

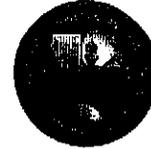
Proposed Administrative Directives

	TOPIC	PRIORITY	NOTES
1	Discovery obligations for lifer hearings		
2	Ex parte communications		Mina
3	Attorney prompting during panel questioning		
4	Scope of prosecutor's clarification questions and inmate counsel's clarification questions		
5	Application of the "10 day" rules		Jerome
6	Calculating terms of confinement for conspiracy convictions		Katie
7	Calculating post-conviction credits at progress hearings		Nikolette
8	Procedures for telephonic and video participation at lifer hearings		Mina
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10			

For disability related accommodations, please contact the BPH Americans with Disabilities Act Coordinator at (916) 445-4072, at least five (5) working days prior to the scheduled meeting. All persons and property entering into this facility may be subject to search. No unauthorized weapons are allowed pursuant to Penal Code Section 171b.

BOARD OF PAROLE HEARINGS

P.O. Box 4036
Sacramento, CA 95812-4036

**TRANSCRIPT ANALYSIS PROGRAM**

- Purpose:** To provide each commissioner with periodic legal feedback regarding their parole suitability decisions, medical parole decisions, and other hearing decisions.
- Schedule:** Effective April 1, 2011, the scheduling unit shall make individual appointments for two commissioners per month with members of the Board of Parole Hearings (BPH) legal unit. The appointments for each commissioner will occur twice during a 12-month period of time. The appointments will be assigned during already designated administrative days or on the afternoon before regularly scheduled board meetings for commissioners living too far to visit BPH HQ in one day.
- Preparation:** The scheduling unit will notify the legal unit of the commissioner appointments for transcript analysis. Prior to each appointment, the BPH legal unit shall assign attorneys to review samples of the commissioner's parole suitability grants and denials, medical parole decisions, and any other items requested by the commissioner.
- Appointment:** During the appointment, the BPH legal unit shall identify any trends that appeared during their preparation and make helpful suggestions based on statutes, regulations or case law to assist the commissioner. The BPH legal unit shall also update each commissioner on any relevant case law that has been published since their last appointment (this will be accomplished in large part by reviewing the case law legal updates that are provided to all commissioners on a regular basis).

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Memorandum

BOARD OF PAROLE HEARINGS
1515 K Street, 6th Floor
Sacramento, CA 95814

Date: December 10, 2012

To: Jeffrey Ferguson, Peter Labahn, John Peck, and Ali Zarrinnam
Commissioners

From: Cynthia Fritz
Chairman and Commissioner

Subject: Goals for Best Practices Advisory Committee

1. Clarify the commissioner and the deputy commissioner roles for each type of parole board hearing.
2. Replace the mini-manual and create a parole board panel guide so that hearings are run consistently by all panel members. The purpose of the parole board panel guide is to instruct commissioners and deputy commissioners on procedural and substantive best practices and how to handle issues that arise during parole board hearings. The panel guide will consist of: (1) procedural guidelines for all types of parole board hearings; (2) procedural guidelines for general issues related to more than one type of parole board hearing; (3) substantive guidelines for specific parole board issues; and (4) a case law compendium for panel reference.
3. Advise on the difference between an administrative directive and a guideline for use in the parole board panel guide.
4. Draft a case law compendium consisting of cases related to parole board hearings to include in the parole board panel guide.
5. Consider comments from stakeholders and the public on best practice issues to include in the parole board panel guide.

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