



**TEXAS BOARD
OF
PARDONS AND PAROLES**

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Date: March 1, 2024

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Supersedes: February 27, 2023

BOARD DIRECTIVE

SUBJECT: PAROLE OFFICER CAREER LADDER

PURPOSE: To establish criteria for Parole Officer career advancement in the Texas Board of Pardons and Paroles.

AUTHORITY: Government Code Sections 76.005, 508.035(d), 508.113, and 508.1131
Board Resolution BPP-RES. 16-07.03
Texas Department of Criminal Justice Executive Directive PD-72

DISCUSSION: This directive is for all active Parole Officers employed by or retired from the Texas Board of Pardons and Paroles (Board) within the Parole Officer career ladder on or after August 1, 2007, career ladder conversion.

DEFINITIONS: Active Service – Parole Officer service other than a full calendar month of leave without pay.

Consecutive Months – months of consecutive Parole Officer service. Periods of leave without pay are not considered a break in service.

If a criterion references consecutive months of service, the months of service that may be counted begin at the employee’s current date of hire or the most recent date that the employee was placed in a Parole Officer position.

Satisfactory Annual Performance Evaluation – an annual performance evaluation that includes a minimum rating of “meets standards” for each essential function of the position.

Satisfactory Service – any day a Parole Officer is serving disciplinary probation does not count as satisfactory service.

Restored Parole Officer Service – a Parole Officer’s prior months of disciplinary probation while in a career ladder count toward the employee’s advancement within the career ladder if the employee has completed the probation.

PROCEDURE:

I. General Provisions

- A. The positions within the Parole Officer career ladder for the Board include Parole Officer I, II, III, IV, and V.
 - 1. Institutional Parole Officer – the entry-level position is Parole Officer I. A Parole Officer shall promote from Parole Officer I to Parole Officer II after accruing 24 consecutive months of satisfactory or restored active service if the Parole Officer’s most recent performance evaluation was a satisfactory annual performance evaluation. An employee shall compete for a Parole Officer III, IV, or V position.
 - 2. Hearing Parole Officer – the entry-level position is a Parole Officer III. A Parole Officer shall promote from Parole Officer III to Parole Officer IV after accruing 24 consecutive months of satisfactory active service if the employee’s most recent performance evaluation was a satisfactory annual performance evaluation and upon a recommendation of the Regional Operations Supervisor. An employee shall compete for a Parole Officer V position.
- B. An Institutional Parole Officer shall receive an annual salary adjustment to the next higher pay level within the same salary group, not to exceed pay level 10, for a Parole Officer I-V in the Parole Officer Career Ladder Salary Rate Reference Sheet (<https://www.tdcj.texas.gov/divisions/hr/hr-home/pocareerladder-fy22.pdf>), if:
 - 1. The Parole Officer has accrued the required number of consecutive months of satisfactory active service for the next higher pay level; and
 - 2. The Parole Officer’s most recent performance evaluation was a satisfactory annual performance evaluation.
- C. A Hearing Parole Officer shall receive an annual salary adjustment to the next higher pay level within the same salary group, not to exceed pay level 10, for a Parole Officer III-IV in the Parole Officer Career Ladder Salary Rate Reference Sheet (<https://www.tdcj.texas.gov/divisions/hr/hr-home/pocareerladder-fy22.pdf>), if:
 - 1. The Parole Officer has accrued the required number of consecutive months of satisfactory active service for the next higher pay level; and
 - 2. The Parole Officer’s most recent performance evaluation was a satisfactory annual performance evaluation.

- D. Salary adjustments shall be effective on the first of the month after the Parole Officer meets the applicable eligibility criteria.

II. Special Provisions: Placement Upon Return to the Career Ladder

The following procedures and definitions in the Texas Department of Criminal Justice (TDCJ) Human Resources PD-72 “Employee Salary Administration” policy apply to any individual who was employed by the TDCJ Parole Division (Division) or the Board in a Parole Officer position.

- A. Placement Upon Return to the Career Ladder (TDCJ PD-72 Section VI.B.)
- B. Promotion or Voluntary Demotion Within Career Ladder (TDCJ PD-72 Section VI.D.)
- C. Reduction in Pay Within Career Ladder (TDCJ PD-72 Section VI.E.)
- D. Involuntary Demotion Within Career Ladder (TDCJ PD-72 Section VI.F.)
- E. Annual Performance Evaluation Effect on Salary Adjustments (TDCJ PD-72 Section VI.G.)

III. Move From The Division

If an employee moves from the Division Parole Officer I-V position to the Board Parole Officer career ladder, the employee’s consecutive satisfactory active months of service in the Division Parole Officer position shall count as Board Parole Officer service for placement in the Parole Officer career ladder.

SIGNED THIS, THE 1ST DAY OF MARCH, 2024.

DAVID GUTIÉRREZ, PRESIDING OFFICER (CHAIR)

**Signature on file.*