.

Resources/references:

- Assessment scores
- Victim sensitive cases
- Classification of offender
- History of absconding/escapes

11. *You shall not associate with anyone identified by your Parole Officer or the Parole Board has determined is, or may potentially be, a risk to you.*

Application

This condition applies to offender contact with co-defendants that could be detrimental to their supervision and offenders with an adjudicated crime involving vulnerable individuals. Application of this condition is not appropriate for cases in which the sole concern is contact contributing to

increased risk of substance use. Supervisor approval is required for this condition to be applied to any associates who were not identified co-defendants.

12. *You shall pay court ordered restitution in a plan agreed upon with your Parole Officer.*

Application

This condition applies to offenders who have an outstanding court ordered restitution balance.

13. *You shall permit the use of electronic monitoring as directed by your Parole Officer, and/or the Parole Board, and shall abide by any DOC rules with regard to the use of any electronic monitoring devices.*

Application

This condition applies to offenders who pose a risk to their victims or who have a history of absconding. This condition is most appropriate for listed offenders, domestic violence offenders, sex offenders with contact offenses, and offenders scoring moderate to high risk. Supervisor approval is required for electronic monitoring.

Resources/references:

- Assessment scores
- Victim sensitive cases
- Classification of offender
- History of absconding/escapes

14. *You shall abide by any conditions specific to Domestic Violence Offenders (See Special Parole Conditions for Domestic Violence Offenders Section).*

15. *You shall abide by any conditions specific to Sex Offenders (See Special Parole Conditions for Sex Offenders Section).*

16. *You shall work and reside only where approved by your Parole Officer, and you shall not establish or change residence or work without prior approval of your Parole Officer.*

Application

Appropriate use of this condition for the following offenders:

- Offenders for whom a transitional housing and/or residential treatment need has been determined through the staffing process.
- Sex offenders with contact offenses
- Moderate to high-risk offenders on supervision for interpersonal partner violence, in which there are increased victim concerns in the absence of this restriction.
- Offenders who score high risk on any validated risk instrument/assessment.
- Moderate to high-risk offenders with identified victims, deemed a risk to abscond due to absconding/escape history.
- Offenders who do not meet the above criteria, but for whom there is a specific, credible concern to public safety in the absence of this restriction (Must be reviewed and determined by District Manager).



In the event that an offender loses housing due to being removed from programming, or for reasons not otherwise resulting in a violation, the offender should remain in the community if risk and/or treatment needs can be managed while an alternative residence or program is explored.

Resources/references:

- Affidavits
- Victim sensitive case
- Criminal record check
- History of Escapes/Absconding

17. You shall be restricted in traveling to the following specific area(s): \_\_\_\_\_

18. Additional Conditions: \_\_\_\_\_

## Special Parole Conditions for Domestic Violence Offenders

14A. You shall not have any contact with your victim(s) through any means (letters, phone, tapes, videos, visits, communication through electronic media, and any type of social media, or third-party contact), unless approved in advance and in writing, by your supervising Parole Officer, or designee. This includes: (names or initials).

### Application

This condition applies to individuals whose current convictions involve interpersonal partner violence, adjudicated victims, and/or affected parties outside of interpersonal partner violence (e.g., DUI – Fatality, Reckless Endangerment) where substantial and lingering mental harm poses duress to affected persons. or where abuse or harassment has occurred. Where appropriate, the victim contact restriction should be accompanied by a family court order, victim input, or recognition that imminent risk would be posed to the victim if contact were allowed. Removal of this condition must involve, if possible, substantive victim input and should be staffed with a supervisor and local corrections team. Restricted contact with a child should be supported by a family court order, Department for Children and Families (DCF) involvement, or imminent risk to the child. Removal of this condition should involve substantive victim input and/or collaborative input from a Social Service worker, if appropriate.

Resources/references:

- Affidavits
- Criminal record check
- Presentence Investigation Reports
- Victim Services
- VANS
- Victim Input
- Department for Children and Families input

14B. You shall attend, participate in, and complete a Department of Corrections recognized program for intimate partner violence risk at your own expense and to the full satisfaction of your Parole Officer or designee.

#### Application

This condition applies to offenders who are mandated, or referred, to risk-reducing treatment based on validated risk assessments or offender classification *and* who have convictions involving interpersonal partner violence. Consideration for offenders who have convictions involving interpersonal partner violence, but do not have an accompanying court mitt or plea agreement mandating specific domestic violence (DV) programming, will be reviewed on a case-by-case basis, and are suggested to be staffed with a supervisor. Criteria considered for a referral for an offender may involve a high DVSI-R (Domestic Violence Screening Instrument-Revised) score coupled with a moderate/high ORAS (Ohio Risk Assessment System) score, or where other risk-reducing services would not be more appropriate.

#### Resources/references:

- Criminal charge
- Affidavit

14C. *You shall abide by any Temporary/Final Relief from abuse orders, and any other Family Court order restricting or regulating contact with any past or present family member or intimate partner.*

#### Application

This condition applies to individuals whose current convictions involve interpersonal partner violence and/or sexually harmful behavior, adjudicated victims, and/or affected parties outside of interpersonal partner violence and/or sexually harmful behavior (e.g., DUI – Fatality, Reckless Endangerment) where substantial and lingering mental harm poses duress to affected persons. or where abuse or harassment has occurred. Where appropriate, the victim contact restriction should be accompanied by a family court order, victim input, or recognition that imminent risk would be posed to the victim if contact were allowed. Removal of this condition must involve, if possible, substantive victim input and should be staffed with a supervisor and local corrections team. Restricted contact with a child should be supported by a family court order, Department for Children and Families (DCF) involvement, or imminent risk to the child. Removal of this condition should involve substantive victim input and/or collaborative input from a Social Service worker, if appropriate.

#### Resources/references:

- Affidavits
- Criminal record check
- Presentence Investigation Reports
- Victim Services
- VANS
- Victim Input
- Department for Children and Families input

## Special Parole Conditions for Sex Offenders

15A. *You shall not have any contact with your victim(s) through any means (letters, phone, tapes, videos, visits, communication through electronic media, and any type of social media, or third-party contact), unless approved in advance and in writing, by your supervising Parole Officer, or designee. This includes: (names or initials).*

Application

This condition applies to individuals whose current convictions involve interpersonal partner violence and/or sexually harmful behavior, adjudicated victims, and/or affected parties outside of interpersonal partner violence and/or sexually harmful behavior (e.g., DUI – Fatality, Reckless Endangerment) where substantial and lingering mental harm poses duress to affected persons. or where abuse or harassment has occurred. Where appropriate, the victim contact restriction should be accompanied by a family court order, victim input, or recognition that imminent risk would be posed to the victim if contact were allowed. Removal of this condition must involve, if possible, substantive victim input and should be staffed with a supervisor and local corrections team. Restricted contact with a child should be supported by a family court order, Department for Children and Families (DCF) involvement, or imminent risk to the child. Removal of this condition should involve substantive victim input and/or collaborative input from a Social Service worker, if appropriate.

Resources/references:

- Affidavits
- Criminal record check
- Presentence Investigation Reports
- Victim Services
- VANS
- Victim Input
- Department for Children and Families input

*15B. You shall successfully enroll in, participate in, and complete a treatment program for individuals who have exhibited sexually harmful behavior as directed by your supervising Parole Officer, or designee, as approved by the Department of Corrections.*

Application

This condition applies to offenders who are mandated, or referred, to risk-reducing treatment based on validated risk assessments or offender classification, and who have committed a sex offense. Consideration for offenders who were originally charged with an offense involving sexually harmful behavior, but who pled down or received a reduced conviction, shall be considered on a case-by-case basis.

Resources/references:

- Criminal charges
- Affidavits
- Presentence Investigation Reports
- Psycho-sexual evaluations
- Treatment Summaries
- Risk scores

*15C. You shall authorize release for your sex offender treatment and any other treatment provider(s) to have unrestricted communications with your Parole Officer or designee, and the Parole Board about your participation in sex offender and any other required treatment, including but not limited to your attendance, level of participation, and information that relates to evaluating whether you have successfully participated in and completed treatment, or in the interest of public safety.*

Application

This condition applies to offenders who are mandated or referred to risk-reducing treatment for sexually harmful behavior.

Resources/references:

- Criminal charges
- Affidavits
- Presentence Investigation Reports
- Psycho-sexual evaluations

15D. *You shall not purchase, possess, or use pornography, or erotica, or go to adult bookstores, sex shops, topless bars, etc., unless approved in advance by your Parole Officer, or designee.*

Application

This condition applies to offenders who have committed an offense(s) involving sexually harmful behavior and for whom increased risk of re-offense can reasonably be associated with exposure, or access, to the above-mentioned items. Staff should consult with an appropriate treatment provider or Program Services to determine the necessity of this condition. The offender's progress in treatment, supervision, self-regulation, and capacity to safety plan should be taken into consideration in the imposition, application, and removal of this condition.

Resources/references:

- Criminal charges
- Affidavits
- Presentence Investigation Reports
- Psycho-sexual evaluations
- Treatment Summaries
- Risk scores

15E. *You shall not access, or loiter in, places where children congregate (e.g., parks, playgrounds, schools) unless otherwise approved in advance by your parole officer, or designee.*

Application

This condition applies to offenders who have committed an offense(s) involving sexually harmful behavior against minors and for whom increased risk of re-offense can reasonably be associated with exposure, or access, to minors.

Resources/references:

- Criminal charges
- Affidavits
- Presentence Investigation Reports
- Psycho-sexual evaluations
- Treatment Summaries
- Risk scores

15F. *You shall not allow any  male or  female or  male and female (check just one box) passengers to ride in your vehicle, unless otherwise approved in advance by your Parole Officer, or designee.*

Application

This condition applies to offenders who have committed an offense(s) involving sexually harmful behavior, for whom increased risk of re-offense can reasonably be associated with exposure, or access, to individuals in an isolated setting, or for offenders with a history of using their vehicle to assist in the commission of a sexual crime or while engaged in sexual risk-related behavior.

Resources/references:

- Criminal charges
- Affidavits
- Presentence Investigation Reports
- Psycho-sexual evaluations
- Treatment Summaries
- Risk scores

*15G. You shall not own, possess, or use a camera, recorder, cell phone, or other electronic devices that have recording and/or internet capabilities, without prior permission of your Parole Officer, or designee.*

Application

This condition applies to offenders who have committed an offense(s) involving sexually harmful behavior, for whom increased risk of re-offense can reasonably be associated with exposure, or access, to electronic devices with audio, visual recording and/or internet capabilities, and who have a history of using such devices in the commission of a sexual crime or while engaged in sexual risk-related behavior. Staff should consult with an appropriate treatment provider or Program Services to determine the necessity of this condition. The offender's progress in treatment, supervision, self-regulation, and capacity to safety plan should be taken into consideration in the imposition, application, and removal of this condition.

Resources/references:

- Criminal charges
- Affidavits
- Presentence Investigation Reports
- Psycho-sexual evaluations
- Treatment Summaries
- Risk scores

*15H. You shall give your Parole Officer or designee, search, and seizure privileges to search your persons and/or property without a warrant and confiscate pornography, erotica, digital media, computer, cellular telephone, iPad, electronic notebook, Smart TV, Smart Watch, etc. or any other item which may constitute a violation of your conditions.*

Application

This condition applies to offenders who have committed an offense(s) involving sexually harmful behavior, for whom increased risk of re-offense can reasonably be associated with exposure, or access, to electronic communication devices, pornography, or erotica, and who have a history of using such devices or materials in the commission of a sexual crime or while engaged in sexual risk-related behavior.

Resources/references:

- Criminal charges

- Affidavits
- Presentence Investigation Reports
- Psycho-sexual evaluations
- Treatment Summaries
- Risk scores

15I. *You shall submit to, and pay for, periodic polygraph examinations at the direction of your supervising officer, or designee. These polygraph examinations will be used to determine your compliance with supervision and treatment requirements.*

Application

This condition applies to offenders who have committed an offense(s) involving sexually harmful behavior. Polygraph examinations should only be used for offenders with moderate-high or high risk; offenders who require polygraph for legal, parole or treatment reasons; or to gather information on specific and credible risk-related behavior. Disclosures made during polygraph examinations, and/or polygraph examination failures, can be used to gather information, but cannot be used as evidence for a violation.

Resources/references:

- Criminal charges
- Affidavits
- Presentence Investigation Reports
- Psycho-sexual evaluations
- Treatment Summaries
- Risk scores

15J. *You shall surrender any digital or electronic devices, media, or computers to your Parole Officer or designee, for forensic examination, as directed by your Parole Officer, or designee. If so directed, you shall allow your Parole Officer, or designee, to monitor your use of these devices and the internet. You shall assume all expenses for monitoring and abide by any computer and internet use contracts if so, directed by your Parole Officer, or designee.*

Application

This condition applies to offenders who have committed an offense(s) involving sexually harmful behaviour; for whom increased risk of re-offense can reasonably be associated with exposure, or access, to electronic devices with audio, visual recording and/or internet capabilities; and who have a history of using such devices in the commission of a sexual crime or while engaged in sexual risk-related behavior. This condition is appropriate for cases in which the supervision team has credible reason to believe the offender's risk of re-offense with access to the above-mentioned items can be self-managed. The offender's progress in treatment, supervision, self-regulation, and capacity to safety plan should be taken into consideration in the imposition, application, and removal of this condition.

Resources/references:

- Criminal charges
- Affidavits
- Presentence Investigation Reports
- Psycho-sexual evaluations
- Treatment Summaries

- Risk scores

15K. You shall not initiate or maintain contact with  **male** or  **female** or  **male and female** (check just one box) persons under the age of  **16** or  **18**, unless otherwise approved in advance and in writing by your Parole Officer, or designee. Said contact may require the accompaniment of a responsible adult and approval by your Parole Officer, or designee. Contact includes any communications through electronic media encompassing, but not limited to, email, internet contact, texting, tweeting, and communications via social media.

Application

This condition applies to offenders who have committed an offense(s) involving sexually harmful behavior against and for whom increased risk of re-offense can reasonably be associated with exposure, or access, to minors. Permission to have contact with minors is appropriate in cases in which the supervision team has credible reason to believe the offender's risk of re-offense with access to minors can be self-managed. The offender's progress in treatment, supervision, self-regulation, and capacity to safety plan should be taken into consideration in the imposition, application, and removal of this condition.

Resources/references:

- Criminal charges
- Affidavits
- Presentence Investigation Reports
- Psycho-sexual evaluations
- Treatment Summaries
- Risk scores

15L. You shall not work or volunteer for any business or organization that provides services to persons under the age of  **16** or  **18** (check just one box), unless otherwise approved in advance by your Parole Officer, or designee.

Application

This condition applies to offenders who have committed an offense(s) involving sexually harmful behavior and for whom increased risk of re-offense can reasonably be associated with exposure, or access, to minors. Permission to work or volunteer for a business or organization that would facilitate contact with minors is appropriate in cases in which the supervision team has credible reason to believe the offender's risk of re-offense with access to minors can be self-managed. The offender's progress in treatment, supervision, self-regulation, and capacity to safety plan should be taken into consideration in the imposition, application, and removal of this condition.

Resources/references:

- Criminal charges
- Affidavits
- Presentence Investigation Reports
- Psycho-sexual evaluations
- Treatment Summaries
- Risk scores

15M. You shall not work or volunteer for any business or organization that provides services to vulnerable adults unless otherwise approved in advance by your Parole Officer, or designee.

Application

This condition applies to offenders who have committed an offense(s) involving sexually harmful behavior and for whom increased risk of re-offense can reasonably be associated with exposure, or access, to vulnerable adults. Permission to work or volunteer for a business or organization that would facilitate contact with vulnerable adults is appropriate in cases in which the supervision team has credible reason to believe the offender's risk of re-offense with access to vulnerable adults can be self-managed. The offender's progress in treatment, supervision, self-regulation, and capacity to safety plan should be taken into consideration in the imposition, application, and removal of this condition. For the purpose this condition, a vulnerable adult is any person over the age of 18 with a physical and/or cognitive disability diagnosed by an educational, healthcare, or mental health services provider, and/or determined by a court, whose disability increases risk of sexual victimization.

Resources/references:

- Criminal charges
- Affidavits
- Presentence Investigation Reports
- Psycho-sexual evaluations
- Treatment Summaries
- Risk scores

*15N. You shall inform any persons identified by your Parole Officer, or designee of your conviction(s) and conditions of supervision, and you will inform your Parole Officer, or designee of any individuals with whom you have a significant relationship or close affiliation. Your Parole Officer, or designee, shall determine who shall be informed of your offending history and conditions of supervision.*

Application

This condition applies to individuals whose current convictions involve interpersonal partner violence and/or sexually harmful behavior.

Resources/references:

- Criminal charges
- Affidavits
- Presentence Investigation Reports
- Psycho-sexual evaluations
- Treatment Summaries
- Risk scores
- Victims Services
- VANS

*15O. You shall not participate in friendships or relationships with individuals who have children, unless otherwise approved in advance by your Parole Officer, or designee.*

Application

This condition applies to offenders who have committed an offense(s) involving sexually harmful behavior and for whom increased risk of re-offense can reasonably be associated with exposure, or access, to minors. Permission to engage in a relationship with individuals who care for, or have custody of, minors is appropriate in cases in which the supervision team has credible reason to



believe the offender's risk of re-offense with access to minors can be self-managed. The offender's progress in treatment, supervision, self-regulation, and capacity to safety plan should be taken into consideration in the imposition, application, and removal of this condition.

Resources/references:

- Criminal charges
- Affidavits
- Presentence Investigation Reports
- Psycho-sexual evaluations
- Treatment Summaries
- Risk scores

*15P. You shall not reside where children reside or within 300 feet of where children congregate (e.g., parks, playgrounds, schools) unless otherwise approved in advance by your Parole Officer, or designee.*

Application

This condition applies to offenders who have committed an offense(s) involving sexually harmful behavior against minors and for whom increased risk of re-offense can reasonably be associated with exposure, or access, to minors. This condition is only appropriate for offenders with moderate-high to high risk to sexually reoffend and/or for whom there is credible reason to believe that proximity to minors is a significant risk. This condition is most appropriate for offenders who have engaged in sexually harmful behavior with a minor who was an acquaintance, or who was unknown to the offender. Unless indicated by a validated risk instrument/assessment, or due to a case-specific risk factor, this condition is not appropriate for non-contact and/or incest offenders. Staff should consult with an appropriate treatment provider or Program Services to determine the necessity of this condition. The offender's progress in treatment, supervision, self-regulation, and capacity to safety plan should be taken into consideration in the imposition, application, and removal of this condition.

Resources/references:

- Criminal charges
- Affidavits
- Presentence Investigation Reports
- Psycho-sexual evaluations
- Treatment Summaries
- Risk scores

*15Q. You shall not reside where vulnerable adults reside or where vulnerable adults congregate (e.g., nursing homes, assisted housing, etc.) unless otherwise approved in advance by your Parole Officer, or designee.*

Application

This condition applies to offenders who have committed an offense(s) involving sexually harmful behavior and for whom increased risk of re-offense can reasonably be associated with exposure, or access, to vulnerable adults. Permission to reside where vulnerable adults reside or congregate is appropriate in cases in which the supervision team has credible reason to believe the offender's risk of re-offense with access to vulnerable adults can be self-managed. Staff should consult with an appropriate treatment provider or Program Services to determine the necessity of this

condition. The offender's progress in treatment, supervision, self-regulation, and capacity to safety plan should be taken into consideration in the imposition, application, and removal of this condition. For the purposes of this condition, a vulnerable adult is any person over the age of 18 with a physical and/or cognitive disability diagnosed by an educational, healthcare, or mental health services provider, and/or determined by a court, whose disability increases risk of sexual victimization.

Resources/references:

- Criminal charges
- Affidavits
- Presentence Investigation Reports
- Psycho-sexual evaluations
- Treatment Summaries
- Risk scores

*15R. You shall not engage in employment or volunteering unless it has been pre-approved by your Parole Officer, or designee.*

Application

This condition applies to offenders who have committed an offense(s) involving sexually harmful behavior and for whom increased risk of re-offense can reasonably be associated with employment or volunteering that would likely facilitate exposure, or access, to individuals in the offender's historical victim category. This condition is most appropriate for offenders who have engaged in sexually harmful behavior with an individual who was an acquaintance, or who was unknown to the offender. The offender's progress in treatment, supervision, self-regulation, and capacity to safety plan should be taken into consideration in the imposition, application, and removal of this condition.

Resources/references:

- Criminal charges
- Affidavits
- Presentence Investigation Reports
- Psycho-sexual evaluations
- Treatment Summaries
- Risk scores

MONTH	SITE	MEMBER NAME	OFFENDER NAME	HEARING DECISION	Criminal & Parole History	Ability to Control Behavior	Responsivity (Programming)	Institutional / Community Behavior	Offender Change	Release Plan	Case Specific Factors	Victim Considerations	Community Considerations
MAY	SAPP	GIFFIN	D, C	GRANTED	A	A	M	N	M	M	N	N	N
MAY	SAPP	BOUCHER	D, C	GRANTED	A	A	M	M	M	M	N	N	N
MAY	SAPP	STEPHENS	D, C	GRANTED	A	A	M	M	M	M	N	N	N
MAY	NWSCF	STEPHENS	B, T	GRANTED	N	A	M	M	M	M	A		N
MAY	NWSCF	BOUCHER	B, T	GRANTED	M	A	M	N	M	M	A	N	N
MAY	NWSCF	GIFFIN	B, T	GRANTED	M	A	M	N	M	M	N	N	N
MAY	BRPP	GEORGE	G, A	GRANTED	A	A	N	N	M	M	N	N	N
MAY	BRPP	BOUCHER	G, A	GRANTED	A	A	N	N	M	M	N	N	N
MAY	BRPP	DENGLER	G, A	GRANTED	A	A	N	N	N	N	N	N	N
MAY	SSCF	GEORGE	A, A	GRANTED	A	A	N	N	N	N	N	N	N
MAY	SSCF	GIFFIN	A, A	GRANTED	A	A	M	A	A	A	N	N	N
MAY	SSCF	STEPHENS	A, A	GRANTED	A	A	A	A	A	N	N	N	N
MAY	SSCF	GEORGE	H, R	DENIED	A	A	A	A	A	N	N	N	N
MAY	SSCF	GIFFIN	H, R	DENIED	A	A		A	A	A	N	N	N
MAY	SSCF	STEPHENS	H, R	DENIED	A	A	A	A	A	A	N	N	N
MAY	BAPP	GEORGE	G, W	GRANTED	A	A	N	N	N	M	N	N	N
MAY	BAPP	CAROLEO	G, W	GRANTED	A	N	M	N	N	M	N	N	N
MAY	BAPP	GIFFIN	G, W	GRANTED	A	A	M	A	M	M	N	N	N
MAY	MVRCF	GIFFIN	K, R	GRANTED	A	A	A	A	A	M	N	N	N
MAY	MVRCF	CAROLEO	K, R	GRANTED	A	N	A	N	N	N	N	N	N
MAY	MVRCF	GEROGE	K, R	GRANTED	A	A	N	N	N	N	N	N	N
MAY	MVRCF	GEORGE	M, A	GRANTED	A	A	N	N	N	N		N	N
MAY	MVRCF	CAROLEO	M, A	GRANTED	A	N	N	N	N	N	N	N	N
MAY	MVRCF	GIFFIN	M, A	GRANTED	A	A	M	A		A	N	N	N
MAY	CRCF	STEPHENS	B, G	GRANTED	A	A	M	M	M	M	N	N	N
MAY	CRCF	GIFFIN	B, G	GRANTED	A	A	M	N	M	A	N	N	N
MAY	CRCF	DENGLER	B, G	GRANTED	A	A	N	M	N	N	N	N	N
MAY	CRCF	STEPHENS	C, K	GRANTED		A	N	N	N	N	N	N	N
MAY	CRCF	GIFFIN	C, K	GRANTED	A	A	N	A	A	M	N	N	N
MAY	CRCF	DENGLER	C, K	GRANTED	N	A	N	M	N	N	N	N	N
MAY	CRCF	STEPHENS	S, D	DENIED	M	A	A	N	A	A	N	N	N
MAY	CRCF	GIFFIN	S, D	DENIED	M	A	M	N	M	A	N	N	A
MAY	CRCF	DENGLER	S, D	DENIED	N	A	N	A	A	A	N	N	N
MAY	BEPP	STEPHENS	G, R	GRANTED	A	A	N	N	N	M	N	N	A
MAY	BEPP	BOUCHER	G, R	GRANTED	A	A	M	M	M	M	N	N	
MAY	BEPP	DENGLER	G, R	GRANTED	A	A	M	M	N	N	N	N	N
MAY	BEPP	DENGLER	W, C	GRANTED	A	A	N	N	M	N	N	N	N
MAY	BEPP	BOUCHER	W, C	GRANTED	A	A	N	M	M	M	N	N	N
MAY	BEPP	STEPHENS	W, C	GRANTED	A	A	N	M	N	N	N	N	N

MONTH	SITE	MEMBER NAME	OFFENDER NAME	HEARING DECISION	Criminal & Parole History	Ability to Control Behavior	Responsivity (Programming)	Institutional / Community Behavior	Offender Change	Release Plan	Case Specific Factors	Victim Considerations	Community Considerations
MAY	SIPP	GEORGE	M, J	GRANTED	A	A	M	N	M	M	N	N	N
MAY	SIPP	STEPHENS	M, J	GRANTED	A	A	M	M	M	M	N	N	N
MAY	SIPP	BOUCHER	M, J	GRANTED	A/M	A	M	M	M	M	N	N	N
MAY	NECC	BOUCHER	R, S	DENIED	A	A	A	M	A	A	N	N	N
MAY	NECC	STEPHENS	R, S	DENIED	A	A	A	A	A	N	N	N	N
MAY	NECC	GEORGE	R, S	DENIED	A	A	A	N	A	A	N	N	N
MAY	NEPP	GEORGE	C, S	GRANTED	A	A	N	N	N	N	N	N	N
MAY	NEPP	GIFFIN	C, S	GRANTED	A	A	A	N	A	M	N	N	N
MAY	NEPP	CAROLEO	C, S	GRANTED	A	N	N	A	N	N	N	N	N
MAY	NEPP	GEORGE	P, M	GRANTED	A	A	N	N	N	M	N	N	N
MAY	NEPP	GIFFIN	P, M	GRANTED	A	A		A	A	A	N	N	N
MAY	NEPP	CAROLEO	P, M	GRANTED	A	A	N	N	N	M	N	N	N
MAY	NEPP	GEORGE	B, N	DENIED	A	A	N	A	N	N	N	N	N
MAY	NEPP	GIFFIN	B, N	DENIED	A	A		A	A	A			A
MAY	NEPP	CAROLEO	B, N	DENIED	A	A	N	A	N	N	N	N	N
MAY	NSCF	GEORGE	B, R	DENIED	A	A	A	N	N	N	N	N	N
MAY	NSCF	BOUCHER	B, R	DENIED	A	A	A	A	A	A	N	N	N
MAY	NSCF	CAROLEO	B, R	DENIED									
MAY	NSCF	GEORGE	S, A	GRANTED	A	A	M	N	M	N	N	A	N
MAY	NSCF	BOUCHER	S, A	GRANTED	A	A	M	A	M	M	N	A	N
MAY	NSCF	CAROLEO	S, A	GRANTED									
MAY	NSCF	BOUCHER	R, L	DENIED	A	A	A		A	A	N	N	N
MAY	NSCF	GEORGE	R, L	DENIED	A	A	A	N	N	A	A	N	N
MAY	NSCF	CAROLEO	R, L	DENIED	A	A	N	N	N	N	N	A	A
JUNE	SSCF	BOUCHER	G, J	DENIED	A	A	A	A		A	N	N	N
JUNE	SSCF	DENGLER	G, J	DENIED	A	A	A	A	A	N	N	N	N
JUNE	SSCF	CAROLEO	G, J	DENIED	A	A	A	A	A	N	N	N	N
JUNE	SSCF	BOUCHER	M, C	GRANTED	A	A	M	M	N	M	N	N	N
JUNE	SSCF	DENGLER	M, C	GRANTED	A	A	M	M	M	M	N	N	N
JUNE	SSCF	CAROLEO	M, C	GRANTED	A	M	M	M	M	M		N	N
JUNE	SPPP	GEORGE	M, B	GRANTED	A	A	N	M	M	M	N	N	N
JUNE	SPPP	GIFFIN	M, B	GRANTED	A	A	M	N	M	M	N	N	N
JUNE	SPPP	CAROLEO	M, B	GRANTED	A	N	M	N, M	M	M	N	N	N
JUNE	SPPP	GEORGE	E, K	GRANTED	A	A	N	N	N	M	N	N	N
JUNE	SPPP	GIFFIN	E, K	GRANTED	A	A	A	N	A	M	N	N	N
JUNE	SPPP	CAROLEO	E, K	GRANTED	A	N	M	N	N	M	N	N	N
JUNE	SAPP	GEORGE	L, B	GRANTED	A	N	N	N	N	N	N	N	N
JUNE	SAPP	BOUCHER	L, B	GRANTED	A	A	N	N	N	N	N	N	N

MONTH	SITE	MEMBER NAME	OFFENDER NAME	HEARING DECISION	Criminal & Parole History	Ability to Control Behavior	Responsivity (Programming)	Institutional / Community Behavior	Offender Change	Release Plan	Case Specific Factors	Victim Considerations	Community Considerations
JUNE	NWSCF	BOUCHER	H, A	DENIED	A	A	N	A	A	A	N	N	N
JUNE	NWSCF	GEORGE	H, A	DENIED	A	A	N	A	N	A	N		N
JUNE	MIPP	GEORGE	H, A	GRANTED	A	A	N	N	N	N	N	N	N
JUNE	MIPP	DENGLER	H, A	GRANTED	A	A	N	N	N	N	N	N	N
JUNE	RUPP	DENGLER	H, E	GRANTED	A	A	N	N	N	N	N	N	N
JUNE	RUPP	GEORGE	H, E	GRANTED	N	A	N	N	N	N	N	N	N
JUNE	MVRFC	GEORGE	S, C	GRANTED	A	A	N	N	N	N	N	N	N
JUNE	MVRFC	DENGLER	S, C	GRANTED	A	A	N	A	N	N	N	N	N
JUNE	CRCF	BOUCHER	G, S	GRANTED	A	A	N	A	A	M	N	N	N
JUNE	CRCF	GIFFIN	G, S	GRANTED	A	A		A	A	A	N	N	N
JUNE	CRCF	GIFFIN	H, V	DENIED	M	A	M	N	A	A	N	N	N
JUNE	CRCF	BOUCHER	H, V	DENIED	A	A	N	N	A	A	N	N	N
JUNE	CRCF	BOUCHER	K, K	DENIED	A	A	A	A	A	A	N	N	N
JUNE	CRCF	GIFFIN	K, K	DENIED	A	A	A	A	A	A	N	N	N
JUNE	BUPP	GEORGE	B, J	GRANTED	N	N	N	N	N	M	N	N	N
JUNE	BUPP	CAROLEO	B, J	GRANTED	A	N	M	N	M	N	N	N	N
JUNE	BUPP	GIFFIN	B, J	GRANTED	M	A	M	N	M	M	N	N	N
JUNE	BAPP	GIFFIN	E, J	GRANTED	A	A	M	N	M	M	N	A	N
JUNE	BAPP	CAROLEO	E, J	GRANTED	A	A	N	A	N	N	A	A	N
JUNE	BAPP	GEORGE	E, J	GRANTED	A	A	N	N	N	N	N	N	A
JUNE	BUPP	GEORGE	J, P	GRANTED	N	A	M	N	M	M	N	N	N
JUNE	BUPP	CAROLEO	J, P	GRANTED	A	N	M	N	M	N, M	N	N	N
JUNE	BUPP	GIFFIN	J, P	GRANTED	A	A	M	N	M	M	N	N	N

**TENTATIVE**  
**VERMONT PAROLE BOARD SCHEDULE**  
**July 2024**

*\*Hearings are being held over video conference using Microsoft Teams.*

*\*Information for attending individual hearings is located on the final schedule for the corresponding Correctional Facility or Probation & Parole Office.*

<b><u>Date Of The Hearings</u></b>	<b><u>Locations Of The Hearings</u></b>
Tuesday, July 09, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• St. Albans Probation &amp; Parole</li> <li>• Northwest State Correctional Facility</li> </ul>
Wednesday, July 10, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Hartford Probation &amp; Parole</li> <li>• Brattleboro Probation &amp; Parole</li> </ul>
Thursday, July 11 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Springfield Probation &amp; Parole</li> <li>• Southern State Correctional Facility</li> </ul>
Tuesday, July 16, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Middlebury Probation &amp; Parole</li> <li>• Rutland Probation &amp; Parole</li> <li>• Marble Valley Regional Correctional Facility</li> </ul>
Wednesday, July 17, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Chittenden Regional Correctional Facility</li> <li>• Burlington P&amp;P <i>Parole Violation Hearings</i></li> </ul>
Thursday, July 18, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Bennington Probation &amp; Parole</li> <li>• Burlington Probation &amp; Parole</li> <li>• Barre Probation &amp; Parole</li> <li>• Morrisville Probation &amp; Parole</li> </ul>
Tuesday, July 23, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Newport Probation &amp; Parole</li> <li>• Northern State Correctional Facility <i>Parole Violation Hearings</i></li> </ul>
Wednesday, July 24, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Northern State Correctional Facility <i>Parole Hearings</i></li> <li>• Out of State</li> </ul>
Thursday, July 25, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• St. Johnsbury Probation &amp; Parole</li> <li>• Northeast Correctional Complex</li> </ul>
Wednesday, July 31, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Overflow Hearing Day</li> </ul>

**\*\*\*\*\*Dates, times and location are subject to change.\*\*\*\*\***