



STATE OF TENNESSEE

# Agency Strategic Plans

Executive Branch

Volume 2

Program Performance Measures

A Report to  
Governor Bill Haslam and the General Assembly

September 2012

*The following BOP report is excerpted  
from a larger state report that includes information  
on all Tennessee state government agencies.*

*Only BOP specific information is listed here.*

## **Board of Parole**

In FY 2012, the Board of Probation and Parole was restructured by legislation to become the Tennessee Board of Parole (BOP). Supervision of adult offenders and the Community Corrections programs were transferred to the Department of Correction. The reorganization became effective on July 1, 2012.

The Board of Parole contributes to public safety by managing the orderly release of adult offenders in such a manner as to promote lawful behavior and minimize risk to the general public. The agency's primary functions are to conduct hearings to determine if an offender is to be released, stipulate the conditions of release, conduct revocation hearings on noncompliance to determine if an offender should be returned to incarceration, or if an offender should be referred to an alternative sanction and remain in the community under supervision, and provide support services to victims. During the parole process, the agency provides administrative support to the Parole Board through operations-file management and certificate issuance. In addition to the board's primary functions, the board also conducts executive clemency hearings and makes non-binding recommendations to the Governor.

The Board of Parole is an independent state board comprised of seven members appointed by the Governor in staggered six year terms. The board is responsible for determining which offenders will be granted parole and subsequently released from incarceration to community-based supervision. The board members and parole hearings officers conduct both on-site parole hearings at state penal institutions and local jails as well as hearings via video conferencing. There are 18 parole hearings officers strategically located across the state supporting the board's parole hearing mission. Hearings officers are appointed by the chairman of the board and make non-binding recommendations to the board members. Board members may adopt, modify or reject hearing recommendations made by parole hearing officers.

The Victim Services Division (VSD) is a major component of the Board of Parole and is governed by Tennessee Code Annotated (TCA) 40-28-503 – 505. The VSD is responsible for educating and supporting victims (including survivors and family members) on the parole process, providing notice of hearings pursuant to statute, and addressing any immediate public safety concerns. All parole hearings are open to the public, to victims and their proponents, as well as to offender families and supporters. Anyone may attend to testify in opposition or support of the offender's release. VSD is comprised of 18 victim coordinators statewide in addition to a state director and victim liaison.

### **324.02 Board of Parole**

The delivery of parole services is accomplished by three agency functions: 1) conducting hearings, 2) board members deciding cases, and 3) administrative support services, including but not limited to issuing parole certificates to eligible offenders and victims support.

## **Mandated and Optional Services and Best Means of Providing Them**

In FY 2013, the Board of Probation and Parole was restructured by legislation to become the Tennessee Board of Parole (BOP) and supervision of adult offenders and the Community Corrections programs, were transferred to the Department of Correction. The reorganization became effective on July 1, 2012. Tennessee Code Annotated (TCA) Title 40, Part 28 establishes the (BOP) and defines the agency's responsibilities related to the parole hearing process.

The agency's primary functions include conducting hearings to determine whether an offender is released and stipulating the conditions thereof, and providing administrative support services. The agency also gathers facts and conducts revocation hearings on reports of noncompliance with the conditions of release and makes a determination if the offender should remain on supervision.

The Victim Services Division (VSD) is a major component of the Board of Parole and is governed by Tennessee Code Annotated (TCA 40-28-503 – 505) statutes. The VSD is responsible for educating and supporting victims (including survivors and family members) on the parole process, providing notice of hearings pursuant to statute, and addressing any immediate public safety concerns.

Four divisions work together to provide hearing services for the agency: the Board, the Hearing Officers Division, Victim Services and the Division of Board Operations. These divisions assure the timely and accurate scheduling of parole hearings and hold parole hearings for eligible adult felons serving sentences in state penal facilities or local jails. These divisions also function to provide services to victims and family members affected by crime, as well as to other interested parties or the public, which include notification of hearings, clarification of the hearing process, and referrals to other agencies. Additionally, they assure the timely and accurate processing of decisions resulting from parole hearings. The divisions process clemency and pardon requests and make nonbinding recommendations to the Governor on disposition. Finally, they process appellate reviews to ensure parole hearings are conducted pursuant to all applicable statutes, policies, and procedures.

### **Performance Standards**

1. The Board of Parole will decrease the number of days to send notification of the final decision to the offender to 13 days.
2. The Board of Parole will decrease the number of days to finalize a parole decision to 10 days.

### **Performance Measures**

1. Average number of days to send notification of the final decision to the offender.

Actual (FY 2011-2012)	Estimate (FY 2012-2013)	Target (FY 2013-2014)
24	17	13

2. Average number of days to finalize a hearing decision during the fiscal year.

Actual (FY 2011-2012)	Estimate (FY 2012-2013)	Target (FY 2013-2014)
13	12	10

**Means of Addressing Any Change in Services Since Previous Plan**

With the 2012 legislative restructuring of the Board of Probation and Parole (BOPP) to the Board of Parole (BOP), staff will continue transferring its files to a paperless system which allows hearings officials to use a paperless voting process for non-appearance parole revocation cases in the central office. Once fully implemented, the paperless process will assist the Board Operations Division in eliminating large amounts of paperwork and reduce staff time spent on preparing each offender file. The end result of this change will be a more efficient process and will yield cost savings from a reduction in shipping physical files across the state.