



**TEXAS BOARD
OF
PARDONS AND PAROLES**

Number: BPP-DIR. 141.313
Date: December 21, 2020
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Supersedes: February 25, 2019

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 508.035(d), 76.005, 508.113, and 508.1131
Texas Board of Pardons and Paroles BPP-RES. 16-07.03 Resolution
Readopting Texas Department of Criminal Justice Human Resource Policies
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 – for the purpose of this directive, is Parole Officer service other than a full calendar month of leave without pay.

Consecutive Months – for the purpose of this directive, means months of Parole Officer service from the employee’s current date of hire or the most recent date that the employee was placed in a Parole Officer position. In addition, the months of Parole Officer service an employee accrued before the employee’s most recent move or separation from a Parole Officer position will count as consecutive months if the employee returned: (1) within 12 months of leaving the Parole Officer position; and (2) either before or on August 1, 2007.

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

Satisfactory Service – for the purpose of this directive, means Parole Officer service other than a period of disciplinary.

Restored Parole Officer Service – for the purpose of this directive, means months of disciplinary probation served by a Parole Officer; (1) prior to August 1, 2007, and that count toward the Parole Officer’s conversion pay level; or (2) that count toward the Parole Officer’s future career ladder advancement once the Parole Officer meets the PD-72 criteria.

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 a Parole Officer I to Parole Officer II after accruing 24 consecutive months of satisfactory or restored active Parole Officer 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 a Parole Officer III to a Parole Officer IV after accruing 24 consecutive months of satisfactory active Parole Officer 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 (located at <https://www.tdcj.texas.gov/divisions/hr/hr-home/salary.html>), if:
 - 1. The Parole Officer has accrued the required number of consecutive months of satisfactory active Parole Officer 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 (located at <https://www.tdcj.texas.gov/divisions/hr/hr-home/salary.html>), if:

1. The Parole Officer has accrued the required number of consecutive months of satisfactory active Parole Officer 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 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 HR PD-72 Section VI.B.)
- B. Promotion or Voluntary Demotion Within Career Ladder (TDCJ HR PD-72 Section VI.D.)
- C. Reduction in Pay Within Career Ladder (TDCJ HR PD-72 Section VI.E.)
- D. Involuntary Demotion Within Career Ladder (TDCJ HR PD-72 Section VI.F.)
- E. Annual Performance Evaluation Effect on Salary Adjustments (TDCJ HR PD-72 Section VI.G.)

III. Move From The Texas Department of Criminal Justice - Parole 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 the purpose of placement in the Parole Officer career ladder.

SIGNED THIS, THE 21ST DAY OF DECEMBER, 2020.

DAVID GUTIÉRREZ, PRESIDING OFFICER (CHAIR)

**Signature on file.*