

RULES AND REGULATIONS

NEW JERSEY STATE PAROLE BOARD

ADOPTED APRIL 26, 1949 SUBJECT TO REVISION

FIRST REVISION - APRIL 1, 1955

SECOND REVISION - JULY 27, 1956

NJ/KA8
IS/P25
1956

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Pursuant to Chapter 84, Laws of 1948, the following are declared to be the rules, regulations and procedures of the State Parole Board of the State of New Jersey, for the exercise of its duties as imposed by the aforementioned statute, as amended.

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I - ELIGIBILITY FILE

1. The State Parole Board shall maintain a record file in the Department of Institutions and Agencies of all persons serving sentences in any Penal or Correctional Institution of this State whose cases come within the purview of Chapter 84, P.L. 1948 and any other laws now in effect or which may be hereafter enacted designating the State Parole Board as the paroling authority.

This file shall contain the information provided the State Parole Board on the forms referred to in paragraph 2 below.

2. On the forms referred to in A, B and C below, the respective institutions shall submit to the Parole Board, with a copy to the Institutional Classification Department, the information needed to complete the Board's record file;

A. Notice of Commitment (Form SPBF-1) due within 24 hours after the arrival of the inmate. (See Appendix I).

B. Supplement to Notice of Commitment (Form SPBF-2) due within four weeks after the arrival of the inmate. (See Appendix II).

C. A notice to the inmate (Form NJPBF-3) due within four weeks of his receipt at the institution shall inform him of his classification as a first or (other) offender and give his tentative date of eligibility for parole consideration (See Appendix II-A).

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3. The information contained on the above Forms A and B will be recorded on the Board's Record Cards and Eligibility Cards established therefrom which will be filed by month and year of earliest eligibility.

4. The information contained on the above forms together with the previous record, if any, and notations of warrants filed shall be included on the face sheet of the institution classification material in the form required by the Board. A copy of the approved face sheet and instructions for completing same is attached hereto. (See Appendix III).

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5. The Board shall be notified promptly of any subsequent changes in the eligibility date by reason of court order, additional sentences, executive clemency, etc. Upon receipt of such changes, the additional information shall be noted on the Board's Record Cards and eligibility cards and the cards refiled accordingly.

II - CASE RECORDS

1. There shall be maintained in the Central Office of the Department of Institutions and Agencies case folders for each offender committed to a penal or correctional institution. These folders will be opened upon notification of reception in the respective institutions, and shall contain all pertinent facts with reference to the offender.

2. The Several Probation Departments of the State shall be required to furnish the Board, through the Parole District Office, triplicate copies of the Probation and/or Pre-sentence investigation reports. These reports shall be filed in the Board's case folder, and in the case folders of the Institution of confinement and the Parole District Office.

3. In anticipation of the proposed program relative to the pre-institutional investigation in the near future, the Prison Classification Committee will rely on the Pre-Sentence report submitted by the various Probation Departments for information regarding the subject's background, family, employment and similar data for first classification. When the proposed program is effected, the Prison classification will be permitted to request the Parole Bureau to forward information regarding specific aspects of the case when such information is needed.

4. All official files, documents and records in the offices of the State Parole Board, or in the custody or control of any official or member of the Board, or pertaining to the release of any prisoner on parole, are to be regarded as confidential. Unless authorized by the Board, no record, document, file, paper, or other official instrument in writing, or any exhibit attached, or pertaining thereto, shall be withdrawn from the file or furnished to any person or inspected by any person or persons other than the Commissioner of the Department of Institutions and Agencies, officers or employees of the Board or of the Division of Correction and Parole. (Adopted 3-17-60)

III - PREPARATION OF CASES FOR PAROLE CONSIDERATION

1. Six months in advance of the tentative eligibility date, the Board shall have prepared a list of those cases which appear to be eligible for consideration. Such list shall be submitted to the institution of confinement whereupon the responsible person in such institution shall within ten days indicate the accuracy of the tentative eligibility date or any time lost for disciplinary reasons, work not performed, etc. and designate the new eligibility date. Such changes shall be noted on eligibility card and the card refiled.

2. For those remaining on the eligibility list, the Prison Record Office shall indicate whether the prisoner is at the Prison, Leesburg, or Rahway. The locations of such prisoners shall not be changed, except in emergencies, until heard by the Board. Should such a change become necessary, the Board and Institution Parole Officer shall be promptly notified in writing.
3. In those cases against which warrants are on file, the Executive Head of the Institution shall immediately correspond with the Agency which filed the warrant to determine whether or not the warrant will be enforced, and advise the Parole Board and Institution Parole Office as to the result of such inquiry.
4. A list of the cases eligible to be heard shall be promulgated by the Board five months prior to the month of eligibility, distributed to the Institution staffs concerned and released to the press.
5. This release to the press shall be deemed sufficient public notice as required by the law.
6. The receipt of this list by the Institution staff shall be notice to initiate up-to-date staff reports, Psychological and Psychiatric re-examinations and reports, and to the Institutional Parole Officer to initiate the pre-parole investigations in accordance with prescribed procedure.
7. The Institution staff will bring classification record up-to-date and include therein the latest reports, and recommendations including the pre-parole report by the Bureau of Parole.
8. Attached to the classification material shall be a separate sheet containing the recommendation of the Director of Parole or his designated representative.
9. The completed material shall be submitted to the Chairman of the Board in triplicate at least three weeks before the scheduled hearing date; and he shall assign the material to each member of the Board for review and recommendation. The member's written report and recommendation will be included on the recommendation sheet which shall after the hearing be detached and retained in the Board's records.
10. When it comes to the attention of the Prison Officials that any inmate entitled to hearing has been overlooked, they shall immediately inform the Prison Record Office, which after checking the records for verification of the facts, shall inform the Parole Board which will then list the case for hearing.

IV - HEARINGS

1. The Board shall conduct hearings as herein provided at which time it shall require those prisoners who are eligible by law for consideration to appear before it for personal interview.
2. So far as possible the prisoners will be granted hearings during the calendar month preceding their date of eligibility for parole consideration.

3. The Board will meet regularly at the Prison on the last Tuesday of each month to hear the cases of those eligible for consideration during the next calendar month. If the last Tuesday of the month shall fall on a holiday, the Board shall select another date at its convenience.

4. Prisoners at Leesburg or Rahway will be brought to the Prison for such hearings, unless in the discretion of the Board there are a sufficient number of cases to be considered at either of these institutions to warrant meetings at the institution of confinement.

5. Hearings on cases confined in the Reformatories (or directly committed to Clinton) which cases are eligible for parole consideration by the Parole Board shall be transported to the Prison for hearings at the time of a regularly scheduled meeting of the Board or shall be heard at the respective institutions of confinement at the convenience of the Board.

6. Hearings on revocations and violations will be held each month following completion of the Parole Hearings.

7. Hearings on the cases of prisoners confined in County Penitentiaries who have made application for Parole shall be held at the convenience of the Board during the months of February, June, and November. Petitioners for clemency confined in such County Penitentiaries whose cases have been referred to the Board by the Governor and found meritorious will be heard in addition to those who have made parole applications.

8. The Board will meet on the first Tuesday of January, April, July and October for the consideration of petitions for Clemency referred by the Governor. If the first Tuesday of the above designated month should fall on a holiday, the Board will set a date for such meeting at its convenience within the calendar month.

9. The Chairman may set such other dates for meetings which are deemed necessary for proper administration and to conduct the business of the Board.

10. The granting of parole shall be in accordance with the provisions of Chapter 84, P.L. 1948 as amended and subject to these rules and regulations.

11. In determining that an inmate serving a series of consecutive sentences shall be caused to serve his maximum thereon, it is hereby ruled that, in order to eliminate inequities, such maxima, in the discretion of the Board, shall be calculated and computed upon a combined aggregate basis.

12. Where an inmate has been transferred to the jurisdiction of the Principal Keeper of the State Prison commutation time as provided by law, or time credits equivalent thereto, for good behavior in State Prison shall, in the discretion of the Parole Board, be allowed upon the maximum of Indeterminate sentences in all cases.

13. At the call of the Chairman the Board shall meet at least once each month at its offices. Such meeting is designated the "regular meeting" of the Board and all other meetings, including those held at the institutions for the purpose of conducting parole hearings, are designated "special meetings". (Adopted 3-17-60)

V - NOTICE OF DECISIONS
ISSUANCE OF PAROLE CERTIFICATES

1. On a form agreed upon, (See Appendix IV) the Board will notify each prisoner of the decision reached in his case within one week after the hearing. In the case of denial, the notification will include the date when the case will again be considered. Copies of this notification will be sent to the Chief Executive Officer of the Institution, the Institution Parole Officer, and the District Parole Office concerned.

2. At regularly appointed times as determined by the Board, there shall be released to the press a list of all favorable Board actions by county of commitment. This shall be deemed sufficient public notice of the favorable action of the Board.

3. When the Board has granted a Parole, they shall cause to be prepared in quadruplicate, a parole certificate for each inmate granted a parole. All members of the Board shall sign the original and one copy of the certificate.

4. All copies will be promptly delivered to the Institution Parole Officer whose responsibility it will be to see that the

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prospective parolee understands and signs his acceptance of the conditions of parole as imposed by the Board. It will be the further responsibility of the Institution Parole Officer to see that the parole plan has been approved by the State Parole Board before inmate's release.

5. When the parole certificates have been signed by the inmate, and the parole plan approved, all copies of the parole certificate will be delivered to the institution staff member responsible for the releasing of inmate.

6. It will be the Institution's responsibility to deliver the original certificate to the parolee, return a signed copy to the Board and an unsigned copy to the Parole District Supervisor with a notation of the date of release, and the correct maximum, together with a set of fingerprints and photographs.

7. The Institution Parole Officer will arrange to have attached to the original and duplicate copies of the parole certificate a letter addressed to the parolee at his place of proposed residence instructing him to report at a specified time and place.

8. Whenever a parolee is being paroled to another state, it shall be the duty of the Institutional Parole Officer to explain the terms of the Inter-State Compact to the parolee who shall accept these terms by signing the compact waiver forms. The parolee's copy of the compact waiver forms shall be delivered to him with the parole certificate. The original and duplicate copy of this form will be forwarded to the Central Parole Bureau along with the copies of the parole certificate.

VI - SUPERVISION

1. Pursuant to statute all prisoners released on parole shall be under the constant supervision of the Bureau of Parole in accordance with the rules and regulations of this Board.

2. The Bureau of Parole in accordance with its rules will promptly open its records and assume supervision upon receipt of the signed copy of the certificate of parole from the Institution.

3. The parolee shall be on active status until advanced pursuant to the procedures of the parole bureau, but in no case shall a parolee be advanced to quarterly status until he shall have been on active status for at least one year.

4. All supervision reports after review by the Director of Parole or his designated representative shall be filed in the case folder in the Central Parole Bureau and shall be at all times available to Board members for their information. Copies of those reports will be sent to the Executive Head of the Institution charged with jurisdiction with comments, if any, from the Director of Parole or his designated representative.

5. With respect to the period of time that a parolee shall remain under parole supervision until the expiration of his maximum sentence or sentences, this Board establishes, as a rule, the present practice of permitting such parolee serving minimum-maximum sentences to earn commutation time for good behavior on parole in exactly the same manner as he might do while in confinement, subject also to the possibility of forfeiture of all or a portion thereof for misconduct while on parole.

VII - DELINQUENCIES AND VIOLATIONS

1. When the Parole Officer is satisfied a parolee has violated the conditions of or has absconded from parole, he may immediately issue his own warrant, and arrange for the parolee's apprehension and custody and submit a recommendation as to the Declaration of Delinquency.

A. If this recommendation is sustained by the Director of Parole or his designated representative, the case shall be immediately referred to the Chairman of the Board who will arrange for the consideration of the case at the next regular or special meeting of the Board.

B. If the recommendation for revocation is sustained by the Board, the Chairman shall cause a Revocation of Parole (Form PF3) to be issued and delivered to the Parole Bureau for immediate distribution as provided in Penal and Correctional Circular #69.

C. The receipt of such notice of revocation by the Chief Executive Officer of the Institution shall be sufficient notice for him to arrange for the return of the paroled prisoner if not already returned on the warrant issued by the Parole Officer pending decision by the Board.

2. When it appears that a parolee has absconded from supervision the Parole Officer charged with the case, shall submit a recommendation as to delinquency, along with the Wanted Notices to the New Jersey State Police. These shall be immediately filed by the Bureau of Parole, and a recommendation as to revocation made to the Chairman. If the Board sustains the recommendation for delinquency:

A. The Chairman shall issue the notice of Declaration of Delinquency to the parolee at his last known post office address, and issue a warrant for his apprehension, copies to be distributed to those concerned.

3. When a paroled prisoner has been arrested, and is serving a

sentence or awaiting trial or indictment for a crime committed while on parole, the parole officer supervising the case, or in the area of confinement, shall file his warrant as a detainer.

A. When the facts have been transmitted to and reviewed by the Board at a regular or special meeting, a parole revocation may be issued on the authorization of a majority of the members of the Board, and a warrant issued by one of the members or by its duly constituted agent, and filed with the Chief Executive Officer of the institution of confinement as a detainer.

4. When a paroled prisoner shall have been convicted of a crime committed while on parole and recommitted to the institution from which paroled, the Board shall consider the case at its next regular or special meeting and by a vote of the majority of its members issue a Revocation of Parole, which shall be delivered to such prisoner with copies to the Chief Executive Officer of the Institution, and the Parole District Office concerned.

5. Reports of arrests and convictions and summaries of parole adjustments shall be furnished the Board through the Central Parole Bureau in accordance with the usual standards and procedures of that Bureau.

6. Before acting on a proposed revocation of parole, the Board may, in its discretion, conduct a hearing at its convenience, giving the paroled prisoner an opportunity to appear before it and show cause why his parole should not be revoked.

7. When the paroled prisoner has been returned as a parole violator, or convicted of a new offense and committed to an Institution other than that from which he was paroled, a hearing on the violation of parole will be held at the next meeting of the Board, or the next but one, following the return of the offender to the Institution from which paroled.

8. When a paroled prisoner shall have been recommitted to the Institution from which paroled, a hearing on the violation may be held at the discretion of the Board, or at the same time the offender is given parole consideration on the new commitment.

9. No warrant filed by or for the Board against a paroled prisoner shall be lifted unless the written consent of the Board or a member thereof is first secured.

VIII - INDETERMINATE SENTENCE CASES

1. As provided by statute those inmates, serving indeterminate sentences in the Prison by reason of transfer of jurisdiction, are eligible for parole consideration by the Parole Board.

2. Upon receipt of the transfer order, transferring jurisdiction of an inmate to the Prison, the Prison Record Office shall notify

the Parole Board of the receipt of the inmate on the same forms and in the same manner as if the inmate had been received by direct commitment from the Courts.

3. The Secretary of the Parole Board shall make a Parole Eligibility Record Card for each indeterminate sentence case reported by the Prison Record Office as in Par. 2 above, in the same manner as if the inmate had been received on a direct commitment from the Courts.

4. Since an inmate serving an indeterminate sentence, on which jurisdiction is transferred to the Prison as above, is immediately eligible for parole consideration, the Secretary of the Board shall schedule such cases for parole hearing on the list which is under preparation when the information is received.

5. In the cases of indeterminate sentences jurisdiction on which has been transferred to the Prison, it shall not be necessary for the Parole Department to obtain pre-parole reports at the time of the first Parole Board Hearing following transfer.

6. At the first parole hearing following transfer to Prison jurisdiction, indeterminate sentence cases shall be scheduled by the Board for future hearings in the same manner as minimum and maximum cases are scheduled. (See Par. 1, Sec. V).

7. Credits for work and commutation time (or an allowance in lieu thereof equivalent thereto) shall be granted against the expiration of maximum sentence of inmates serving indeterminate sentences on which jurisdiction has been transferred to the Prison in accordance with the Rules of the Board. (See Par. 13, Sec. IV).

IX - METHOD OF SCHEDULING STATE HOSPITAL TRANSFERS

1. An inmate, who is otherwise eligible for parole consideration, who has not been heard by reason of transfer to the State Hospital shall be eligible for parole hearing upon return of jurisdiction from the State Hospital to the Prison.

A. It shall be the responsibility of the Prison Record Office to notify the Parole Board promptly, with copies of such notification to the Institutional Parole Officer, whenever an inmate whose name appears on a Parole Board list for hearing is transferred to the State Hospital, in order that such name may be removed from the hearing list.

B. It shall be the responsibility of the Prison Record Office to immediately notify the Parole Board of the return of any such inmate to Prison jurisdiction, so that his name may be added to the hearing list.

C. It shall be the responsibility of the Prison Record Office to immediately notify the Parole Board of the return of any such inmate to Prison jurisdiction who was not eligible for parole consideration when transferred from the Prison but who by the lapse of time since transfer is eligible upon return.

X - METHOD FOR HEARING INMATES SENTENCED

UNDER SEX OFFENDER STATUTES

1. Offenders sentenced under the provision of Chapter 44, P.L. 1951, who become eligible for parole consideration by the Parole Board shall be transported from the institution of confinement to the Prison or other places of hearing for parole interview at the time of any regular meeting of the Board as directed by the Board.
2. The institution of confinement shall prepare case histories as prescribed by law and the rules of the Board in triplicate and shall deliver them to the Chairman of the Board on or before the first of the month of the scheduled hearing.
3. Upon receipt of the material required in its proper form the Chairman shall distribute same to the associate members of the Board and the case shall be heard as provided by Section IV of the Board's Rules.

XI - METHOD OF PAROLING INMATES WHOSE SENTENCE

INCLUDES A FINE WHICH HAS NOT BEEN PAID

1. Offenders who become eligible, under the provisions of Chapter 223, P.L. 1954, shall be considered by the Parole Board at the institution where confined as they become so eligible. When an offender, otherwise eligible for release on parole, is heard by the Board, the Board shall, at the same time, determine whether that prisoner may be released on parole upon condition that he pay his fine in installments, to the Probation Officer in the County of commitment, in weekly amounts to be established by the Board. This prisoner will remain on parole, under supervision of the Bureau of Parole, Department of Institutions and Agencies, until his fine is paid in full, even though his maximum may earlier have expired. If he violates, in any respect, parole may be revoked and he may be returned to the appropriate institution to complete his maximum and to work out the balance of his fine at \$3.00 a day, pursuant to statute.
2. A prisoner, whose maximum has expired, may be paroled, under the provisions of Chapter 223, P.L. 1954, such parole to continue until his fine has been paid, in installments as stipulated by the Board, to the Chief Probation Officer in the County of commitment.

(The Attorney General has ruled that parole will continue, in all these cases, until the fine is paid in full, despite the earlier expiration of maximum sentence in term of years as imposed by the Court).

XII - ADDITIONAL FORMS

1. In order to consummate Board decisions, for which no provision has been made elsewhere in its rules, the following forms have been adopted:

A. Declaration of Delinquency (Form SPBF-5). When a parolee has been declared delinquent the approved form shall be completed in quadruplicate and signed in triplicate by the Chairman of the Board. All copies shall be delivered to the Institutional Parole Officer for distribution as provided. (See Appendix VII).

B. Revocation of Parole (Form SPBF-6). When the Board has revoked parole, the approved form shall be completed in quadruplicate and signed in triplicate by the Chairman of the Board. All copies shall be delivered to the Institutional Parole Officer for distribution as provided. (See Appendix VIII).

XIII - NOTICE TO THE BOARD OF AN INFRACTION OF THE RULES FOLLOWING FAVORABLE DISPOSITION BY THE BOARD

1. In the case of any inmate who, after having been heard by the Board and granted parole is guilty of an infraction of the rules of the institution, it shall be the duty and responsibility of the chief executive officer of the institution of confinement to promptly provide the Parole Board with details regarding such infraction.

2. Upon receipt of such notification the Board will take whatever action it deems appropriate under the circumstances.

XIV - DISCHARGE FROM PAROLE (adopted July 7, 1960)

1. Any prisoner released on parole may, in the discretion of the Board, be given a complete discharge from parole prior to the expiration of the full maximum term for which he was sentenced, less credits for commutation time and diligent application to work assignments, provided that such parolee shall have completed at least two years of satisfactory adjustment while on parole. A discharge shall not be effected except upon the unanimous vote of the entire Board, nor unless the Board is satisfied that such discharge is in the best interest of society and the welfare of the prisoner.

2. The discharge of a prisoner from parole shall be solely upon the initiative of the Bureau of Parole and no application for discharge made by a parolee, or on his behalf, shall be considered by the Board.

3. When a parolee has completed two years of parole supervision, the Bureau of Parole shall review the case, except as hereinafter provided. If the recommendation is favorable, a report will be submitted to the Board in triplicate, accompanied by a discharge summary. If unfavorable, a statement setting forth the reasons shall be entered on the chronological supervision report, which report shall be directed to the Board. In cases where the prisoner has been sentenced to a life term, an application will not be initiated unless at least ten years of parole supervision have elapsed.

4. The Board shall review as promptly as possible the recommendations submitted by the Bureau of Parole and notice of its decision shall be forwarded to the Bureau of Parole in duplicate. Where the Board determines that the prisoner is to be discharged from parole, its notice to the Bureau shall be accompanied by five signed copies of the Discharge from Parole, which shall be distributed by the Bureau as follows:

- A. Original to parolee
- B. Copy to institution from which paroled
- C. Copy to parole district responsible for supervision
- D. Copy to State Bureau of Identification, Division of State Police
- E. Copy to Central Office files

XV - RELIEF FROM REPORTING (adopted July 7, 1960)

1. The Board, upon unanimous vote of its entire membership, may in writing relieve a prisoner on parole from making further reports to his parole officer, and may in writing permit such prisoner to leave the State and reside elsewhere if satisfied that such relief from reporting and such change of residence is in the best interest of society and the welfare of the prisoner. Any such permission may be revoked by a majority vote of the entire Board. The action whereby a prisoner on parole may be relieved from making further reports and permitted to reside elsewhere shall be initiated only by the Bureau of Parole and no application for such relief made by a parolee, or on his behalf, shall be considered by the Board.

SPBF-1

NOTICE OF COMMITMENT

TO: THE NEW JERSEY STATE PAROLE BOARD

FROM: _____

Number _____ Name _____ Race _____

Birthdate _____ Birthplace _____

Citizen _____ Marital Status _____ Religion _____

Last Address _____

Offense _____

Plea _____ Sentence _____

Judge _____ County _____ Date of Sentence _____

Place of Offense _____ Date Received _____

Original to Parole Board
Copy to Inst. Class. Dept.
Inst. Record Office File

By _____

Date _____

Appendix I

SPBF-2

SUPPLEMENT TO NOTICE OF COMMITMENT

TO: THE NEW JERSEY STATE PAROLE BOARD

FROM: _____

Number _____ Name _____

Jail Time Allowed _____ Commutation Time Xmin. _____ Commutation time
Xmax. _____

Work Time Xmin. _____ Work Time Xmas. _____

Xmin. _____ Xmax. _____

Parole Eligibility at: Xmin. _____ 1/3Max. _____ 1/2Max. _____ 3/4Max. _____

Max. _____

Tentative Parole Eligibility Date _____

Remarks _____

Original to Parole Board
Copy to Inst. Class. Dept.
Institution File

By _____

Date _____

Appendix II

NOTICE TO INMATE

TO _____ No _____ Location _____
Name

You were received at the N.J. State Prison on _____

Your charge is _____

Your Sentence is _____

An additional sentence was imposed on _____ Date

on a charge of _____

your additional sentence is _____

Your classification for Parole Consideration is as follows:

1st off. _____ 2nd off. _____ 3rd off. _____ 4th off. _____

Your tentative date for Parole consideration is _____

This notice is subject to change upon receipt of additional information
which in any way changes your sentence or classification.

By _____

Date _____

Original to Inmate
Copy to Parole Board
Inst. Class. Dept.
Inst. Record Office File

SPF 268 (51)

NEW JERSEY STATE PRISON

Prev. No.

CLASSIFICATION SUMMARY RECORD

No.	Offense:	Received:
Name:		Jail Time Al'd:
Race:	Plea:	Com'. Time Xmin.:
Birth-date:	Sentence:	Com'. Time Xmax.:
Birth-place:	Judge:	Work Time Xmin.:
Citizen:	County:	Work Time Xmax.:
Marital Status:	Date of Sentence:	*Exp. Minimum:
Religion:		*Exp. Maximum:
Last Address:	Place of Offense:	Parole elig. Xmin. 1/3, 1/2, 3/4 Max.
		Tent. Parole Elig. Date:

SPECIAL NOTATIONS

Additional sentences.

Alias(es)

Accomplice(s)

*These dates are established after crediting the inmate with jail time allowed, if any, and with all commutation time and work time allowed by law. Errors in computation, loss of commutation time or failure to work will cause these dates to be adjusted accordingly.

NOTE: THE INFORMATION CONTAINED IN THIS SUMMARY RECORD IS CONFIDENTIAL.

Appendix III

INSTRUCTIONS FOR COMPLETING FACE SHEET

PREVIOUS NO: List all previous numbers on which inmate has been committed or has served time at the institution of confinement.

NO: The number assigned on present commitment.

RACE: Indicate White, Negro, etc.

BIRTHDATE: Give date of birth.

BIRTHPLACE: Give place of birth; city and state.

MARITAL STATUS: Indicate the marital status as single, married, separated, divorced, widower, etc. If an inmate is married and divorced, use divorced not married.

LAST ADDRESS: Address at which inmate was living at time of arrest.

OFFENSE: Verbatim statement of offense from Commitment.

PLEA: Guilty, Not Guilty, Non Vult, etc.

SENTENCE: Verbatim from Commitment.

JUDGE: Name of sentencing judge.

COUNTY: County of Commitment.

PLACE OF OFFENSE: Name of City, Township, Village or Burro in which offense was committed.

RECEIVED: Date received at institution.

JAIL TIME AL'D: If county jail time is allowed, give number of days. (If jail time is subsequently credited, the Parole Board and Class. Dept. are to be notified.)

COM. TIME XMIN: Provide the total commutation time possible to earn against the minimum sentence.

COM. TIME XMAX: Provide the total commutation time possible to earn against the maximum sentence.

POSSIBLE WORK TIME XMIN: Provide the total work time possible to earn against the Xmin.

POSSIBLE WORK TIME XMAX: Provide the total work time possible to earn against the Xmax.

XMIN: See footnote on Classification Summary Face Sheet.

XMAX: See footnote on Classification Summary Face Sheet.

PAROLE ELIGIBILITY: To be established as provided by Chapter 84 P.L. 1948 and Parole Board Rules.

TENT. DATE OF PAROLE ELIGIBILITY: Earliest possible date of eligibility for parole consideration.

STATE OF NEW JERSEY
DEPARTMENT OF INSTITUTIONS AND AGENCIES
STATE PAROLE BOARD

NAME.....No.....INSTITUTION.....

The State Parole Board at its meeting on.....
reached the following decision in your case under No.....

.....Parole is approved effective.....

.....Parole is approved at the Expiration of Minimum
Sentence.

.....Parole has been denied. Your case has been scheduled
for re-hearing in

.....

.....Parole has been denied. You are to serve your
adjusted maximum sentence.

All paroles are granted only upon the approval of parole plan
by the New Jersey State Parole Board and the following SPECIAL
CONDITION (S):

STATE PAROLE BOARD

Homer C. Zink, Chairman

BY:.....
Evelyn L. Rabinowitz, Secretary

STATE OF NEW JERSEY

STATE PAROLE BOARD

(SEAL OF THE STATE OF NEW JERSEY)

CERTIFICATE OF PAROLE

Know All Men By These Presents: No.....

The State Parole Board, by virtue of the authority conferred upon it by the provisions of the statutes of this State, and under the rules and regulations promulgated pursuant thereto, does hereby grant to convicted of the crime of

on in the County of and now confined in by virtue of the sentence(s) imposed for the said conviction of the crime aforesaid, A PAROLE, applicable solely to said aforesaid sentence(s), and to no other, limited by and subject to the security, terms, conditions and limitations annexed hereto and made a part hereof, said parole effective on or as soon thereafter as a suitable parole plan has been approved by the State Parole Board, and upon the further condition that the said

accepts the security, terms, conditions and limitations contained herein and annexed hereto, as evidenced by his signature affixed hereto and to a copy hereof retained as a part of the record of the parolee.

This parole is subject to revocation for violation of the laws of this State, the rules and regulations of this Board or the security, terms, conditions and limitations annexed hereto and forming a part hereof.

IN TESTIMONY WHEREOF, we have hereunto set our hands and caused our Seal to be affixed this day of in the year of our Lord one thousand nine hundred and fifty STATE PAROLE BOARD

By..... Chairman Member Member

STATE OF NEW JERSEY
STATE PAROLE BOARD
DEPARTMENT INSTITUTIONS AND AGENCIES

(SEAL OF THE STATE OF NEW JERSEY)

REVOCATION OF PAROLE

Know All Men By These Presents:

That the State Parole Board, by virtue of the authority conferred upon it by the statutes of this State, and in accordance therewith and pursuant to its rules and regulations promulgated thereunder, for good cause shown, does hereby revoke the Parole, No.....granted to

.....

on who was convicted of the crime of
in the County of
on and by virtue thereof confined in
and by reason of this revocation it is hereby Ordered that said
be confined in an appropriate institution
there to serve the balance of time remaining due on the sentence
for the crime above stated, according to law, unless sooner reparaoled.

IN WITNESS WHEREOF, I have hereunto set
my hand and our Seal this day
of in the year of our Lord
One thousand nine hundred and
STATE PAROLE BOARD

By.....

STATE OF NEW JERSEY
STATE PAROLE BOARD
NEW JERSEY STATE PRISON

DISCHARGE FROM PAROLE

KNOW ALL MEN BY THESE PRESENTS:

That the New Jersey State Parole Board, by virtue of the authority vested in it by the provisions of Chapter 30, P. L. 1950, does hereby grant to

a full and complete discharge from the parole granted him heretofore on _____, 19____

WITNESS our hand and seal this _____ day of _____, 19_____.

NEW JERSEY STATE PAROLE BOARD,

By:

Chairman

Attest:

Secretary

Appendix IX