

 <p style="text-align: center;">KENTUCKY PAROLE BOARD Policies and Procedures</p>	Policy Number	Total Pages
	KYPB 01-01	2
	Date Filed	Effective Date
	N/A - Internal	June 13, 2011
References/Authority ACA Standards 2-1012 through 2-1020; KRS 196.026, 196.030(16)	Subject PAROLE BOARD PROCEDURES AND STAFFING	

I. POLICY and PROCEDURE:

- A. The Kentucky Parole Board shall prevent backlogs and delays in the hearing process. The Board shall also interact with other Kentucky agencies and organizations to assure effective communications and transparency of the Parole Board processes.
- B. The Parole Board shall have a policy and procedure manual that is available to members, staff, offenders and the public. The manual shall be reviewed annually and updated as necessary.
- C. The Parole Board Chairperson shall initiate an annual review of the Parole Board Policies.
- D. The Chairperson shall request all Board Members and the support staff for input in the review and revision of the Board policies.
- E. The Chairperson shall coordinate weekly meetings with Board Members to discuss and vote on items pertinent to the Board and to vote on Panel Hearings and Warrants brought back for a full Board vote.
 1. Five full time Board members shall constitute a quorum;
 2. Support staff shall be invited to attend as necessary;
 3. All meetings shall be subject to the Open Meetings Law as outlined in KRS 61.805 through 61.850.
 4. It is important that any resolutions, changes and motions passed by the Board shall be communicated to the Kentucky Department of Corrections staff immediately.

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F. Staffing

1. The Kentucky Department of Corrections shall furnish sufficient staff to ensure efficient and timely Parole and Revocation Hearings as outlined in the Kentucky Revised Statute 439.330 and the KYDOC Policies and Procedure 25.14...
2. The Chairperson of the Parole Board shall attend meetings with the Probation and Parole executive staff to ensure open communications.
3. The Parole Board shall be represented legally by the Office of Legal Services of the Justice and Public Safety Cabinet.

G. Proximity

1. The Parole Board shall maintain offices in close proximity to the Justice and Public Safety Cabinet to assure lines of communications are accessible and open.
2. The Parole Board shall be assigned offices and equipment that assures privacy, communications and a working environment that is conducive to the business of the Board.