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		ADULT PAROLE ADMINISTRATION: ADULT PAROLE ADMINISTRATION OPERATIONS MANUAL	

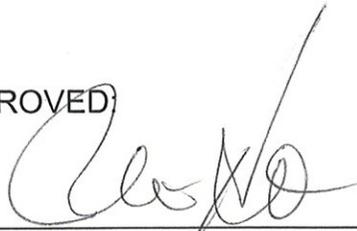
This Administrative Regulation is to be made available in law libraries or other inmate resource centers.

EFFECTIVE: March 1, 1980
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SUMMARY of REVISION/REVIEW

Reviewed only, no changes.

APPROVED:



ROBERT P. HOUSTON, Director
Department of Correctional Services

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PURPOSE

Adult Parole Administration shall develop guidelines for the administration and operation of the adult parole program.

GENERAL

To ensure the efficient and effective administration of the Department's Adult Parole Administration, the Adult Parole Administration shall develop policies and procedures which are available to all staff to ensure consistency in organizational operations. These policies and procedures as well as necessary rules, regulations, and guidelines will be available to all Parole Administration staff by way of the Parole Drive on the DCS network. In addition, Board of Parole policies, procedures, rules and regulations shall be included for reference purposes. Since these are not available on the Board of Parole's website, these, as well as applicable statutes shall be scanned in and placed on the Parole drive, or be available in hard copy in each parole field office.

PROCEDURES

- I. The Adult Parole Administrator shall develop and maintain an Operations Manual for Adult Parole Administration which shall include, at a minimum:
 - A. Applicable Department administrative regulations representing Department policy;
 - B. Program operational memoranda representing program procedures;
 - C. Applicable state statutes;
 - D. Applicable rules and regulations which may be set forth in such things as memoranda, meeting minutes or state personnel directives;
 - E. Board of Parole policies, procedures, rules and regulations.
- II. The information on the Parole Drive needed for efficient operations shall be reviewed at least annually and updated as changes occur.

REFERENCE

- I. ATTACHMENTS - None.
- II. ACA STANDARDS -None