



**TEXAS BOARD
OF
PARDONS AND PAROLES**

Number: BPP-DIR.141.353
Date: June 23, 2017
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Supersedes: September 28, 2016

BOARD DIRECTIVE

SUBJECT: VISITORS ON BEHALF OF AN OFFENDER

PURPOSE: To provide procedures for the Board of Pardons and Paroles to register persons who visit Board offices on behalf of an offender.

AUTHORITY: Code of Criminal Procedure Article 56.82(a)
Texas Government Code Chapter 2004
Texas Government Code Section 508.083 and 508.084
Texas Administrative Code Title 37, Part 5, Chapter 141, Chapter D and E
Board Policy BPP-POL. 141.300 Handgun Policy

DISCUSSION: Section 508.083 of the Texas Government Code authorizes an attorney to represent an inmate for compensation.

Section 508.084 of the Texas Government Code instructs a person required to register under Section 508.083, before the person first contacts a Member of the Texas Board of Pardons and Paroles (Board) or employee of the Board to file a fee affidavit with the Texas Department of Criminal Justice.

By this directive, in addition to an attorney, a family member, friend or any other person wishing to present information on behalf of the offender may appear in person or by telephone or submit information through correspondence. However, nothing in this directive is intended to limit the voters' discretion to allow additional persons to appear in person or to make contact by phone.

An in person contact on behalf of the offender is considered an interview and shall not be open to the public.

DEFINITIONS: Represent - direct or indirect contact in person or by telephone, facsimile transmission, or correspondence.

PROCEDURES:

- I. Presentation of Information - Offenders' attorneys, families, and friends who wish to visit with parole panel members or Board staff or who wish to present information on behalf of an offender may request an interview only when the offender's case is in the review period.
 - A. For parole, the review period shall mean a period greater than two months but less than six months prior to the month of the next scheduled review period.

- B. For discretionary mandatory supervision, the review period shall mean a period greater than thirty days but less than seventy five days prior to the projected release date or next scheduled review period.

II. Procedure for In Person Interview

- A. The Lead Voter of the parole panel assigned to consider a case for parole is responsible for coordinating the contact with the attorney, family member or friend of the offender to determine whether they desire a personal appearance or telephone interview with the parole panel. The Lead Voter shall coordinate requests for personal appearances on behalf of the panel.
- B. The Lead Voter of the parole panel shall serve as the primary contact person, but any parole panel member may meet with the attorney, family member or friend upon mutual agreement.
- C. Time, place, and duration of the interview shall be established at the discretion of the panel. Every effort will be made to schedule an appearance within a reasonable time frame following receipt of a request for personal appearance.

III. Record

- A. Visitor Registration Form
 - 1. All attorneys, family members or friends present for the interview shall sign the Visitor Registration Form. The Board Assistant shall provide the Lead Voter with one Visitor Registration Form for each interview.
 - 2. Any other persons, to include victim's attorney or advocate, present for the interview shall sign the attached Visitors Registration Form.
 - 3. If the registrant is carrying a weapon, the Board Assistant shall give the registrant a copy of Board Policy BPP-POL. 141.300 Handgun Policy. The registrant will present the LTC upon request.
 - 4. If a Public Information Act request is received for a copy of a register that contains the name of the victim as defined by this directive, the General Counsel's Office shall be consulted. The General Counsel or designee shall determine whether the victim is registered with the Attorney General's Office Address Confidentiality Program.
- B. A record of the interview and a brief summary of the comments shall be placed in the offender's file.

SIGNED THIS, THE 23rd DAY OF JUNE, 2017.

DAVID GUTIÉRREZ, PRESIDING OFFICER (CHAIR)

**Signature on file.*

**BOARD OF PARDONS AND PAROLES
VISITOR REGISTRATION
Texas Government Code, Chapter 2004**

OFFICE (Circle): Amarillo Angleton Austin Gatesville Huntsville Palestine San Antonio

MONTH: _____

DATE MM/DD/YY	NAME AND ADDRESS OF REGISTRANT	NAME AND ADDRESS OF PERSON, FIRM, CORPORATION, OR ASSOCIATION REPRESENTED BY THE REGISTRANT (IF OFFENDER: NAME, TDCJ# AND UNIT)	RECEIPT OF MONEY, THING OF VALUE, OR FINANCIAL BENEFIT FOR SERVICES IN APPEARING BEFORE THE AGENCY (Please check either "Yes" or "No")		PLEASE CHECK BOX IF YOU ARE CARRYING A HANDGUN AND INSERT LTC NUMBER
			YES	NO	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <hr/> LTC Number
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <hr/> LTC Number
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <hr/> LTC Number
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <hr/> LTC Number