
PARDON AND PAROLE BOARD

Policy 100 – Establishment of Policies

POLICY:

The Pardon and Parole Board (PPB) shall establish policies which direct the actions of the PPB in administering pardons, paroles, commutations, and clemency hearings. The PPB will also establish procedures which direct the day-to-day activities of the staff as well as the PPB's interactions with the public.

Policies shall be proposed by the Executive Director or a designee. New or revised policies will be approved in accordance with the Open Meeting Act and by a majority vote of the Board. Policies will form the basis for procedures established by the Executive Director.

Procedures will comply with all relevant law and administrative codes. Procedures will be prepared or amended by the Executive Director then submitted for review by the Chairperson of the Board and the Staff Attorney. The Executive Director will approve new procedures and notify staff of the relevant changes.

Policies and procedures will be maintained and posted on the website.

Established:	September 7, 2007
Revised:	December 14, 2015
Revised:	June 13, 2016, Replaces Policy 001
Revised:	July 16, 2018