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**PARDON AND PAROLE BOARD**

**Policy 105 – Duty Stations**

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**POLICY**

It is the policy of the Pardon and Parole Board (PPB) to designate the place or places where its employees shall perform their duties. The Executive Director of the PPB has sole and final authority to assign or modify the duty station(s) for each employee as per Oklahoma Statute.

The assigned duty station may be a generally described geographic area or multiple locations to be visited during a particular day. Assigned duty stations may be modified by the Executive Director as needed. Employees shall be present at their assigned duty stations or some other location as directed during the employees' work schedule.

Reference: Title 74 O.S. § 840-4.19

Board Approved: June 13, 2016

Board Affirmed: September 17, 2018