

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	1.13	3
	Date Filed	Effective Date
	*	August 7, 2023
	Supersedes None / New Policy	
Authority/References CPP 1.6; KRS 439.320, KRS 45.244, KRS 196.701, KRS 196.702;	Subject DIVISION OF PAROLE BOARD SUPPORT	

I. DEFINITIONS

“Division of Parole Board Support” or “Division” means employees of the Department of Corrections who provide support services to the Parole Board in accordance with KRS 439.320(1).

“Parole Board” or “Board” means the board consisting of nine (9) members appointed by the Governor in accordance with KRS 439.320. The Parole Board is administratively attached to the Justice and Public Safety Cabinet.

“Department” means the Department of Corrections.

“Director” means the Director of the Division of Parole Board Support.

“Chair” means the Chair of the Parole Board.

II. POLICY and PROCEDURES

A. In accordance with KRS 439.320(1), the Department of Corrections provides administrative and support staff to the Parole Board.

B. The Department provides access to the Offender Management System and other information technology systems, and on-site resources necessary to perform their duties, including copiers with scanning capability, telephones, and video conferencing systems.

1. Information that may be provided to the Board in electronic format, including in scanned format, may not be printed.

2. Provision of access to these systems and resources ensures quality assurance and separation of duties between the Board and the Division.

C. Staffing for the Division of Parole Board Support

Policy Number	Effective Date	Page
1.13	August 7, 2023	2

1. The amount of staffing authorized for the Division of Parole Board Support is subject to the appropriations provided to the Department of Corrections through the legislative process. Appropriations for the personnel and operating expenses of the Parole Board are provided to the Justice and Public Safety Cabinet.
2. The Division of Parole Board Support staff are employees of the Department of Corrections. The duties, organization and management of the division's staff are determined by the Department.
 - a. Members of the Parole Board shall not have any authority over the staff of the Division of Parole Board Support.
 - b. Any concerns a member of the Parole Board may have with staff of the Division of Parole Board Support shall be communicated by the Chair of the Parole Board to the Director of Parole Board Support and the Deputy Commissioner of Support Services.
 - c. Administrative Law Judges are included in the organization and budget for the Division of Parole Board Support and supervised by the Justice and Public Safety Cabinet Office of Legal Services.
 - d. Staff of the Division of Parole Board Support shall not interfere with the operations or decision-making capacity of the Parole Board.
3. Duties of the Division of Parole Board Support Staff shall include:
 - a. Operations of the division;
 - (1) Operations of the division include phone support for the Parole Board. Telephone calls for other Department of Corrections divisions, branches or sections shall be routed to those entities via telephone transfer to the designated telephone number of the respective division, branch or section. The telephone number should be provided to the person(s) calling in the event the call transfer is not completed.
 - (2) Written inquiries, including emails for other Department of Corrections entities shall be routed to the appropriate division, branch or section.
 - (3) Matters pertaining only to the Parole Board and its autonomous functions, including litigation, shall be routed to the Chair. Division staff may collaborate, assist and

Policy Number	Effective Date	Page
1.13	August 7, 2023	3

provide necessary information to the Chair upon their request.

- b. Management of the division’s staff;
 - c. Conducting risk assessments;
 - d. Administering the parole revocation process;
 - e. Scheduling parole eligibility, revocation, and open hearings; and
 - f. Overseeing the parole board sanction program.
4. Duties of the Director of the Division of Parole Board Support shall include:
- a. Directing the organization and operation of the division’s staff to ensure efficient operations and appropriate delegation of duties. Requests for additional staff and resources necessary for the operation of the division shall be directed to the Deputy Commissioner of Support Services and the Division of Administrative Services.
 - b. Acting as a liaison between the Parole Board and the Department of Corrections to facilitate information requests, computer service access, and requesting subject matter expertise from other areas of the Department of Corrections as necessary.
 - c. Serving on the Kentucky State Corrections Commission and the Parole Board nominating committee. A designee for the Director may be appointed to serve on the Kentucky State Corrections Commission and Parole Board Nominating subcommittee.
5. Division of Parole Board Support staff, including the Director, shall not be required or encouraged to participate in the personnel process of filling a Parole Board member vacancy or appointing new Parole Board members. Participation shall be limited to serving on the Parole Board Nominating subcommittee of the Kentucky State Corrections Commission.
- D. File review decisions may be entered by Parole Board members in the Offender Management System.