



**TEXAS BOARD
OF
PARDONS AND PAROLES**

Number: BPP-DIR. 141.353

Date: September 25, 2023

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Supersedes: August 1, 2022

BOARD DIRECTIVE

SUBJECT: VISITORS ON BEHALF OF AN OFFENDER

PURPOSE: To provide procedures for the Texas Board of Pardons and Paroles to register persons who visit Texas Board of Pardons and Paroles offices on behalf of an offender.

AUTHORITY: Texas Government Code Sections 508.035(d), 508.083, and 508.084, and Chapter 2004
Texas Administrative Code Title 37, Part 5, Chapter 141, Subchapters D and E
Board Policy BPP-POL. 141.300
Board Directives BPP-DIR. 141.306 and 141.358
Texas Code of Criminal Procedure Article 56A.001

DISCUSSION: Section 508.083 of the Government Code authorizes an attorney who is registered with the Texas Department of Criminal Justice (TDCJ) Parole Division (Division) to represent an inmate for compensation.

Prior to contacting a Board Member or employee of the Texas Board of Pardons and Paroles (Board), an individual required to register with the Division under Section 508.083, Government Code, shall file a fee affidavit with TDCJ.

By this directive, an attorney, family member, friend, or any other person wishing to present information on behalf of an offender may appear in person; or by telephone, or submit information through correspondence. However, nothing in this directive is intended to limit the voters' discretion to allow additional persons to appear in person or by telephone.

Any in-person contact on behalf of an offender is considered an interview and shall not be open to the public.

DEFINITIONS: Lead Voter – the Board Member or Parole Commissioner designated to cast the first vote in the parole review process.

Represent – direct or indirect contact in person or by telephone, facsimile transmission, or correspondence with a Board member or TDCJ employee on behalf of an offender.

PROCEDURE:

- I. Presentation of Information – Offenders’ attorneys, family members, and friends who wish to visit with parole panel members or Board staff, or who wish to present information on behalf of an offender, may request an interview only when the offender’s case is in the review period.
 - A. For parole, the review period shall mean a period greater than two (2) months but less than six (6) months prior to the month of the next scheduled review period.
 - B. For discretionary mandatory supervision, the review period shall mean a period greater than 30 days but less than 75 days prior to the projected release date or next scheduled review period.
- II. Procedure for In-Person, Videoconference, or Teleconference Interview
 - A. The lead voter of the parole panel assigned to consider a case for parole is responsible for coordinating the contact with the attorney, family member, or friend of an offender to determine whether they desire a personal appearance, videoconference, or teleconference interview with the parole panel. The lead voter shall coordinate the requests for a personal, videoconference, or teleconference appearance on the parole panel’s behalf.
 - B. The lead voter of the parole panel shall serve as the primary contact person, but any parole panel member may meet with an attorney, family member, or friend upon mutual agreement.
 - C. The time, place, and duration of the interview shall be established at the discretion of the parole panel. Every effort will be made to schedule an appearance within a reasonable time frame following receipt of a request for personal appearance.
- III. Record – A visitor registration form shall be completed for all persons appearing at an in-person interview.
 - A. Visitor Registration Form
 1. All attorneys, family members, or friends present for the interview shall sign the Visitor Registration form (see Attachment A). The Board Assistant shall provide the lead voter with one Visitor Registration form for each interview.
 2. Any other persons present for the interview, to include the victim’s attorney or advocate, shall sign the Visitor Registration form.
 3. If the registrant is carrying a weapon, the Board Assistant shall give the registrant a copy of Board Policy BPP-POL. 141.300 Handgun Policy.

4. If the Board Assistant has a question about the Visitor Registration form, the lead voter will review the form and ensure the appropriate correction(s), if any, are made on the registration form.
 5. If a Public Information Act request is received for a copy of a register that contains the name of the victim as defined in Article 56A.001, Code of Criminal Procedure, the General Counsel's Office shall be consulted. The General Counsel or designee shall determine whether the victim is registered with the Attorney General's Office Address Confidentiality Program.
- B. The lead voter shall place a record of the interview and a summary of the comments in the offender's file.

SIGNED THIS, THE 25TH DAY OF SEPTEMBER, 2023.

DAVID GUTIÉRREZ, PRESIDING OFFICER (CHAIR)

**Signature on file.*

**BOARD OF PARDONS AND PAROLES
VISITOR REGISTRATION
Texas Government Code, Chapter 2004**

OFFICE (Circle): Amarillo Angleton Austin Gatesville Huntsville Palestine San Antonio

MONTH: _____

DATE MM/DD/ Y	NAME AND ADDRESS OF REGISTRANT	NAME AND ADDRESS OF PERSON, FIRM, CORPORATION, OR ASSOCIATION REPRESENTED BY THE REGISTRANT (IF OFFENDER: NAME, TDCJ# AND UNIT)	RECEIPT OF MONEY, THING OF VALUE, OR FINANCIAL BENEFIT FOR SERVICES IN APPEARING BEFORE THE AGENCY (Please check either "Yes" or "No")		PLEASE CHECK BOX IF YOU ARE CARRYING A HANDGUN
			YES	NO	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>