



TEXAS BOARD
OF
PARDONS AND PAROLES

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Date: February 28, 2020

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Supersedes: February 6, 2020

BOARD DIRECTIVE

SUBJECT: PROPOSING NEW SPECIAL CONDITIONS

PURPOSE: To establish a procedure for proposing and establishing new special conditions.

AUTHORITY: Texas Government Code Sections 508.035(d), 508.0441, and 508.221

DISCUSSION: A parole panel, comprised of one Board Member and two Parole Commissioners, is authorized by Section 508.0441 of the Texas Government Code to impose special conditions of release. For cases requiring a full board vote, Board Members may impose the special conditions.

PROCEDURE:

1. When a voting member or staff member of the Texas Board of Pardons and Paroles (Board) determines there may be a need to create a new special condition, a memo shall be forwarded to the Board Administrator. The memo shall include the exact wording desired for the proposed special condition as it would appear on a release certificate, the reason(s) the condition is necessary, and why it should be approved for use by all voters.
 - A. Upon receipt of the memo, the Board Administrator shall contact the Presiding Officer, who will designate a three-person special condition workgroup comprised of Board Members.
 - B. Once the workgroup has been designated, the Board Administrator shall deliver the memo to the workgroup.
2. The special condition workgroup will review the memo regarding the proposed condition via teleconference or videoconference and make a final decision to approve or deny the request within 5 workdays of receipt of the memo. They may contact the requestor for clarification or additional information if necessary. The workgroup's decision will be forwarded to the Presiding Officer with a copy to the requestor.

3. The Presiding Officer will direct the Board Administrator to have the newly approved special conditions added to the list of approved special conditions. Within 2 workdays, the Board Administrator will submit the request to add new special conditions to the Texas Department of Criminal Justice (TDCJ) Information Technology Division (ITD). Upon receipt of confirmation from ITD, to include the effective date of the new special conditions, the Board Administrator will provide a revised list of approved special conditions, with the effective date, to all Board Members and Parole Commissioners and their assistants, as well as appropriate ITD and TDCJ Parole Division staff.
4. All special condition workgroup decisions are final.

SIGNED THIS, THE 28TH DAY OF FEBRUARY, 2020.

DAVID GUTIÉRREZ, PRESIDING OFFICER (CHAIR)