



**TEXAS BOARD
OF
PARDONS AND PAROLES**

Number: BPP-DIR. 145.302
Date: September 25, 2023
Page: 1 of 2
Supersedes: August 1, 2022

BOARD DIRECTIVE

SUBJECT: PROPOSING NEW SPECIAL CONDITIONS

PURPOSE: To establish a procedure for proposing and establishing new special conditions.

AUTHORITY: Texas Government Code Sections 508.035(d), 508.0441, and 508.221

DISCUSSION: A parole panel, comprised of one Board Member and two Parole Commissioners, is authorized by Section 508.0441, Government Code, to impose special conditions of release. For cases requiring a full Board vote, Board Members may impose special conditions.

PROCEDURE:

1. New Special Condition Request - When a voting member or staff member (requestor) of the Texas Board of Pardons and Paroles (Board) determines there may be a need to create a new special condition, a memorandum shall be forwarded to the Chief of Staff. The memorandum shall include the exact wording desired for the proposed special condition as it would appear on a release certificate, the reason(s) the condition is necessary, and why it should be approved for use by all voters.
 - A. Upon receipt of the memorandum, the Chief of Staff shall contact the Presiding Officer, who will designate a three-person new special condition workgroup (workgroup) comprised of Board Members.
 - B. Once the workgroup has been designated, the Chief of Staff shall deliver the memorandum to the workgroup.
2. Review and Decision - The new special condition workgroup will review the memorandum regarding the proposed condition via teleconference or videoconference and make a final decision to approve or deny the request within five (5) workdays of receipt of the memorandum. A workgroup member may contact the requestor for clarification or additional information if necessary. The workgroup's decision will be forwarded to the Presiding Officer with a copy to the requestor. Once the workgroup forwards the decision to the Presiding Officer, no further action is required unless otherwise directed by the Presiding Officer.

3. Newly Approved Special Condition - The Presiding Officer will direct the Chief of Staff to have the newly approved special condition added to the list of approved special conditions.
 - A. Within two (2) workdays, the Chief of Staff or a designee will submit the request to add the new special condition to the Board's Information Technology Director who will submit the form to the Texas Department of Criminal Justice (TDCJ) Information Technology Division (ITD).
 - B. Upon receipt of confirmation from ITD the programming for the new special condition has been completed, to include the effective date of the new special condition, the Chief of Staff or a designee will provide a revised list of approved special conditions, with the effective date, to all Board Members and Parole Commissioners and their assistants, as well as appropriate ITD and TDCJ Parole Division staff.

4. All new special condition workgroup decisions are final.

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

DAVID GUTIÉRREZ, PRESIDING OFFICER (CHAIR)

**Signature on file.*