



**TEXAS BOARD
OF
PARDONS AND PAROLES**

Number: BPP-DIR. 141.359

Date: June 13, 2021

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Supersedes: January 16, 2020

BOARD DIRECTIVE

SUBJECT: OPERATIONAL REVIEW

PURPOSE: To evaluate the efficiency and effectiveness of the administration of the Texas Board of Pardons and Paroles business.

AUTHORITY: Texas Government Code Section 508.035(d)(3)

POLICY: It is the policy of the Texas Board of Pardons and Paroles (Board) to ensure the Board Members and all staff administer the Board's business in a consistent and accurate manner in all operations and all offices across the State.

The Staff Development department will conduct operational reviews to determine the efficiency and effectiveness of the staff's administration of the Board's policies and procedures as well as the quality of performance in carrying out their assigned responsibilities.

The Staff Development department will prepare a report at the conclusion of each operational review and if the report identifies deficiencies in the administration of the Board's policies or procedures, the designated department head will provide a response within 10 business days outlining the corrective action to be taken. The Staff Development department will schedule a follow-up review to evaluate the effectiveness of the corrective action.

PROCEDURE:

- I. The Operational Reviewer is authorized to conduct operational reviews of the Board's operations so that the Board may have the assurance it is:
 - A. Maintaining accurate, reliable, timely, complete, and useful information;
 - B. Complying with applicable laws, rules and regulations, policies, directives, manual procedures, and contracts;
 - C. Adequately safeguarding assets;
 - D. Effectively and efficiently employing resources; and
 - E. Achieving established goals and objectives as planned.

II. The Director of Staff Development shall:

- A. Prepare and present to the Presiding Officer for approval an annual operational review plan, which identifies departments, sections, or areas to be reviewed in a fiscal year;
- B. Oversee pre-review meetings between Operational Reviewers and designated department heads in which the Operational Reviewers outline the scope and logistics of pending reviews;
- C. Oversee the conduct of approved operational reviews as specified in the annual operational review plan, with any deviations from the plan as approved by the Presiding Officer;
- D. Oversee the preparation of operational review reports and submit these reports to the designated department head, Chief of Staff, and Presiding Officer;
- E. Oversee post-review meetings between Operational Reviewers and designated department heads in which the Operational Reviewers present the findings of the operational review reports;
- F. Prepare an annual operational review report on the activities of the Operational Reviewers and the responses of the departments to the reports;
- G. Report to the Presiding Officer on other matters as required;
- H. Refer to the Presiding Officer those issues which, in the opinion of the Board Administrator, warrant consideration of an investigation for acts or allegations of impropriety, malfeasance, or nonfeasance in the obligation, expenditure, receipt, or use of State funds, or into specified financial transactions or practices that may involve such impropriety, malfeasance, or nonfeasance.

III. Free of Impairments

The Director and the staff of the Staff Development department shall be free of all operational and management responsibilities that would impair their ability to conduct an independent review of all aspects of the Board's operations. The work of the Staff Development department in no way relieves Board personnel of their assigned responsibilities.

SIGNED THIS, THE 13TH DAY OF JUNE, 2021.

DAVID GUTIÉRREZ, PRESIDING OFFICER (CHAIR)

**Signature on file.*