



## *Division of Public Defender Services State of Connecticut*

Attorney Christine Perra Rapillo  
Chief Public Defender

30 Trinity Street, 4<sup>th</sup> Floor  
Hartford, CT 06410  
(860) 509-6400

### Parole Revocation Unit Procedures and Policy

Pursuant to P.A. 19-59, the Division of Public Defender Services will be providing representation for individuals in parole revocation proceedings. The Parole Revocation Unit (PRU) will be located in Waterbury at 55 West Main Street, 4<sup>th</sup> Floor. The staff of the PRU will be primarily responsible for appearing before the Board of Pardons and Parole (BoPP) on behalf of the clients. Field offices will provide information and support and may be asked to participate in the revocation proceedings when appropriate.

There are three main types of revocation proceeding:

1. **Technical violations** involve allegations that the parolee has not complied with some aspect of their parole orders. Examples include positive drug tests, noncompliance with an ordered program, or missing supervision appointments with their parole officer.
2. **Absconders**, individuals who are absent without leave from a halfway house or other authorized placement, also are considered to be technical violators but are treated differently by BoPP.
3. **Criminal violations** are those stemming from a newly charged criminal offense.

### Criminal Violations

Intake from Field Offices:

- The field office intake protocol must include asking incarcerated persons if they are currently on parole. Intake sheets should be modified to reflect that this question has been asked. Justware will also be modified to include a field to indicate whether a client is on parole at the time of arrest. **This information must be logged into Justware.**
- If the client is on parole, they must be asked if they want public defender representation for their parole revocation proceedings.
  1. If the client wants representation, have them sign both the request for representation and the release form to provide information to PRU.
  2. All paperwork must be uploaded into Justware and the file opened to PRU. The field office staff should email the PRU clerical staff about new referral



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3. PRU may request additional information from the field offices including arraignment details, investigation results, etc.
  - The Client should be given the information sheet about the PRU and told to request a legal call with the Unit prior to the Client's parole violation preliminary hearing.

### Technical Violations

- Posters and flyers will be developed and distributed at courthouses, halfway houses, community providers and parole offices. This material will give information about the PRU and will encourage clients to contact the PRU or the local PD office where their cases originated.
- If a client comes to a field office seeking representation on an anticipated parole revocation, the field office staff should:
  1. Complete the request to represent and the release form for PRU.
  2. Give the client the contact information for PRU with instructions to call ASAP.
  3. Forward the referral to PRU through Justware.
  4. Email the PRU to notify them of the referral.
  5. Pull the file from the underlying case or order it from archives. Scan a copy into Justware and notify PRU that the information is available in the system.