



222 Rutherford Street, Greenville, South Carolina 29609 | (864) 546-5089 | southcarolina@rootandrebound.org

## **South Carolina Parole Information**

Per the South Carolina Department of Probation, Parole and Pardon Services, the only requirement to be considered for parole is that you must have reached your parole eligibility date. Your eligibility is set by the terms of your conviction and whatever legislative statutes govern your conviction. Terms of eligibility vary widely based on the nature of the offense.

The following outline is to act as a suggested plan for submitting a packet to the Parole Board and is not legal advice:

### ***The Parole Packet***

- No attorney is necessary, but you may hire one if you prefer
- Prepare an introductory letter to the Parole Board requesting that they grant you parole, and advising them of your parole plan (see back side of this document for example)
- Request a copy of your criminal history record, which can be obtained from the South Carolina Law Enforcement Division (SLED). Also include copies of any convictions that do not appear on your SLED report
- Request a copy of your disciplinary history while in the custody of SCDC. Explain why things have changed since any disciplinary infractions, and why you will remain disciplinary-free in the future.
- Request a copy of your education history and summarize the most impactful programs you have completed, tying them to their usefulness in preparing for re-entry. Include copies of certificates of completion and graduation certificates for classes before and during incarceration.
- Describe any history of substance abuse and substance abuse rehabilitation, if applicable.
- Describe in detail your goals and plans upon release (For example., Where will you live? Who will you live with? Where will you work? Will you have access to transportation?)
- Provide a carefully considered statement of remorse if possible and applicable. (The Parole Board wants to see evidence that someone has acknowledged wrongdoing and feels remorse for their actions).
- Begin gathering letters of support from mentors, teachers, community advocates, friends and family as soon as possible but no sooner than six months prior to the parole hearing date.



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- Include copies of all awards and certificates

The burden of proof is on YOU to show that you are a changed person. Be prepared to provide documentation showing the steps you have taken to do so.

### **SAMPLE TEMPLATE FOR PAROLE APPLICATION:**

**Date** [letters must be dated within six (6) months of application submission]

Dear Members of the Parole Board,

#### **First paragraph** – Introduction

- A statement of who you are, a description of your offense(s), and a summary of the facts of the case
- Clearly state remorse for your offense(s) if applicable

#### **Second paragraph** -Persuasion

- State any plans and goals you have if you are granted release: especially including housing, employment, access to transportation, and support networks
- Use specific examples to show personal growth and change: document any rehabilitation, work ethic, mentorship, leadership roles, community responsibilities, employment, awards, certificates, etc.
- State clearly how you have changed over the period of your incarceration and how these changes mean you will not return to prison if granted parole
- List the persons who have been negatively impacted by your incarceration and how your return will be beneficial to their lives moving forward.

#### **Third Paragraph** -Conclusion

- Succinctly state to the Pardon Board why you believe that you should be granted parole.