

**RESPONSIBILITIES OF EMPLOYEES REPRESENTING
INMATES AT PAROLE HEARINGS**

INSTITUTION :

TO: Employee Representing Inmate at Parole Hearing

Any employee may appear as a representative; however, there is no requirement to do so. If you agree to be an inmate's representative:

- * You may not divulge any confidential information relating to the inmate's case to the inmate, his attorney, or any other private party.
- * You may not make any recommendations concerning program needs or community supervision.
- * Any letters from Bureau employees commenting on an inmate's adjustment must be submitted through the inmate's Unit Team prior to submission to the Parole Commission, in accordance with the Program Statement on Staff Correspondence About Inmates.
- * Internal administrative decisions concerning such matters as furloughs, DHO findings, medical treatment, etc., may not be debated at the parole hearing. You shall not make personal comments as to the appropriateness of administrative decisions.
- * You may make comments relative to the inmate's overall relationship with staff; however, you may not comment about an inmate's relationship with a specific staff member.
- * You should be familiar with parole hearing procedures to assist the inmate in understanding procedural points.
- * If the inmate asks you to assist in writing an appeal, you may do so; however, you may not act as an investigator (for example, researching material or soliciting outside information).

I have read the above duties and fully understand my responsibilities as a Bureau employee serving as a representative at the upcoming parole hearing for:

Name of Inmate	Register No.
Name of Representative	
Signature of Representative	Date
Name of Unit Team Witness	
Signature of Unit Team Witness	Date