



**TEXAS BOARD  
OF  
PARDONS AND PAROLES**

**Number: BPP-DIR. 141.312**

**Date: April 16, 2013**

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**Supersedes: BPP-DIR. 141.312  
Dated April 3, 2013**

## **BOARD DIRECTIVE**

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**SUBJECT: ANALYST COVERAGE**

**PURPOSE:** To establish a procedure to process revocation matters in the Offender Information Management System Parole Violation and Revocation database in the absence of one or more analysts.

**AUTHORITY:** Texas Government Code Section 508.036

**DISCUSSION:** The Offender Information Management System (OIMS) Parole Violation and Revocation (PAVR) database is utilized by the board designee (hearing officer), analyst and the parole panel members to process offender cases that are in pre-revocation status. After the hearing officer conducts a preliminary or revocation hearing or the Texas Department of Criminal Justice Parole Division parole officer obtains a waiver of the offender's right to have a hearing, the PAVR system automatically assigns the case to the appropriate central or board office for the parole panel to make a final decision.

**DEFINITIONS:** Board Analyst – a staff member assigned to the board office primarily designated to review and make appropriate findings and recommendations concerning one or more allegations of violation of the terms and conditions of parole, mandatory supervision, or conditional pardon.

Central Analyst – a staff member assigned to the central office designated, as part of their duties, to review and make appropriate findings and recommendations concerning one or more allegations of violation of terms and conditions of parole, mandatory supervision, or conditional pardon.

Hearing Officer – a staff member designated by the board and assigned to conduct preliminary and revocation hearings concerning one or more allegations of violation of the terms and conditions of parole, mandatory supervision, or conditional pardon.

Parole Panel – a three member decision-making body authorized to act in release and revocation matters.

**PROCEDURES:**

**I. Notification**

- A. **Unscheduled Leave:** In the event a Board Analyst is out on unscheduled leave (sick or other), on the second consecutive day the Board Member who supervises that Board Analyst shall notify the Board Administrator. The Board Administrator shall coordinate coverage with other Board Analysts, Central Analysts, and/or hearing officers to process cases as outlined below.
- B. **Scheduled Leave:** Prior to a Board Analyst's approved leave for two days or more, the Board Analyst shall contact the other Board Analysts to arrange for coverage while on leave.
- C. **Central Analysts leave coverage** will be as directed by the Board Administrator. In the event a Board Analyst requires additional assistance, the Board Administrator can assign a Central Analyst(s) to assist as necessary.

**II. Case Processing**

- A. **Number of Cases –** The number of cases the Board Analyst will process is based upon the number of Board Analysts that are absent.
  - 1. If one Board Analyst is out of the office, the other Board Analysts will process a maximum of eight cases per day from the absent Board Analyst's OIMS inbox.
  - 2. If two Board Analysts are out of the office, the other Board Analysts will process a maximum of ten cases per day from the absent Board Analyst's OIMS inbox.
  - 3. The number of additional cases processed should not exceed forty (40) cases per week, per each Board Analyst.
- B. Whether the cases are reviewed the same day or the next day is the Board Analyst's decision.

- III. **Back Log -** If at any time one or more of the Board Analysts receive a large number of cases that they are unable to process in a timely manner, the Board Analyst may use the process outlined above with the approval of their supervisor.

**SIGNED THIS, THE 17<sup>RD</sup> DAY OF APRIL, 2013.**

**RISSIE OWENS, PRESIDING OFFICER (CHAIR)**

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*\* Signature on file.*