



**TEXAS BOARD
OF
PARDONS AND PAROLES**

Number: BPP-DIR. 141.307

Date: February 19, 2019

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Supersedes: October 8, 2013

BOARD DIRECTIVE

SUBJECT: DEPARTURE PROCESSING PROCEDURES

PURPOSE: To establish procedures to ensure that materials and equipment are accounted for and controlled upon the departure of an employee from the Texas Board of Pardons and Paroles.

AUTHORITY: Texas Government Code Section 508.035(d)

PROCEDURE:

- I. Before an employee departs from the Texas Board of Pardons and Paroles (Board), the employee's supervisor or their designee will ensure that the employee returns all state materials and equipment. The attached Employee Departure Checklist will be used to account for materials and equipment.
- II. Once the employee turns in all materials and equipment, the supervisor or their designee will take the following actions:
 - A. Provide a copy of the attached Employee Departure Checklist with the employee's signature, along with the identification card, procurement card, travel card, and telephone card (as applicable) to the departing employee, and forward the original to the Human Resources Representative at: Texas Board of Pardons and Paroles, Attention: Human Resources, 8610 Shoal Creek Blvd., Austin, TX 78757, within two business days of the employee turning in all materials and equipment.
 - B. Secure cellular telephones/accessories, computer equipment/accessories, badges, keys, digital voice recorders/accessories, manuals, and other state-issued items.

SIGNED THIS, THE 19TH DAY OF FEBRUARY, 2019.

DAVID GUTIÉRREZ, PRESIDING OFFICER (CHAIR)

**Signature on file.*

Texas Board of Pardons and Paroles
Employee Departure Checklist

Name: _____

SSN: _____

Address: _____

Phone #: _____

Job Title: _____

Account Items to be Cleared

	YES	NO	N/A
Identification Card:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Badge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone/Accessories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laptop Computer/Accessories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digital Voice Recorder/Accessories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procurement Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Member/Parole Commissioner Resource Book	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: (List Items)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee's Signature

Date

Supervisor's Signature

Date

Note to employee: With few exceptions, you are entitled upon request: (1) to be informed about the information the Agency collects about you; and (2) under Sections 552.021 and 552.023 of the Government Code, to receive and review the collected information. Under Section 559.004 of the Government Code you are also entitled to request, in accordance with the Agency's procedures, that incorrect information that the Agency has collected about you be corrected.