



**TEXAS BOARD
OF
PARDONS AND PAROLES**

Number: BPP-DIR.141.311

Date: August 24, 2011

Page: Page 1 of 2

**Supersedes: BPP-ED.141.500
Dated September 15, 2009**

BOARD DIRECTIVE

SUBJECT: REVIEW AND IMPLEMENTATION OF LEGISLATION

DIRECTIVE: The purpose of this directive is to establish guidelines for the Texas Board of Pardons and Paroles (BPP) to review and track proposed legislation and develop implementation action plans for new legislation that impacts BPP rules, policies, directives and manuals.

AUTHORITY: Texas Government Code Section 314.001

DISCUSSION: The Legislative Budget Board (LBB) is directed to establish a system of fiscal notes identifying the probable impact of each bill or resolution that authorizes or requires the expenditure or diversion of any state funds for any purpose other than those provided for in the general appropriations bill.

DEFINITIONS: General Appropriations Bill – a bill introduced by the LBB director which includes all the appropriations for institution, department, agency, or commission.

PROCEDURE:

- I. General Review and Response - The BPP shall respond to the LBB's request for fiscal impact on proposed legislation.
 - A. Notification – The LBB will notify the BPP staff via email of a request to review proposed legislation that may have an impact on BPP as identified by LBB staff. Upon receipt of this request, the BPP Legislative Coordinator will staff the proposed legislation with the general counsel, board administrator and budget manager.
 - B. Responsibilities – The general counsel will provide a brief synopsis of the bill; the board administrator will provide a detailed analysis of the impact on BPP; and the budget manager will provide the fiscal impact of the detailed analysis.

- C. Final Approval – The Presiding Officer (Chair) will approve all responses prior to submission to the LBB.
- II. Special Review and Response – The BPP shall review all proposed legislation for potential fiscal impact on the BPP.
- A. The BPP Legislative Coordinator will review all bills to identify those bills that may have an impact on the BPP. When the BPP Legislative Coordinator determines a bill may have a potential impact on the BPP, the BPP Legislative Coordinator will staff the bill as outlined in Section I above.
 - B. The Chair will determine whether the BPP will submit the fiscal impact to the LBB.
- III. Legislation Implementation – When a bill is enacted, the BPP Legislative Coordinator shall prepare implementation action plans to include a review of all appropriate rules, policies, directives and manuals to incorporate all legislative changes.
- A. The general counsel will review the bill and identify all appropriate BPP documents that need to be revised or developed. The general counsel will prepare revisions or develop policies and directives 30 days after the governor signs the legislation into law.
 - B. Rules - The general counsel will refer the appropriate rule revisions or proposed rules to the BPP Rules Committee Chair.
 - C. Policies and Directives – The general counsel will refer the revisions and new policies and directives pursuant to BPP-DIR 141.330 (Policies and Procedures).

SIGNED THIS, THE 24th DAY OF AUGUST, 2011.

RISSIE OWENS, PRESIDING OFFICER (CHAIR)

** Signature on file.*