



**TEXAS BOARD
OF
PARDONS AND PAROLES**

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Supersedes: N/A

BOARD DIRECTIVE

SUBJECT: PROTEST MAIL FROM TRIAL OFFICIALS

AUTHORITY: Texas Government Code Section 508.115

PURPOSE: To establish guidelines for processing protest mail from trial officials and transmitting protest information to the parole panel.

PROCEDURE:

- I. If protest mail is received while an offender's case file is at the Institutional Parole Office (IPO), the file should not be sent to a parole panel until a copy of the response can be placed into the offender's file and record receipt of the mail on the Essential Document Checklist.
 - A. If the protest mail is received in a board office or the central office, the mail shall be immediately faxed to the IPO where the file is located and send original in truck mail.
 - B. The staff shall contact the IPO Supervisor by phone or email to ensure the protest mail was received.
- II. When protest mail is received and the case file is at the parole panel, the IPO or board staff shall immediately contact the board member's administrative assistant by phone advising that a protest has been received.
 - A. If a consensus has not been reached, the protest letter shall be sent to the Texas Department of Criminal Justice Parole Division Review and Release Processing Section (RRP) staff, who will respond to the protest letter and send it to the parole panel for review.
 - B. If consensus has been reached and the parole panel voted a set off, the protest letter shall be sent to RRP staff who will respond to the protest letter.
- III. When the case file is at RRP, the IPO or board staff shall immediately send the protest letter to the Texas Department of Criminal Justice Parole Division Review and Release Processing (RRP) staff.

- A. If the parole panel has approved parole, but a certificate of release has not been issued, the protest letter shall be sent to the RRP Case Analysis Unit who will respond to the protest letter and send it with a transmittal to the parole panel for review.

- B. If a protest is received after a certificate has been issued, an email message to place a hold on the parole certificate shall be sent to the RRP, who will notify the Huntsville Release Coordination Unit. RRP will send the case file with the protest letter and a transmittal to the appropriate parole panel for review.

SIGNED THIS, THE 24th DAY OF AUGUST, 2011.

RISSIE OWENS, PRESIDING OFFICER (CHAIR)

** Signature on file.*