



**TEXAS BOARD
OF
PARDONS AND PAROLES**

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Date: December 20, 2018

Page: 1 of 2

Supersedes: None

BOARD DIRECTIVE

SUBJECT: BOARD OF PARDONS AND PAROLES CONTINUITY OF OPERATIONS PLAN (COOP)

PURPOSE: To establish an agency-level continuity of operations plan to keep the agency operational in case of disruptions to production, finance, administration, or other essential functions.

AUTHORITY: Texas Government Code Sections 508.035(d), 508.040(a)(3), and 552.156
Texas Labor Code 412.054

DISCUSSION: The Texas Board of Pardons and Paroles (Board) is a constitutionally created agency responsible for: determining which prisoners are to be released on parole or discretionary mandatory supervision; determining conditions of parole and mandatory supervision; determining revocation of parole and mandatory supervision; and recommending the resolution of clemency matters to the Governor.

Texas Labor Code Section 412.054, Continuity of Operations Plan, requires each state agency to develop an agency-level continuity of operations plan (COOP) that outlines procedures to keep the agency operational in case of a disruption of services and operations. The Board is committed to maintaining essential operational services to the State of Texas and its employees in the event of a temporary suspension of its functions due to a disaster or other unforeseen emergency. Therefore, the Board shall develop a COOP in accordance with Section 412.054, Labor Code.

DEFINITIONS: Disaster – Any incident that compromises, interrupts, or disrupts the ability of the Board to carry out its mission.

Emergency – A sudden, unexpected event requiring immediate action due to potential threat to health and safety, the environment, or property.

Essential Operations – Vital services considered essential to maintaining continuous operations in the event of severe weather-related conditions or other unforeseen emergencies causing service interruption.

PROCEDURES:

- I. The Presiding Officer, as the administrative head of the Board, shall be responsible for establishing and implementing the Board's COOP. The COOP shall include detailed information regarding the resumption of essential operations after a catastrophe and include:
 - A. coordination with public authorities;
 - B. management of media;
 - C. customer service delivery;
 - D. assessing immediate financial and operational needs; and
 - E. other services as determined by the State Office of Risk Management.
- II. The Presiding Officer or designee is the only authorized person to declare an emergency or temporarily suspend Board operations.
- III. The Board will make provisions for the identification, training, and preparedness of Board Members and employees when an emergency is declared or operations are temporarily suspended.
- IV. The COOP establishes policy and guidance to ensure the execution of the essential operations of the Board in the event that an emergency threatens or incapacitates the essential operations; and the relocation of selected essential Board personnel or employees and functions of any essential facilities of the Board, as required.
- V. The Texas Department of Criminal Justice (TDCJ) Information Technology Division (ITD) in conjunction with the Board's ITD, will provide assistance to respective offices regarding the Information Resource component of the COOP.
- VI. The COOP and any records, written, produced, collected, assembled, or maintained as a part of the development or review of a COOP pursuant to Texas Labor Code Section 412.054, Continuity of Operations Plan, is confidential and exempt from disclosure under Chapter 552 of the Texas Government Code.
 - A. The Board may disclose or make available information that is confidential to another state agency, governmental body, or a federal agency.
 - B. Disclosing such information to another state agency, governmental body, or a federal agency does not waive or affect the confidentiality of the information.

SIGNED THIS, THE 20TH DAY OF DECEMBER, 2018.

DAVID GUTIÉRREZ, PRESIDING OFFICER (CHAIR)

**Signature on file.*