activity in a case with respect to the ordinarily established eligibility date.

(4) In some cases of penitentiary inmates, the consideration of a possible exception might require that the inmate appear before a division of the Board earlier than the normal schedule. In such cases action may be taken by the Field staff (or headquarters staff after consultation with the Field staff) to present a proposed action to advance the review date and appearance before the division of the Board.

(5) Summaries compiled for Board consideration of an exception should not be used as referral material to agencies for community enquiries.

(6) In any presentation in support of an exception, following a brief summary of the principal features of the case, staff shall state clearly:—

(a) that they are recommending an exception;

(b) the factors that motivate the recommendation;

(c) why these factors, in their opinion, constitute "special circumstances" that would warrant an exception.

(7) All representations for an exception that are received shall be referred for Board review. Where the staff do not feel they could recommend favourably, it shall be clearly stated:—

(a) that such representations have been received;

(b) the origin and content of the representations;

(c) why these factors, in their opinion, fail to constitute "special circumstances" that would warrant an exception.

(8) The Executive Director shall arrange to maintain a record of all such decisions and shall report from time to time, giving an analysis of the special circumstances which moved the Board to authorize an exception.

V. FORMAT OF SERVICE RECOMMENDATION

(1) If a Service recommendation involves an exception, this fact should be clearly indicated. In the absence of such an indication, it is assumed that ordinary time rules will apply.

(2) The appropriate format would be in accordance with the following selected examples, which cover a number of possible circumstances:—

(a) "I recommend Parole, by exception, to be effective September 15, 1970."

(b) "I recommend Parole for Deportation by exception, to be effective September 15, 1970."

(c) "As a Proposed Action, I recommend that the Parole Eligibility Review Date be amended to March 15, 1971."

(d) "As a Proposed Action, I recommend that the Board review this case on March 15, 1971 to determine if grounds exist for an exception, and that this review be kept in confidence."

(3) Where an application for an exception has been received, and the Service is unable to recommend that such be made, the recommendation is:—

"I recommend that the Board take no action to vary the Parole Eligibility Review Date ordinarily set in this case."

F. P. Miller,
Executive Director,
National Parole Service.