
PARDON AND PAROLE BOARD

Policy 101 – Duties and Responsibilities of the Pardon and Parole Board

POLICY:

The Pardon and Parole Board is established through Article VI, Section 10 in the Oklahoma Constitution, in addition to various statutes and administrative rules. Upon appointment to the Pardon and Parole Board, Board members will be provided a copy of the Pardon and Parole Board's policies.

Officers, Terms of Office, and Qualifications

1. As per the Constitution, the Pardon and Parole Board is comprised of five (5) Board members.
2. A quorum shall consist of three (3) members.
3. As per statute, the terms of the Board members are co-terminus with that of the Governor.
4. The Board members will select a Chairperson and Vice-Chairperson annually to preside over the meetings.
5. In the absence of the Chairperson, the Vice-Chairperson shall serve. If the Vice-Chairperson is absent, the Board members present shall designate a presiding officer for the meeting.
6. A Board member may be re-elected as Chairperson and Vice-Chairperson if the member receives the majority of the vote for the position.
7. If a vacancy occurs with the Chairperson, the Vice-Chairperson will automatically succeed to the Chairperson until a vote to elect a Chairperson and Vice-Chairperson can occur. The Chairperson and Vice-Chairperson shall constitute the Executive Committee.
8. All board meetings will be conducted according to the Open Meeting Act, Title 25 O.S. Sections 301-314 and Title 57 O.S. Section 332.2(O).
9. The Board member will attend meetings upon the call of the Chairperson for the investigation and study of candidates for pardons, paroles, commutations, and clemency as allowed under state law.

Orientation

Within three (3) weeks of appointment, a newly appointed Board member shall attend an orientation to become familiar with the Pardon and Parole Board operations.

Meetings

1. The monthly meetings will be conducted at a time and place designated by the Chairperson (or Vice-Chairperson in the Chairperson's absence), filed with the Oklahoma Secretary of State, and published by the Pardon and Parole Board.
2. Board members who know that they will be unable to attend a meeting will notify the Chairperson of their intended absence at least one week before the scheduled meeting or as soon as it is possible.
3. Failure of any Board member to attend one Board meeting in any calendar year, except for justifiable excuse as determined by the Chairperson, shall preclude the right of the Board member to receive his or her monthly compensation for that month.

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4. Any Board member who fails to attend two or more Board meetings in any calendar year, except for extraordinary circumstances as determined by the Chairperson, shall be deemed to have committed official misconduct as such term is defined by Section 93 (1) of Title 51 of the Oklahoma Statutes.
5. To initiate a removal from office, the majority of the Board members shall pass a resolution detailing the alleged misconduct. Such removal shall be subject to the provisions of Chapter 3 of Title 51 of the Oklahoma Statutes. Failure to attend meetings of the Board, pursuant to the policy established by the Board, shall constitute cause for removal.
6. The Board members will be reimbursed for travel expenses in accordance with the State Travel Reimbursement Act.
7. Every meeting of the PPB will be electronically recorded (except for executive sessions) from which minutes will be transcribed in summary form. A copy of the minutes will be forwarded to the PPB prior to the next meeting for review. After formal approval of the minutes, as submitted or as amended, the audio recordings shall be destroyed, unless the PPB or the Executive Committee requests that the audio recording not be destroyed. After approval, the Executive Director will sign a copy of the approved minutes which will constitute the official record of the meeting.

Duties and Responsibilities

The duties and responsibilities of the Board shall include, but are not limited to the following:

1. Hiring, firing, and setting the salary of the Executive Director;
2. Establishing the duties of the Executive Director;
3. Approving the users of the Purchase Card (P-Card) and the limitations for the maximum purchase on the cards;
4. Adopting policies to implement constitutional and statutory provisions governing the Board and the Pardon and Parole Board administrative functions;
5. Approving the cancellation or rescinding of policies and/or amendments to previously approved policies;
6. Reviewing and approving of candidates for parole of non-violent offenses and review and recommending paroles for violent offenses, commutations, pardons, and clemencies to the Governor; and
7. Establishing standard and special conditions of parole recommendations;

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8. Adopting guidelines for the conduct of meetings and the release of information, in accordance with state law; and
9. Reviewing and approving the proposed PPB budget before it is submitted to the Office of Management and Enterprise Services (OMES) after the allocation is determined by the Legislature and approved by the Governor.

Board Member Training

As per statute (57 O.S. § 332.1A), each member of the Pardon and Parole Board shall receive at least twelve (12) hours of training in the first year and six (6) hours of training per year thereafter on matters relating to the duties of the Board.. The training shall be provided according to statutory guidelines adopted.

Procedures for Board Attendance Absences:

1. If a Board member will be absent for any scheduled Board meeting, the Board member will notify the Board chairperson via email as soon as the absence is known.
2. In the email, the Board member will identify the circumstances as to why an absence is needed.
3. The Board member will copy the Executive Director and Deputy Director on the email so a quorum can be determined and the documentation for the absence can be maintained for audit purposes.
4. The Board Chairperson will respond to the Board member via email as to whether the absence is excused.
5. The Board Chairperson will copy the Executive Director and the Deputy Director on the email so the documentation for the absence can be maintained for audit purposes.
6. For a Board member who has missed a previous meeting during the calendar year, the Board chairperson will need to determine if the absence is an extraordinary circumstance to warrant the second or subsequent absence.

BASIS FOR POLICY AND PROCEDURES:

- A. Pardon and Parole Board Policy 100 – Pardon and Parole Board Manual
- B. Oklahoma Constitution, Article 6, Section 10
- C. Administrative rules and all statutory provisions governing the Board

Approved: September 1, 2007
Revised: September 12, 2010
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Revised: June 13, 2016, Replaces Policy 002
Revised: March 26, 2017, Board Approved Attendance Procedures Contained in the Policy
Revised: June 11, 2018