



**TEXAS BOARD
OF
PARDONS AND PAROLES**

Number: BPP-DIR. 141.308

Date: December 13, 2022

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Supersedes: November 23, 2021

BOARD DIRECTIVE

SUBJECT: PERSONAL BODY ALARMS

PURPOSE: To establish a procedure for Board Members and employees of the Texas Board of Pardons and Paroles to wear a personal body alarm while on duty at a correctional facility.

AUTHORITY: United States Code, Title 18, Section 4042(a)(3)
Texas Government Code Sections 494.001, 508.035(d), and 511.001(2)
Local Government Code Sections 351.001 and 351.041

DISCUSSION: In order to fulfill the mission of the Texas Board of Pardons and Paroles (Board), Board Members and employees are required to interact with offenders housed in correctional facilities throughout the state to conduct the business of the Board. While these facilities are staffed by Correctional Officers and staff, there are times when Board Members and employees meet with or interview offenders in alternate locations without the presence of Correctional Officers or staff. To enhance the safety of Board Members and employees during these meetings or interviews, the Board will provide a personal body alarm device (Device) to Board Members and employees upon their request.

DEFINITIONS: Correctional Facility – a facility operated by or contracted with a city, municipality, county, the Texas Department of Criminal Justice Correctional Institutions Division, or the federal government, that is designed for the confinement of persons arrested for, charged with, or convicted of a criminal offense.

Personal Body Alarm – a small electronic device that when activated by pulling a pin emits a loud siren-like alarm sound.

PROCEDURE:

- I. Wear the Device
 - A. A Board Member or employee may wear the Device issued by the Board on a Texas Department of Criminal Justice Correctional Institutions Division (TDCJ CID) unit. For non-TDCJ CID facilities, e.g., city, municipality, and county jails; and federal institutions, the Presiding Officer may authorize the Board Administrator to request permission from the correctional facility Director or their designee for a Board Member or employee to wear the Device while conducting Board business at their facility.

- B. If the Board Member or employee elects to wear the Device, an acknowledgment form must be completed and maintained by the appropriate supervisor (see Attachment A).
- II. Activate the Device – A Board Member or employee shall only activate the Device if they are in fear of imminent bodily injury or harm. When the Device is activated, whether intentional or accidental, the Board Member or employee shall immediately notify the correctional facility Director or designee, and submit an incident report form to the appropriate supervisor (see Attachment B).
- III. Lost or Stolen Device – If the Device is lost or stolen inside the correctional facility or on the correctional facility property outside the walls of the correctional facility, the Board Member or employee shall immediately notify the correctional facility Director or their designee as well as the appropriate supervisor. If the Device is lost or stolen elsewhere, the Board Member or employee shall immediately notify the appropriate supervisor.

SIGNED THIS, THE 13TH DAY OF DECEMBER, 2022.

DAVID GUTIÉRREZ, PRESIDING OFFICER (CHAIR)

**Signature on file.*



TEXAS BOARD OF PARDONS AND PAROLES
PERSONAL BODY ALARM ACKNOWLEDGMENT FORM

On this date I was assigned a personal body alarm and have been instructed in the proper usage. I acknowledge receipt of Board Directive BPP-DIR. 141.308 Personal Body Alarms. I further acknowledge that I have read this directive and agree to adhere to the procedures outlined in this directive.

I understand that I am responsible and accountable for this alarm until departure, resignation or termination from the Board. At such time that I am no longer serving as a Board Member or employed by the Board, I agree to return the alarm. In the event the alarm is lost, stolen, or damaged while assigned to me, I agree to reimburse the agency for the cost of the alarm.

I understand that unauthorized use of the alarm may result in disciplinary action in accordance with PD22-General Rules of Conduct and Disciplinary Action Guidelines for Employees.

Board Member/Employee Printed Name and Title

Board Member/Employee Signature

Date

Supervisor Signature

Date

Alarm Assign Date _____

Alarm Return Date _____

Alarm Reimbursement - Money orders should be made payable to TDCJ and should be enclosed with an IOC stating what the reimbursement is for. The Index Code and PCA should be included on the IOC. The IOC and money order should be mailed to: TDCJ Cashier's Office, P.O. Box 4015, Huntsville, Texas 77342.

Original: Supervisory File
Copy: Employee

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| Texas Board of Pardons and Paroles Personal Body Alarm Incident Report | |
| To be completed by the Board Member/employee and submitted to the appropriate supervisor and the Facility Director before the end of the workday. | |
| Board Member/Employee Name: | |
| Witness(es) involved: | |
| Incident Information | |
| Type of Activation: <input type="checkbox"/> Intentional <input type="checkbox"/> Accidental | |
| Date: | Time: |
| Location: | |
| Description of incident (provide specific details of the incident to include the reason for activation and the offender's name and TDCJ-CID/SID number, if applicable): | |
| | |
| Board Member/Employee Signature: (insert electronic signature in text box below) | |