



**TEXAS BOARD
OF
PARDONS AND PAROLES**

Number: BPP-POL. 145.206

Date: January 18, 2024

Page: 1 of 3

Supersedes: January 19, 2023

BOARD POLICY

SUBJECT: SPECIAL REVIEW – RELEASE DENIED

PURPOSE: To establish a policy statement of the Texas Board of Pardons and Paroles and provide procedures for its voting members and staff to initiate or respond to a Special Review request when an offender has been denied parole or mandatory supervision release.

AUTHORITY: Texas Government Code Sections 508.0441(d) and 508.045(b)
Texas Administrative Code Title 37, Part 5, Chapter 145, Section 145.17

POLICY: It is the policy of the Texas Board of Pardons and Paroles (Board) to consider cases for Special Review in accordance with Section 145.17 of the Administrative Code. A Special Review panel shall be designated by the Presiding Officer to review and make decisions on cases referred to the panel.

DISCUSSION: The Board will receive and consider information not previously available to the parole panel when an offender has been denied parole or mandatory supervision release. If the panel based its decision upon erroneous information or an administrative file processing error, the case file may be returned to the original panel to reconsider its vote.

DEFINITIONS: Administrative File Processing Error – an action during the processing of an offender’s file, which results in the omission of or the recording of inaccurate information with respect to voting, denial reasons, or Next Review dates.

Erroneous Information – information provided to the parole panel during the review process that may have been utilized as a basis for denial but is later determined to be inaccurate.

Information Not Previously Available – Responses from trial officials and victims; a change in an offender’s sentence and judgment; or an allegation that the parole panel has committed an error of law or Board rule.

Original Panel – the last panel that voted to deny parole or mandatory supervision during the regular review process.

Panel – Board Members or a parole panel designated by statute to review an offender’s case.

Special Review – a panel’s review of an offender’s case during a month other than the month previously set for review.

Special Review Panel – a panel other than the current voting panel that will decide and exercise final action on requests for Special Review.

Voting Order – the order in which the panel members vote a case.

PROCEDURE:

- I. The Board Administrator (BA) or designee will receive and review Special Review requests.
- II. All requests for Special Review must be in writing and signed by the offender, their attorney, or in cases where the offender is unable to sign due to a mental or physical impairment, by a person acting on their behalf.
- III. Special Review Panel – the BA or designee shall refer to the Special Review panel only those Special Review requests based on one of the following:
 - A. A written request on behalf of an offender is received, which cites information not previously available to the parole panel. Information not previously available shall mean only:
 1. Responses from trial officials or victims;
 2. A change in an offender's sentence and judgment; or
 3. An allegation that the parole panel has committed an error of law or Board rule.
 - B. A parole panel denied release to parole or mandatory supervision and at least one of the members who voted with the majority on that panel desires to have the decision reconsidered prior to the next parole or mandatory supervision review date. The requesting panel member shall indicate the specific reason for the request in writing.
 - C. If both parole panel members who voted with the majority are no longer active Board Members or Parole Commissioners, the Presiding Officer (Chair) may place the case in the Special Review process to be reconsidered prior to the Next Review (NR) date.

- IV. The Special Review panel shall review and exercise final action on all requests received from the BA or designee. The Special Review panel may take one of the following actions:
- A. Defer the vote in order to request and receive further information;
 - B. Vote remain set; or
 - C. Revote the case in accordance with applicable provisions of the Board rules regarding the parole or mandatory supervision process. The Special Review panel shall not set an offender's NR date later than the previous NR date.
- V. Original Panel – the BA or designee shall refer to the original panel only those Special Review requests for which there was an administrative file processing error or erroneous information. The original panel shall reconsider its previous vote and shall vote on the Special Review request in the same order it originally voted.
- A. Administrative file processing error – this error will result in the original panel reviewing the case because the information was received prior to the parole panel’s vote but was not submitted to the panel for their review and consideration. Examples include, but are not limited to:
 - 1. An attorney’s request for an interview was granted by a parole panel member prior to review but the interview did not occur.
 - 2. A disciplinary was overturned but presented as a current disciplinary.
 - B. Erroneous information – this error will result in the original panel reviewing the case because the parole panel may have relied upon the erroneous or incorrect information provided when making their decision. Examples include, but are not limited to:
 - 1. The case was incorrectly identified as SB 917.
 - 2. The Case Summary indicates the offender refused to participate in a program and it is later determined the offender did not refuse to participate.
- VI. The parole panel shall return all cases to the Board’s Central Office for processing.

ADOPTED BY MAJORITY VOTE OF THE BOARD ON THE 18TH DAY OF JANUARY, 2024.

DAVID GUTIÉRREZ, PRESIDING OFFICER (CHAIR)

**Signature on file.*