

LCB File No. R212-05

**PROPOSED REGULATION OF THE DIVISION OF PAROLE AND
PROBATION OF THE DEPARTMENT OF PUBLIC SAFETY**

PROCEDURES FOR APPLICATION FOR HONORABLE DISCHARGE (SB282)

Application is received by the office of the Chief.

Explanation of program and the application form may be obtained from the P&P website or by requesting office of the Chief to mail directly.

Upon receipt of application, Chief's office will request the Discharge Summary from P&P records and, a summary of restitution payments and fees from the fiscal unit. The request for fees may involve a fee audit. Information needed prior to 1999 must be obtained from the mainframe.

If the application is denied at this point, the Chief's office will forward a letter to the applicant detailing the reasons for denial and retain a copy for the Chief's file.

If the application is accepted, the Chief's office will create a payment schedule for the applicant. The schedule will have a minimum monthly payment of the equivalent of four (4) times the applicant's hourly wage. (The applicant will be responsible for supplying verifiable proof of their hourly wage i.e. pay stub.) If the applicant demonstrates financial hardship, a minimum monthly amount of \$20.00 will be assessed.

The length of time for the payments will be either one year or one half of the original time on supervision, which ever is greater. At the end of this period, if the applicant has made a good faith effort (paid minimum monthly amount) the Division will author the Discharge request.

The Chief's office will forward a copy of the Honorable Discharge request to the appropriate Court/board with a cover letter stating the applicant has met SB 282 requirements.

Once signed Discharge is received, the Chief's office will forward a copy of the Honorable Discharge to the applicant and retain a copy for the Chief's file.

The Chief's office will forward a copy of the Honorable Discharge to the repository for data entry.