



**TEXAS BOARD
OF
PARDONS AND PAROLES**

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Supersedes: September 1, 2025

BOARD DIRECTIVE

SUBJECT: POLICIES AND PROCEDURES

PURPOSE: To establish guidelines for drafting, reviewing, distributing, and maintaining policies and procedures regarding the administrative and statutory functions of the Texas Board of Pardons and Paroles.

AUTHORITY: Texas Government Code Sections 508.035(d), 508.036, 508.041, and 2001.004

DISCUSSION: The Texas Board of Pardons and Paroles (Board) has developed an administrative processing system designed to efficiently administer its constitutional and statutory responsibilities. Board employees shall follow this directive's guidelines in drafting, distributing, and maintaining policies and procedures. These statements concern only the Board's internal management and do not affect private rights or procedures.

DEFINITIONS: Administrative directives – procedures that may apply to one (1) or more Board divisions or sections. Administrative directives are reviewed by the Chief Operating Officer or designee and signed by the respective division or section director.

Board policies – policies that reflect statements of general applicability to describe the Board's procedure or practice requirements. Board Members approve policies during open meetings.

Board directives – procedures and instructions to Board Members and employees regarding the internal administration of the Board's responsibilities. Board directives are reviewed by Board Members and appropriate staff, and they are approved and signed by the Presiding Officer.

Manuals – employee manuals that provide detailed operational procedures and instructions regarding an employee’s assigned duties and responsibilities. The Board Training and Resource Manual is a manual that provides training and resource information for the Board Members and Parole Commissioners related to their statutory duties and responsibilities.

Substantive change – a significant procedural revision of a policy or directive that changes the scope of the operation(s). Examples include changing voting options, adding/deleting criteria, or incorporating new statutory requirements.

Non-substantive change – a revision to a policy or directive that impact the procedural aspects of the policy or directive. Examples include grammatical revisions, statutory citations, or the adding of a new Presiding Officer’s signature.

PROCEDURE:

- I. General – Policies, Directives, and Manuals – Instructional documents shall not conflict with any higher-level document. For example, an administrative directive cannot conflict with a policy or a directive. The Chief Operating Officer or designee will update the Board website with new or revised documents, including the table of contents, policies, and directives.
 - A. Policies – The Presiding Officer and Board Members are responsible for establishing and implementing new or revised policies.
 - B. Board Directives – The Presiding Officer is responsible for establishing and implementing new or revised directives.
 - C. Biennial Review – The General Counsel is responsible for biennially reviewing policies and directives. The General Counsel’s biennial review shall commence during the last quarter of each biennial year. The General Counsel will submit all policies and directives that require substantive changes to the Presiding Officer, Board Members, and Chief Operating Officer with a recommendation to retain, repeal, rescind, or revise the respective documents.

Board Directives are approved by the Presiding Officer. Board Policies are approved by the Board; however, policies that are only incorporating non-substantive changes are approved by the Presiding Officer without presentation to the entire Board.

D. Manuals

1. Board Training and Resource Manual – The Presiding Officer or designee is responsible for reviewing, maintaining, and distributing the Board Training and Resource Manual.
2. Board Designee Manuals – The Chief Operating Officer or designee is responsible for biennially reviewing, maintaining, and distributing the hearing officer and analyst manuals.
3. Operations Manuals – Each section director, including the General Counsel, is responsible for reviewing and distributing its own operations manuals.

II. Submission, Review, and Approval

A. Policies

1. The Presiding Officer or designee shall recommend and draft a new or revised policy based upon new case law, changes in statute or rule, or to increase efficiency of the agency. The designee may comprise a work group of Board Members, Parole Commissioners, and Board staff appointed by the Presiding Officer.
2. The Presiding Officer or designee shall submit the draft to the General Counsel for legal and substantive review, requesting comments or suggested revisions within 15 days. This deadline may be shortened for critical policies.
3. The General Counsel shall distribute the draft to the Presiding Officer, Board Members, and Chief Operating Officer for their review to provide comments or suggested revisions within 15 days. This deadline may be shortened for critical policies. The General Counsel's recommendations concerning the Board's policies are protected as attorney-client privileged communications.
4. The General Counsel shall request the Presiding Officer's approval to include the policy as an adoption item on the next Board meeting agenda. Upon approval, the General Counsel shall forward the policy to the Technical Writer to review, enabling the preparation of a final draft to include in the agenda for the next Board meeting.
5. The General Counsel shall review and approve the final draft and any attachments for the Technical Writer to send to the Director of Support Operations or designee to place in the meeting packets for the next Board meeting. The Director of Support Operations or designee shall ensure that

a clean original document is available for the Presiding Officer's signature at the Board meeting. If the Board adopts the policy, the Presiding Officer shall sign the policy and submit it to the Director of Support Operations or designee.

6. The Director of Support Operations or designee shall provide the Technical Writer with the original signed policy. The Technical Writer shall distribute the new or revised policy to Board Member Policy Handbook holders using the electronic mail (email) system.

B. Board Directives

1. For all directives, the Presiding Officer or designee shall recommend and draft a new or revised directive based upon new case law or changes in statute, policy, and rule. The designee may include a work group of Board Members, Parole Commissioners, and Board staff appointed by the Presiding Officer.
2. The Presiding Officer or designee shall submit the draft to the General Counsel for legal and substantive review, requesting comments or suggested revisions within 15 days. This deadline may be shortened for critical directives.
3. The General Counsel shall distribute the draft to the Presiding Officer, Board Members, and Chief Operating Officer for their review to provide comments or suggested revisions within 15 days. This deadline may be shortened for critical directives.
4. Once the review is complete, the General Counsel will discuss the recommendations with the Presiding Officer and incorporate the approved recommendations into the draft. The Presiding Officer will then approve the draft. Following this, the General Counsel shall submit the draft to the Technical Writer to review and prepare a final draft.
5. The General Counsel will review and approve the final draft along with any attachments before the Technical Writer sends it to the Presiding Officer for signature. Once signed, the Technical Writer shall distribute the new or revised directive to all Board Member Policy Handbook holders via the email system.

C. Administrative Directives

1. The Chief Operating Officer or Presiding Officer's Program Specialist or designee shall recommend and draft a new or revised administrative directive based upon new case law or changes in statute, policy, or rule.
2. The Chief Operating Officer or Presiding Officer's Program Specialist or designee shall submit the draft to the General Counsel for legal and substantive review. The General Counsel shall review and revise as appropriate within 15 days.
3. The General Counsel shall submit the final draft to the Technical Writer for final review and submission to the division or section director for signature. The Technical Writer shall distribute administrative directives to the appropriate staff.

D. Board Training and Resource Manual

1. The Chief Operating Officer shall create a training manual that includes the information required by Texas Government Code Section 508.0362(d).
2. The Chief Operating Officer shall submit the draft to the General Counsel for legal and substantive review, requesting comments or suggested revisions within 15 days. This deadline may be shortened for critical revisions.
3. The General Counsel shall provide comments or suggested revisions to the Presiding Officer and Chief Operating Officer or designee. The Presiding Officer or Chief Operating Officer or designee shall finalize the draft and distribute it to the Presiding Officer, Board Members, and Chief Operating Officer review, requesting comments or suggested revisions within 30 days. This deadline may be shortened for critical revisions.
4. When the review is complete, the Presiding Officer or designee may or may not choose to incorporate the comments and suggestions into the manual. The Presiding Officer shall approve the manual revisions.
5. The Presiding Officer or Chief Operating Officer or designee shall submit the manual revisions to the Technical Writer, who shall coordinate the update of the electronic manual on the Board's Intranet and distribute the revised manual to the Board Members, Parole Commissioners, Chief Operating Officer, and General Counsel using the email system.
6. The Chief Operating Officer shall distribute a copy of the training manual annually to each Board Member and Parole Commissioner. Each Board Member and Parole Commissioner shall sign and submit to the Chief

Operating Officer a statement acknowledging that the person received and has reviewed the training material.

E. Board Designee Manuals

1. The Chief Operating Officer or designee shall recommend and draft new or revised manuals every two (2) years. This will be based upon any new, revised, or amended statutes, rules, policies, directives, or case law. The Chief Operating Officer or designee may form a work group that includes the Director of Hearing Operations and Regional Operations Supervisors.
2. The Chief Operating Officer or designee shall submit the drafts to the General Counsel for legal and substantive review, requesting comments or suggested revisions within 60 days. This deadline may be shortened for critical revisions.
3. After receiving comments or revisions, if any, the Chief Operating Officer or designee shall finalize the drafts and distribute them to the Presiding Officer, Board Members, and the Director of Hearing Operations for review, requesting comments or suggested revisions within 60 days. This deadline may be shortened for critical revisions.
4. The Chief Operating Officer shall request the Presiding Officer's approval to include the manuals as adoption items on the next Board meeting agenda. Upon receipt of the Presiding Officer's approval, the Chief Operating Officer shall notify the Director of Support Operations or designee to include the manual revisions and resolutions on the agenda for the next Board meeting.
5. Prior to the next Board meeting, the Chief Operating Officer or designee shall provide a summary of the revisions to the Director of Support Operations for inclusion in the meeting packets. The Director of Support Operations or designee shall have clean original resolutions for the Presiding Officer's signature at the Board meeting. If the Board adopts the manuals, the Presiding Officer shall sign the resolutions.
6. The Chief Operating Officer or designee shall submit the manuals to the Chief Information Officer or designee to upload to the Board's Intranet.

III. Distribution and Maintenance

- A. The Technical Writer shall distribute all final copies of new or revised instructional documents.
- B. The Technical Writer shall maintain master notebooks of all current and superseded original policies, directives, resolutions, orders, and manuals.

SIGNED THIS, THE 24TH DAY OF NOVEMBER, 2025.

A handwritten signature in cursive script, reading "Marsha Moberley", is written over a horizontal line.

MARSHA MOBERLEY, PRESIDING OFFICER (CHAIR)