



**TEXAS BOARD  
OF  
PARDONS AND PAROLES**

**Number: BPP-DIR. 145.302**

**Date: October 30, 2008**

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**Supersedes: None**

## **BOARD DIRECTIVE**

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**SUBJECT: PROPOSING NEW SPECIAL CONDITIONS**

**PURPOSE: To establish a procedure for the creation of new Special Conditions.**

**AUTHORITY: §508.0441, 508.221 Texas Government Code**

**DISCUSSION:** A parole panel of one board member and two parole commissioners are authorized by Section 508 of the Texas Government Code to impose special conditions of release. For cases requiring a full board vote, board members may impose the special conditions.

This directive will provide a procedure for proposing new special conditions for use in parole and mandatory supervision review processing and in the Offender Information Management System.

**PROCEDURES:**

- I. When a voting member or staff determines there may be a need to create a new special condition, a memo shall be forwarded to the Board Administrator. The memo will 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 memo, the Board Administrator shall contact the Presiding Officer (Chair) who will designate a three-person workgroup comprised of board members.
  - b. Once the workgroup has been designated, the Board Administrator shall deliver the memo to the workgroup.
- II. The special condition workgroup will review the memo regarding the proposed condition via teleconference and make a final decision to approve or deny the request within 5 calendar days of receipt of the memo. They may contact the requestor for clarification or additional information if necessary. The workgroup's decision will be forwarded to the Chair with a copy to the requestor.

- III. The Chair will direct the Board Administrator to have the approved special conditions added to the list of approved special conditions. Within 2 workdays, the Board Administrator 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 Information Technology Division and Parole Division staff of the Texas Department of Criminal Justice.
- IV. All special condition workgroup decisions are final.

**SIGNED THIS, THE 31st DAY OF OCTOBER 2008.**

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

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*\* Signature on file.*