



DIVISION OF PAROLE AND PROBATION

HEADQUARTERS
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POST CONVICTION REPORTS

A presentation for the Advisory Commission on the Administration of Justice – July 17, 2012

- The Division is responsible for the completion of Pre-sentence reports for the District Courts, Pardons Investigation Reports for the Pardons Board and most recently, Post-Conviction Reports for the Parole Board.
- The Post-Conviction Reports (PCR) are assigned to one of the Division's two Pardons Investigators in our Headquarters office. The Investigator is a non-sworn P&P Specialist IV.
- Post-Conviction Reports are similar to a Pre-sentence Report in scope and information content.
- The completed Post-Conviction Report drafts are then forwarded to the Inmate for review.
- Upon return of the draft from the inmate, a completed Report is then made ready for review by the Parole Board.
- The Division was informed that there would only be about 10 Post Conviction Reports required per year.
- With this number of reports per year as our guide, the Division assigned the completion of any Post-Conviction Reports to one Pardons Investigator. This assignment was received after the 2011 legislative session so there was no way to consider it as a budget item to provide for increased staffing.

Advisory Commission Administration Justice
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Submitted by: T. ELY

- The Division subsequently received a very large number of requests for Post-Conviction Reports.
 - Since July of 2011 we have received **578** requests for Reports.
 - As of July 2012 we have completed **385** Reports
- The Pardons Investigator assigned to complete the Post Conviction Reports was unable to work on Pardons Investigations as her time was devoted completely to the new report assignment.
- The work of the second Pardons Investigator was impacted as all pardons investigations were assigned to one investigator instead of two.
- In trying to meet this increasing number of Post Conviction reports, in October 2011 the Division assigned two P&P Specialist II employees from our Pre Release Unit to assist.
 - These Specialists II's were devoting 35 to 40 hours per week on this assignment, and as a result there was a significant impact on their primary duties to the Pre Release Unit in Headquarters.
 - In January 2012 their assistance was terminated due to the impact on their primary duties.
 - All preparation and report completion reverted to the Specialist IV. The Division was unable to assign other staff in our headquarters to assist in the Post Conviction report assignment. (We do not send the PCR's out to the Area Commands in Las Vegas, Reno or Rural Nevada for the PSI Investigators to complete as it would affect the cost which is borne by the counties for the PSI's)
- The Division has experienced overtime and comp time costs in order to try to meet the demand for Post Conviction reports.
 - July 1, 2011 through February 13, 2012
 - 18 hours of comp time
 - 13 hours of paid overtime
 - Combined total of \$1,124.00
 - February 6 to 19, 2012
 - 11 hours of paid overtime

- The completion of Post Conviction Reports became, in essence, an unfunded mandate upon this Division. The Division is unable to keep up with the present demand for reports with current staffing levels.
- In February 2012 Chief Curtis and Tom Ely met with Chair Bisbee and David Smith of the Parole Board.
- The Division and the Parole Board agreed that our one assigned Investigator would complete 20 Post Conviction Reports per month, which is similar to the number of Pre-sentence Investigations required of our other specialists throughout the Division.
- The Division and the Parole Board further agreed that our Investigator would complete the Post Conviction Reports on a first come – first served basis. Cases are logged as the requests are received, and they are handed in that order.
- In March 2012, the Division began completing 20 Post Conviction reports per month.
- No overtime or comp time are now required.
- The Division has received between 12 and 99 report requests per month, with the average being about 50 requests per month.
- As mentioned, The Division has completed 378 total reports to date, leaving about 210 pending.
- Without additional staffing, the Division will not be able to keep up with the demand for Post Conviction Reports, and there will continue to be a backlog.
- The backlog may mean that the Parole Board will not receive a Post Conviction Report in time for a scheduled parole hearing. (This could delay the release of inmates from prison due to the Board not taking action at an inmate's parole hearing because a PCR is not available.)

Post Conviction Reports STATS

As of July 16, 2012:

Month	Requests Received	Reports Completed
July 2011	2	2
August 2011	59	5
September 2011	27	14
October 2011	34	37
November 2011	76	48
December 2011	57	67
January 2012	54	45
February 2012	12	67
March 2012	99	20
April 2012	27	20
May 2012	52	20
June 2012	60	20
July 2012	19	20
TOTALS	578	385

There are approximately 210 reports in the queue, waiting to be completed

ADDITIONAL INFORMATION:

JFA has forecast that there would be about 315 reports requested in 2012, however we have already received 578 requests as of July 16th, 2012.

The JFA forecast table is noted below. These are their estimated number of annual reports.

Year	Number of Reports
2012	315
2013	320
2014	324
2015	329
2016	334
2017	339
2018	344
2019	349
2020	355
2021	360
2022	365

It is the Division's estimate that one employee can complete 20 per month, or 240 per year. Based on the JFA numbers listed above, the Division would require two Investigators to complete the number of reports for any given year. However, based on the number of reports received so far this year, and should that trend in report numbers continue, we will need additional Investigators to meet the demand.