

**OKLAHOMA PARDON AND PAROLE BOARD  
GLOSSARY OF TERMS**

*The glossary of terms was developed to assist in the understanding of terms which are often used by the Pardon and Parole Board. These definitions are not legal definitions and should not be used as a final or legal authority.*

**BOARD**

The Board refers to the Pardon and Parole Board which meets monthly to make decisions and/or recommendations regarding pardons, paroles, commutations, and clemencies. Comprised of five (5) members, three (3) of the members are appointed by the Governor, one (1) is appointed by the Chief Justice of the Oklahoma Supreme Court, and one (1) is appointed by the Presiding Judge of the Oklahoma Court of Criminal Appeals. The members serve terms which are coterminous with the Governor.

**BOARD RESULTS**

Board results are the final decisions of the board after votes have been verified and posted for public dissemination to grant parole for offenders that have been convicted of a non-violent offense and to make recommendations to the Governor for parole of offenders that have been convicted of a violent offense, medical paroles, commutations, and pardons.

**CALCULATED RELEASE DATE (CRD)**

A calculated release date is determined by the Department of Corrections (DOC) projecting the date of release for an offender.

**CALENDAR TIME**

Calendar time is the time an offender serves on a sentence day for day with no earned credits included.

**CAT**

See Chemical Abuse Treatment

**CBT**

See Cognitive Behavior Treatment

**CHEMICAL ABUSE TREATMENT (CAT)**

Chemical abuse treatment includes assistance and therapy for offenders who have substance or chemical addictions. It may be a stipulation that the offender must complete while incarcerated and/or a condition that the offender must complete after being released on parole.

**CLEMENCY**

Clemency can be used as a collective term in the Oklahoma Criminal Justice System which encompasses paroles, pardons, clemencies, and/or commutations.

**CLEMENCY HEARING**

A clemency hearing may be requested by an offender on death row who has been scheduled for execution by the Court of Criminal Appeals. The hearing is held before the Board which is tasked with either denying or recommending clemency to the Governor. If the Board recommends clemency, the recommendation may include commuting the death sentence to Life without Parole, Life, or a specific term of years.

**COGNITIVE BEHAVIOR TREATMENT (CBT)**

Cognitive Behavior Treatment is geared to assist offenders in changing their thinking process in order to make better decisions. It may be a stipulation that the offender must complete while incarcerated and/or a condition that the offender must complete after being released on parole.

**COMMUTATION**

A commutation means the change of a punishment to one that is less severe to remedy an excessive sentence; as from execution to life imprisonment. A commutation is a rare, separate, and distinct process from a parole or a pardon. For example, if an offender was sentenced to 100 years in prison, the Board may recommend and the Governor may grant a commutation of that 100 year sentence to a term of 50 years (or any number of years less than the original 100 years). Pursuant to the Oklahoma Constitution, the Governor has the power to commute sentences upon a recommendation of the Pardon and Parole Board.

**CONCURRENT SENTENCE (CC)**

When an offender has an additional conviction for which he or she is serving a sentence at the same time as the sentence in the controlling case, the additional sentence is referred to as a concurrent sentence or a concurrent case (CC).

**CONDITION**

A condition of parole is a service or a program that the offender must complete or participate in, or a restriction or limitation that applies to the offender after he or she has been released to the community on parole.

**CONFIRMATION NUMBER**

Assigned by the administrative staff of the Board, a confirmation number is given to a person wishing to speak for or against an offender at a hearing on a specific date and time. Confirmation numbers are required when a person appears with the offender at a Correctional Facility and in person before the Board.

**CONSECUTIVE SENTENCE (CS)**

A sentence which is imposed after the controlling sentence has been discharged is a consecutive sentence. For example, a sentence of 10 years with a consecutive sentence for 5 years means the offender will not begin to serve the 5 year sentence until the 10 year sentence has been discharged. A consecutive case is often referred to as a CS case.

**CRIMINAL RECORDS FELONY (CRF) or CRIMINAL FELONY (CF)**

The classification used for criminal felony cases filed against offenders, followed by the year and case number as assigned by the district court when the charge is filed.

**CRIMINAL RECORDS MISDEMEANOR (CRM) or CRIMINAL MISDEMEANOR (CM)**

The classification used for criminal misdemeanor cases filed against offenders, followed by the year and case number as assigned by the district court where the charge is filed.

**DELEGATE**

A delegate is a person who wishes to speak on the offender’s behalf at a Board hearing.

**DENIAL OF PAROLE**

A majority vote by the Board to not grant parole for the offender results in a denial of parole. After denial the offender will be re-docketed according to statutory guidelines and Pardon and Parole Board policies.

**DETAINER**

A detainer is a hold placed on an offender by another county, a state, the Federal government, the U.S. Marshal Service, or by the U.S. Immigration, Customs, and Enforcement (ICE) Service. An offender that has a detainer must be released to the other authority to satisfy the claim before being paroled.

**DISCHARGED SENTENCE**

A discharged sentence is a sentence that was part of the original conviction that has been completed and the offender is released by the Department of Corrections with no further obligations.

**DEPARTMENT OF CORRECTIONS (DOC) NUMBER**

A Department of Corrections number is a five (5) or six (6) digit number assigned to each offender for identification purposes.

**DOCKET**

A docket is a list of offenders who are to be considered for pardon, parole, commutation, and/or clemency during a particular month. There are several different docket categories on which offenders are placed. Placement on a particular docket type is determined by Pardon and Parole Board policy and procedure. Docket types include: Parole – Jacket Review (non-violent), Parole Stage I (violent), Parole – Stage II (violent), Re-entry, Serious Incident Report (SIR), Medical, In-Absentia, and Commutation.

**DOCKET DATE**

A docket date is the date on which an offender will be considered by the Board for a pardon, parole, commutation, or clemency. This is also referred to as a Hearing Date.

**EARNED CREDIT**

Per the Department of Corrections Policy and state statute, offenders receive credits that reduce their terms of imprisonment. The credits that can be earned are based on a number of factors such as class level, programs completed, good behavior, or other qualifying activities. The Board has no control over the granting or denial of earned credits. One credit generally equals one calendar day deducted from the term of incarceration.

**EDUCATION**

Education refers to adult literacy, basic adult education, G.E.D. classes, etc., and can be a stipulation to be completed by the offender during incarceration or a condition to be completed by the offender after release on parole.

**EXPUNGEMENT**

An expungement erases the conviction from the person's criminal record and the subject actions are deemed to have never occurred. After an expungement is granted only law enforcement agencies will have access to the person's offense records. The expungement process is a court proceeding and applicants may need to consult an attorney for assistance with the process. The Board is not involved in the expungement process. For more information about the expungement of a criminal record, visit the Oklahoma State Bureau of Investigation's website at <https://www.ok.gov/osbi/faqs.html>.

**GPS (GLOBAL POSITIONING SATELLITE) PROGRAM**

This Department of Corrections program allows eligible non-violent offenders to be placed in a supervised reintegration program. Offenders are subject to monitoring utilizing global positioning satellite monitoring technology.

**HEARING DATE**

A hearing date is the date on which an offender will be considered by the Pardon and Parole Board for a pardon, parole, commutation, or clemency. This is also referred to as a Docket Date.

**HOME OFFER**

A home offer is a verification performed by the Department of Corrections that the offender has a valid home or other residential placement to go to upon release on parole.

**IGNITION INTERLOCK DEVICE (LOCK)**

An ignition interlock device is the size of a hand-held calculator, and when connected to a vehicle's ignition system, it prevents a vehicle from starting if a blood alcohol concentration (BAC) over a pre-set level is detected. It can be a condition placed upon the offender after release on parole.

**IN-ABSENTIA PAROLE**

In-absentia parole is a consideration for parole given to those offenders who are being held for Oklahoma convictions in another state or jurisdiction or in the federal system.

**INITIAL PAROLE ELIGIBILITY DATE**

The initial parole eligibility date is the date when the offender first becomes eligible for parole.

## **INTER-STATE COMPACT**

The Interstate Compact Agreement provides the sole statutory authority for regulating the transfer of adult parole and probation supervision across state lines. All fifty (50) states, The District of Columbia, Puerto Rico, and the Virgin Islands are signatories to the compact. The purpose of the compact is to enhance the public safety by addressing the supervision requirements of member states and territories when they are directed to provide supervision for offenders whose residences and family resources exist outside their political boundaries.

## **JACKET REVIEW**

A jacket review means the review of the investigative report for the offender, as well as other material sent to the members of the Pardon and Parole Board, and is applied to those offenders that do not meet personal appearance criteria. A jacket review may be conducted on a non-violent offender and a violent offender in a Stage 1 parole proceeding. During a jacket review the offender does not make a personal appearance to speak before the Board.

## **MEDICAL PAROLE**

Medical parole is a statutory parole consideration whereby the Department of Corrections may request consideration for release through parole for those offenders that are terminally ill. Only the Governor can grant a medical parole following a favorable recommendation by the Board.

## **OFFENDER**

An offender is a person serving a prison sentence at an institution of the Department of Corrections, a private prison, or a halfway house.

## **OFFENSE CATEGORY**

The offense category is the level at which an offender is classified. The classifications include violent or non-violent.

## **PARDON**

A pardon is an act of forgiveness granted by the Governor for a crime committed by an individual. A pardon granted in Oklahoma restores some of an individual's civil rights to them. A pardon is sometimes necessary in order to receive an expungement of a criminal record. There are several qualifications for a pardon:

- Must be an Oklahoma conviction;
- Must have discharged the entire sentence including any supervision;
- Must have all fines, fees, restitution, court costs, etc. paid in full; and
- Must not have any pending charges.

**PAROLE**

Parole is defined as a conditional release of an offender who has served part of the term for which he or she was sentenced to prison. A parole does not change the original sentence imposed on an offender but rather allows the sentence to be served in the community upon certain conditions being met and followed. The Board can grant paroles for non-violent offenders. Only the Governor can grant paroles for offenders convicted of a violent offense following a favorable recommendation by the Board. The Department of Corrections supervises offenders on parole. A parolee can be returned to prison to serve the remaining portion of the sentence if specific rules and conditions are not followed.

**PAROLE INVESTIGATOR**

A parole investigator is an employee of the Pardon and Parole Board tasked with preparing an investigative report for the Board to utilize in the decision-making process for paroles and commutations.

**PAROLE INVESTIGATIVE REPORT**

A parole investigative report is a comprehensive report prepared by Parole Board Investigators encompassing detailed information about the offender, including criminal history, family history, behavior while in prison, programs taken, work experience, parole plan, and a recommendation, among other items. This is one tool utilized and reviewed by the Board in order to make an informed parole or commutation determination.

**PERSONAL APPEARANCE**

An offender that is eligible for a personal appearance will appear before the Board via video conference or in-person, depending on the offender's facility, in order for the board members to interview him or her regarding potential parole.

**PROJECTED RELEASE DATE (PRD)**

The projected release date is the date the Department of Corrections calculates for every offender of when the offender is estimated to be released from prison. This date is strongly subject to change, either an increase or decrease depending good behavior credits, programs in which the offender may participate, or misconducts. The Board is not involved in the PRD determination.

**PRIOR CRIMINAL RECORD**

A prior criminal record is the entire past record and history of crimes committed by the offender.

**PRIOR SUPERVISION HISTORY**

Prior supervision history is the history of prior probation and/or parole supervision terms of an individual offender.

**PSYCHOLOGICAL COUNSELING (PC)**

Psychological counseling may be recommended as a condition that the offender must complete after being released on parole to assist the offender with issues that are psychological in nature and may have contributed to the offender's reason for incarceration.

## **QUALIFICATION REVIEW**

A qualification review means a stage one initial review by the Pardon and Parole Board of the offender's commutation application to determine if the offender should be passed for further investigation and consideration for sentence commutation at a stage two hearing.

## **RECOMMENDATION**

After a favorable vote of a majority of the Pardon and Parole Board members, a recommendation is sent to the Governor for: 1) parole of a violent offense, 2) a medical parole, 3) a commutation, or 4) a pardon. In these instances only the Governor has the authority to grant clemency after the Board's recommendation.

## **RE-ENTRY**

Re-Entry is a type of parole docket category for offenders who are about to discharge a sentence and re-enter the community. Only non-violent offenders are eligible for the re-entry docket.

## **REVOCAATION**

Revocation is the process of returning a paroled offender back to the prison system to serve incarceration time when the offender has violated the conditions of parole while in the community. The offender may choose to have or waive a revocation hearing on the alleged violations before the parole revocation hearing officer for the Board. Generally, the staff attorney serves as the revocation hearing officer for the Board.

## **RISK LEVEL**

Risk level is a rating given to an offender based on the results of a risk assessment tool which uses a set of pre-determined factors. Risk levels include low, moderate, and high.

## **SUBSTANCE ABUSE TREATMENT (SAT)**

Substance abuse treatment includes assistance and therapy for offenders who have substance or chemical addictions. It may be a stipulation that the offender must complete while incarcerated and/or a condition that the offender must complete after being released on parole.

## **SERIOUS INCIDENT REPORT (SIR)**

The Serious Incident Report (SIR) is a type of parole docket for offenders who have received misconduct reports within the last year. The docket may also be referred to as SER.

## **STAGE I**

Offenders who are serving a sentence for a violent offense are considered for parole in a two-stage hearing process. The first stage, or Stage I, is a jacket review and the offender does not make a personal appearance before the Pardon and Parole Board. During the Stage I Parole Hearing the offender, delegates, the victim, and the District Attorney are not allowed to speak to the Board. This is a paper review of the information by the Pardon and Parole Board to determine if the offender should move forward to Stage II for further consideration. In order to proceed to Stage II, there must be a majority vote of the board; otherwise the request for parole is denied.

## **STAGE II**

Offenders who are serving a sentence for a violent offense are considered for parole in a two-stage hearing process. If the offender is passed to the second stage, or Stage II, the offender will have a personal appearance before the Board and parties are permitted to protest and to speak on the offender's behalf before the Board. If the offender receives a favorable vote by a majority of the board, the recommendation for parole will be forwarded to the Governor who makes the final decision regarding the parole.

## **STIPULATION**

A stipulation of parole is a service or a program that must be completed while the offender is still incarcerated and must be completed before the offender may be released on parole.

## **SUSPENDED SENTENCE**

A suspended sentence is a probationary period of time imposed by the court in lieu of incarceration time or time the offender will spend in the community serving out the sentence, but not on parole. For example, if an offender is sentenced to a 10 year sentence with 5 years suspended. This means the offender will be in prison for 5 years and be on the street under court-ordered community probation for the amount of suspended time. A suspended sentence is not parole time and can be served with or without supervision as ordered by the court.

## **VICTIM/VICTIM REPRESENTATIVE**

A victim or victim representative is the person who wishes to speak against or in protest of an offender being released on parole, receiving a commutation, receiving a pardon, or being granted clemency. This can be the victim of the crime or a representative that the victim chooses to speak on his or her behalf.

## **WAIVER**

A waiver is when an offender chooses to give-up his or her opportunity for a hearing or a part of the hearing process. An offender can waive: 1) parole consideration, 2) a personal appearance before the Board, and 3) a revocation hearing. If an offender waives parole consideration, he or she will not be considered for parole at that time and will be re-docketed for future consideration per statute and Board policy. A waiver of a personal appearance results in a parole consideration by jacket review and the offender will not appear before the Board. A waiver of a revocation hearing results in a jacket review of the offender's revocation file.

## **WORK RELEASE**

Work release is a step-down tool utilized by the Board as a stipulation to parole which allows an offender to spend time at a lower level of security within the facility or at a work release center so the offender can look for a job and potentially earn money prior to release on parole.

## **WITHDRAWAL**

Withdrawal is the process of reversing the decision to recommend or grant parole and usually occurs before the certificate of parole becomes effective. This process may be utilized when new information comes to light of which the Board was unaware at the time of voting, or if the offender receives a misconduct subsequent to the vote.