Parole Board Assessment Process

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Under Pennsylvania law, the SOAB conducts risk assessments of convicted sex offenders on behalf of the Pennsylvania Parole Board. These assessments are designed to provide the Parole Board with an independent, expert opinion regarding an offender's risk of reoffending sexually. In addition, these assessments provide important recommendations for the treatment, management and supervision of the sex offender if he is released from incarceration.

2

The process starts when the Parole Board submits a request for an assessment to the SOAB. The request is entered into the SOAB's Integrated Sex Offender Assessment Tracking System (ISOATS) database, and an Investigator and **SOAB Member** are assigned to the case.

3

ISOATS then automatically generates an email to the Investigator and **SOAB Member** notifying them of the new case, all relevant case details and the due dates for the investigation and assessment.

4

As with the SOAB's court-ordered cases, the Investigator conducts a comprehensive criminal and personal background check of the offender, and interviews the offender as long as he or she consents.

5

After the investigation is completed and the Investigator has prepared a report summarizing the investigation materials, the report and the materials are sent to the **SOAB Member** by overnight mail.

6

The **SOAB Member** then has approximately six (6) weeks to complete the assessment.

7

The **SOAB Member** must review the investigation materials and report; and in addition, if there was a prior court-ordered case, the **SOAB Member** will receive a copy of that assessment and investigation materials to review as well.

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With respect to the Parole Board assessments, the **SOAB Member** does not conduct an interview of the offender, but instead relies upon the interview conducted by the Investigator.

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For the Parole Board assessment, the **SOAB Member** must complete the Static-99R for all offenders and the Psychopathy Checklist Revised (PCL-R) where applicable.

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To ensure uniformity in the formatting of all Parole Board assessments, all **SOAB Members** must use the Parole Board Assessment Template and Cover Letter. (Both the assessment and cover letter must be signed by the **SOAB Member**). Template instructions are also included for further guidance in how to complete the assessment.

11

Any questions regarding the assessment should be directed to the **SOAB's Clinical Director** or the **SOAB's Staff Psychologist**. Questions regarding any investigation materials should be directed to the assigned Investigator.

12

The SOAB Member submits the completed assessment by email to **SOAB's Staff Psychologist** and copies the **Clinical Director** and the **SOAB's Parole Board Assessment Specialist**. At this time, the **SOAB Member** should also submit his or her invoice for payment for the assessment to the SOAB's Central Office.

13

All Parole Board assessments are reviewed by the **SOAB's Staff Psychologist** and/or **Clinical Director** for adherence to SOAB standards. All comments, questions and/or suggested revisions are communicated directly to the **SOAB Member**.

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Once approved by the **SOAB's Staff Psychologist** or **Clinical Director**, the completed assessment is sent to the Parole Board for their review prior to the offender's parole interview.