



**TEXAS BOARD  
OF  
PARDONS AND PAROLES**

**Number: BPP-POL. 141.203**

**Date: June 8, 2011**

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**Supersedes: BPP-DIR. 08-03.03  
March 21, 2008**

## **BOARD POLICY**

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**SUBJECT: USE OF TECHNOLOGY**

**PURPOSE:** To establish a policy of the Texas Board of Pardons and Paroles regarding use of technology.

**AUTHORITY:** Texas Government Code, Section 508.053

**POLICY:** It is the policy of the Texas Board of Pardons and Paroles (Board) to use appropriate technological solutions to improve the board's ability to perform its functions, and provide public access to interact with the Board on the Internet.

**DISCUSSION:** Section 508, Texas Government Code, defines the Board's functions. Section 508.036 contains general administrative duties of the Presiding Officer and the Board; Sections 508.044 and 508.0441 delineate specific powers and duties of the Board. Section 508.045 indicates parole panels are comprised of at least one Board Member and may be a combination of Board Members and Parole Commissioners who are responsible for matters of release on parole; release to mandatory supervision; and revocation of parole or mandatory supervision.

The Board will adhere to the policies set forth by the Texas Department of Criminal Justice-Information Technology Division (TDCJ-IT) in developing applications programming, network support, special projects, system and network operations, support services, and administrative services. The Board will maintain an Internet Web page on the TDCJ Web site that provides information and assistance to the public, including the ability for the public to interact with the Board via the Internet.

**PROCEDURES:**

I. Board Functions

- A. The Presiding Officer and Board Administrator duties are defined in Texas Government Code Section 508.036. To the extent that technology may be used to assist in performing these duties, the Board and the Board staff shall use available technology as appropriate.

- B. Section 508.045, Texas Government Code, defines parole panels' duties and responsibilities, which relate to the release and revocation of parole and mandatory supervision. The Board and Board staff shall use technology to include but not limited to reviewing offenders' cases electronically and recording the panel's votes.
  - 1. The Board and Board staff shall use the technology provided by TDCJ-IT: The Texas Department of Criminal Justice mainframe system, and the Offender Information Management System (OIMS).
  - 2. As new technology is developed and made available, the Board and Board staff shall incorporate the new technological solutions in their daily operations.

II. Public Interaction

- A. The Board Administrator shall designate a Web site coordinator. The Web site coordinator shall act as the Board's liaison to the TDCJ Webmaster.
  - 1. The Web site coordinator shall submit recommendations to the Board Administrator to update and improve Board's website.
  - 2. After approval, the Web site coordinator shall coordinate the update and improvement with the TDCJ Webmaster.
  - 3. The Web site coordinator shall receive and respond to recommendations and complaints concerning the Board website as the Board Administrator instructs.
- B. The Board Administrator shall ensure the public may interact with the Board through the Internet via the Board's Web page. The Board Administrator shall designate a Board employee as the e-mail liaison who will be the Board's point-of-contact for public inquiries.
  - 1. The email liaison shall respond to public inquiries and requests pursuant to the Texas Public Information Act.
  - 2. Upon receiving communication from the public, the Board's e-mail liaison or designee shall respond to the inquiry as required by law or refer as appropriate.

- C. The Web site coordinator shall provide a designated e-mail address for the e-mail liaison on the Board's Web site, as well as phone numbers and mailing addresses for all Board offices.

**SIGNED THIS, THE 8<sup>th</sup> DAY OF JUNE 2011.**

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

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*\* Signature on file.*