



GEORGIA BOARD OF PARDONS AND PAROLES

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Robert Markley
Member
Kimberly B. McCoy
Member
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Member

MEMORANDUM

Date:

To: Chief

From: , Parole Investigator

RE:

Incident Case Number:

Offense(s):

Date of arrest:

We are conducting an investigation into the circumstances surrounding the above inmate's offense(s) at this time. Our records indicate that your agency was the charging agency. In an effort to ensure that the Parole Board receives all pertinent information about this case, we would like to solicit any comments you have. We are particularly interested in any aggravating or mitigating circumstances. If you wish, please note any comments you have in the space below and return this form, if possible, to me within ten business days. You may respond to this letter by email at: leo.report@pap.ga.gov

We would also like to request that you forward us copies of any Victim Impact Statements that you may have on file pertaining to this case.

All information provided will be considered as a Confidential State Secret and for Board use only. Your comments will go directly to the subject's electronic Board file.

COMMENTS:

Suggested Areas:

- 1) Neighborhood Impact, Quality of Life and Public Safety Concern(s) / Calls for Service
- 2) Gang Intelligence (Confidential)
- 3) Previous Arrest (City Ordinance) other than State charges
- 4) Juvenile History
- 5) Recommendation to the Board on behalf of the agency