



**TEXAS BOARD  
OF  
PARDONS AND PAROLES**

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Date: **January 27, 2006**

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Supersedes: **None**

## **BOARD DIRECTIVE**

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**SUBJECT:** Departure Processing Procedures

**PURPOSE:** To establish procedures to ensure that materials and equipment are accounted for and controlled upon the departure of an employee from the Board of Pardons and Paroles.

**DIRECTIVE:**

- A. Before an employee departs from the Board of Pardons and Paroles, the employee's supervisor or their designee will ensure that the employee returns all state materials and equipment. The enclosed Employee Departure Checklist will be used to account for materials and equipment.
- B. Once the employee turns in all materials and equipment, the supervisor or their designee will take the following actions:
  - (1) A copy of the Employee Departure Checklist (Enclosed) with the employee's signature, along with the Identification card, procurement card, travel card, and telephone card (as applicable) will be forwarded to the Human Resources Representative at: Board of Pardons and Paroles, Attention: Human Resources, 8610 Shoal Creek Blvd, Austin, TX 78757 within two work days of the employee turning in all materials and equipment.
  - (2) Cellular telephones/accessories, computer equipment/accessories, badges, keys, digital voice recorders/accessories, manuals, and other state issued items should be secured by the supervisor or their designee. If the projected replacement is expected to exceed 90 days, contact the Information Technology Office for disposition instructions.

**SIGNED THIS, THE 1<sup>st</sup> DAY OF FEBRUARY 2006.**

**RISSIE OWENS, PRESIDING OFFICER (CHAIR)**

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*\* Signature on file.*

**Texas Board of Pardons and Paroles**  
Employee Departure Checklist

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

Job Title: \_\_\_\_\_

**Account Items to be Cleared**

	YES	NO	N/A
Identification Card:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Badge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone/Accessories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laptop Computer/Accessories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digital Voice Recorder/Accessories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procurement Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Member/Parole Commissioner Resource Book	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: (List Items)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Note to employee:** With few exceptions, you are entitled upon request: (1) to be informed about the information the Agency collects about you; and (2) under Sections 552.021 and 552.023 of the Government Code, to receive and review the collected information. Under Section 559.004 of the Government Code you are also entitled to request, in accordance with the Agency's procedures, that incorrect information that the Agency has collected about you be corrected.