



**TEXAS BOARD
OF
PARDONS AND PAROLES**

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Date: June 6, 2019

Page: 1 of 2

Supersedes: August 24, 2011

BOARD DIRECTIVE

SUBJECT: PROTEST MAIL FROM TRIAL OFFICIALS

PURPOSE: To establish procedures for the Texas Board of Pardons and Paroles staff to process protest mail from trial officials and transmit protest information to the parole panel.

AUTHORITY: Texas Government Code Sections 508.035(d) and 508.115

DEFINITIONS: Staff – Texas Board of Pardons and Paroles employees located in a Board Office, Institutional Parole Office, or Central Office.

Offender's File – paper or electronic file maintained by the Texas Department of Criminal Justice Parole Division.

PROCEDURE:

- I. If protest mail is received while an offender's case file is at an Institutional Parole Office (IPO), the IPO staff shall not send the case file to a parole panel until a copy of the response is placed or scanned into the offender's file and receipt of the mail is recorded on the Essential Document Checklist.
 - A. If the protest mail is received at a Texas Board of Pardons and Paroles (Board) Office or the Central Office, staff shall immediately:
 1. Fax the mail to the IPO where the file is located and send the original via Interagency Mail to the IPO; or
 2. Scan the mail into OnBase, send an email to the IPO to notify them that the mail has been scanned, and send the original via Interagency Mail to the IPO.
 - B. The Board or Central Office staff shall contact the IPO supervisor by phone or email to ensure that the protest mail was received.
- II. When protest mail is received and the case file is at a Board Office under review by the Board Members or a parole panel, the staff shall immediately contact the Board Member's Administrative Assistant by phone, advising them that a protest letter has been received.

- A. If a consensus has not been reached, the staff shall send the protest mail to the Board Office staff, who will respond to the protest mail and place or scan the letter in the offender's file for the Board Members or parole panel to review.
 - B. If consensus has been reached and the parole panel voted a set-off, the staff shall send the protest mail to the Texas Department of Criminal Justice Review and Release Processing Section (RRP) staff, who will respond to the protest letter.
- III. When protest mail is received and the case file is at RRP, the staff shall immediately send the protest letter mail to RRP staff.
- A. If the parole panel has approved parole, but a certificate of release has not been issued, the protest mail shall be sent to the RRP Case Analysis Unit staff, who will respond to the protest letter and send it with a transmittal to the parole panel for review.
 - B. If protest mail is received after a certificate has been issued, an email message to place a hold on the parole certificate shall be sent to RRP staff, who will notify the Huntsville Release Coordination Unit. RRP staff will send the case file with the protest mail and a transmittal to the appropriate parole panel for review.
- IV. If protest mail is received for an offender with an electronic (OIMS) file, the staff receiving the mail should immediately scan the protest mail into OnBase. Staff should then identify the offender's location in the review process and send an email to the appropriate staff as outlined above in Sections I. through III.

SIGNED THIS, THE 6TH DAY OF JUNE, 2019.

DAVID GUTIÉRREZ, PRESIDING OFFICER (CHAIR)

**Signature on file.*