

BOARD OF PAROLE HEARINGS

P.O. Box 4038
Sacramento, CA 95812-4038



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).

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.