

Marin County Parole Application Request

Date: _____

Case Number(s): _____

Name: _____

Birth date: _____

Address: _____ Phone: _____

Remand Date: _____

Last Day to Turn in: _____

This packet contains information regarding the requirements and process to apply for the Parole Program, an alternative to custody program that allows persons to complete the jail sentence in the community while they continue to lead a productive and law-abiding life. All persons accepted into the Parole Program will be placed on Electronic House arrest and required to wear an ankle monitor at all times. The Parole Probation Officer or staff from Leaders in Community Alternatives will monitor program compliance and check-in periodically.

To begin the process:

- Complete this page and bring to reception with a copy of your Court Minutes
- Select your payment choice for the non-refundable application fee of **\$150.00**, which is due prior to the scheduling of your hearing:

- I certify that I am aged 21 or below
- Pay now
- Pay on your orientation day
- I'd like to be considered for financial relief (attach financial form)

- Review and familiarize yourself with the information in this packet

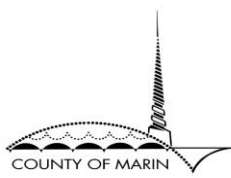
Return to Room 259 **BEFORE** ___ / ___ / ___ to meet with a Parole Specialist with:

- A completed LCA Client Enrollment Packet
- Signed Consent for Release from
- Signed Co-Residents Agreement
- Contact RCC for assessment appointment

Parole Applications *must be* submitted at least **3 weeks** prior to the Wednesday before the scheduled remand date. Parole Specialists are available between 8:00 am – 3:00 pm Tue – Thur or by appointment.

I certify that I acknowledge the above steps in the Parole Application Process and understand that I must complete all application steps, and be approved by the Parole Board before being accepted into the program.

Date: _____ Signature: _____



HOW TO APPLY FOR MARIN COUNTY PAROLE

From OUT-OF-CUSTODY:

- Pick up an application packet from the reception desk in **Room 259**, Marin County Probation, at the Marin County Civic Center. We do not mail or fax applications.
- Submit your completed Parole Application to Probation Reception, room 259, with a copy of your court order and payment for the application fee (you might be eligible for a fee waiver). Applications can be mailed with prior arrangement with the parole specialist or hand delivered to:

Marin County Probation Department - Parole Unit
Room 259, Civic Center
3501 Civic Center Drive
San Rafael, CA 94903
- You may pay by cash, check, credit or debit card at the Probation Office. **All mail-in applications must be accompanied by money order or check.**
- If your charges involve drugs or alcohol or you have a current or past history with substance use you will be required to schedule a substance abuse assessment with the **Recovery Connection Center**. An appointment can be made by calling them at 415-755-2345. The Parole Board will not hear your case until they have received the written evaluation report from the RCC counselor who conducted your assessment.
 - You will be scheduled for a Parole Board Hearing prior to your remand date, only after completing or have a scheduled appointment of your Drug and Alcohol assessment with RCC.
- Meet with one of our Parole Specialists to review program rules and requirements. Parole Specialists are available Tuesday-Thursday 8:00 am – 3:00pm. Or you can arrange an appointment by calling 415-473-6599.
- Notify parole specialist if you require a translator for the parole board hearing.

From IN-CUSTODY:

- Request a Parole Application from the deputy stationed in your Pod or from the BACR drug & alcohol counselors that are stationed in the jail.
- Give your completed application to a BACR counselor. Make arrangements to have pay the non-refundable application fee of \$150.00 (you might be eligible for a fee waiver). The application and the check will be forwarded to the Parole Program, Probation Department, Room 259. Please be sure that your name and case number are legible. List all your cases.
- Once the application is approved, Probation will contact RCC to schedule an assessment in custody.
- Your evaluation will be delivered to the Marin County Probation Parole Unit by the counseling staff once it has been completed.
- You will automatically be scheduled to appear before the next available Parole Board hearing date.

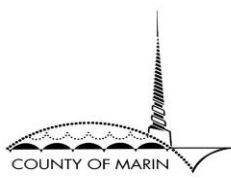


Requirements to Participate

- You must have a total of 30 days or more to serve in Marin County Jail.
- All pending cases (including cases in other Counties) must be resolved prior to applying for Parole.
- You must have a fixed residence with electrical service and working telephone or cell phone service.
- You must pay a non-refundable application fee of \$150.00 which is due, in full, upon submitting your application, **unless you qualify for a Fee Waiver.**
- You are not eligible for county parole if you are on AB 109 probation, state parole or currently in Administrative Segregation in the county jail.

Parole Hearing FAQs

- Parole Board Hearings are held on Wednesdays, beginning at 8 AM. In-custody applicants are generally seen first, followed by out-of-custody applicants.
- Parole Applications **must be** submitted at least **3 weeks prior to the Wednesday before the scheduled remand date.**
- You **must** be drug, alcohol and marijuana free for at least 30 days prior to your Parole Board Hearing date, **even if you have a medical marijuana card.**
- **Do not** bring children to the Parole Board Hearing. There are no provisions for childcare and no defined schedule for the hearing.
- No one is allowed into the hearing without specific Parole Board authorization.
- Attorneys can attend the parole board hearing, however they cannot participate in the hearing.
- The Parole Board may require that applicants to complete periods of custody time before release on parole, this can be at the discretion of the Board and may be for any of the following reasons:
 - Serious nature of the crime
 - A non-cooperation attitude demonstrated by applicant
 - Need for time to demonstrate stability and develop a plan for release
 - The applicant needs further assessment to identify specific needs before paroling to treatment
 - Mandatory jail time ordered by the court
 - The need to participate in jail treatment prior to parole release
- All applicants may be subjected to drug and alcohol testing prior to be accepted into the program



Parole Program Rules

Parole will be for the duration of the time the inmate would serve on the sentence but may be set for a maximum of two (2) years. There is good time/work time credits given, the full sentence minus any credits must be served.

The following usual conditions will apply in all cases.

1. The Parolee:

- a. Is under the supervision of the Parole Officer of the County, shall report to the Parole Officer as directed and shall obey all reasonable and proper instructions given by the Parole Officer;
- b. Shall obey all laws and immediately report any new arrest or citation to the Parole Officer;
- c. Shall not leave the State of California nor move from his/her county of residence without advance permission of the Parole Office and shall notify the Parole Officer immediately of any change of address;
- d. Shall seek and maintain full-time employment and/or education;
- e. Shall submit to search and seizure by any peace officer at any time with or without probable cause;
- f. Shall abstain from all use of drugs and/or alcohol including Marijuana;
- g. Shall submit to chemical testing.

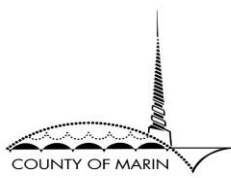
2. In addition to the usual conditions, the Board may require special conditions of Parole, including but not limited to: electronically monitored house arrest, treatment, avoidance of specified person(s) and payment of fines, restitution and applicable Parole program fees.
3. Any Parole release must be supervisable at a level specified by the Board in order to be granted release.
4. Release on Electronic House Arrest (EHA/GPS) is granted on a day-to-day basis to allow the defendant to go to work or for purposes approved in advance by the LCA Case Manager. Any use of release time other than that specifically authorized by the scheduling officer is a violation of this agreement.
5. Parolees are to remain at home at all times when they are not working, with the exception of their designated personal time, counseling, Twelve Step meetings, treatment, job search, etc. which has been approved in advance by the scheduling officer. The defendant **must** be reachable by telephone at all times and should expect personal visits to their home or employment on a random basis at any time.
6. Parolees are expected to remain at their work location for the time set forth in their schedule, even if their supervisor has had them sign out. The Parolee is required to eat their lunch at their work site, so that they can be located by Parole and LCA staff. If, due to some emergency, they cannot remain at work, the Parolee must call the LCA Case Manager immediately and return directly home.
7. Parolees may not change jobs while on the program without prior approval of the LCA Case Manager and Parole. Review of their check stubs or paycheck may be required.
8. In the event of illness or injury, Parolee must inform the LCA Case Manager after the emergency situation has stabilized or call at Parole at 473-6599. The County of Marin is not responsible for payment for medical services. Any emergency causing departure from the approved schedule must be verified by documentation.



9. Parolee must abide by the approved schedule with reference to all times and locations. If your job requires you to work at different work sites such as construction or service providers, Parolee must call the LCA Case Manager each day within two (2) hours of notification of change by the employer to provide the specific locations.
10. If, due to an emergency, Parolee cannot return on time, Parolee should immediately call the LCA Case Manager to report the reason for their lateness and their anticipated return time. It is their responsibility to prove that circumstances beyond your control were the cause of your lateness. **FAILURE TO RETURN ON TIME IS A VIOLATION OF PAROLE AND MAY RESULT IN YOUR RETURN TO JAIL.**
11. Schedule changes must be approved **in advance** by LCA Case Manager.
12. Parolee must get to and from work by use of public transportation, their own vehicle (if approved to drive), or as specifically approved in advance by the scheduling officer. **NO HITCHHIKING.** Any change in their travel plan must be authorized by the LCA Case Manager.

Appeals Process

Applicants who have been denied parole, and parolees who have been revoked, are afforded an appeal of the Parole Board's determination, if they request such an appeal. The appeal must be submitted in writing within 30 days of Parole Board's decision. Such appeals must consist of new and compelling information that was not brought to the Board's attention at the time of hearing.



Program Payment Form:

Case#: _____

Name: _____

PAROLE PROGRAM APPLICATION INVOICE

A non-refundable program fee of **\$150.00** is required to be paid before you will be scheduled to appear before the Parole Board. Payment of this fee will allow us to process your application to be considered by the Parole Board and is not an acceptance to the Program.

Additional Parole Fees may apply once accepted into the program, including a fee for the cost of equipment ordered per day. Rates as of August 2018 are (subject to change):

Ordered Days	GPS STOP	SCRAM	GPS/SCRAM
Program Days Between: 30-45	\$ 120.00	\$ 195.00	\$ 300.00
Program Days Between: 45-90	\$ 180.00	\$ 292.50	\$ 450.00
Program Days Between: 90-120	\$ 360.00	\$ 585.00	\$ 900.00
Program Days Between: 120 plus	\$ 480.00	\$ 780.00	\$ 1,200.00

Once you have been accepted by the Parole Board, the Parole Probation Officer will determine your final payment due, including eligibility for a fee reduction or waiver based on your previously provided financial information. A payment plan can be established at that time.

**I AM APPLYING FOR THE COUNTY PAROLE PROGRAM, AND I UNDERSTAND THE FOLLOWING
 (Please initial each line)**

The \$150.00 application fee is being assessed for the preparation of my application to the Parole Board. I understand that this is non-refundable.

I understand that payment of the application fee does not satisfy application requirements and it is my responsibility to complete program enrollment by meeting in person with a Parole Specialist and to go over the program rules and schedule my Parole Board hearing date,

Signed: _____

For more information, please call 473-6599

<i>Probation Staff Section</i>			
<input type="checkbox"/> Payment Received In Full	Date: _____	Cashier: _____	
<input type="checkbox"/> Payment Plan	Payment Amount: _____	Frequency: _____	Authorized by: _____
<input type="checkbox"/> Payment Waived	Authorized by: _____	21 and under waive: _____	