



**Board of Parole**  
STATE OF TENNESSEE

**2019-20**

**Annual Report**

# Table of Contents

Letter of Transmittal	1
Frequently Asked Questions	2
The Parole Process in Tennessee	3
The Board	4
Significant Events in FY 2019/20	6
Parole Hearings Division	8
Victim Services Division	10
Board Operations Division	12
Budget	14
Other Divisions & Offices	15



*Our mission is to minimize public risk  
and maximize lawful behavior  
by the prudent and orderly release of adult offenders.*



**STATE OF TENNESSEE  
BOARD OF PAROLE  
404 JAMES ROBERTSON PARKWAY, SUITE 1300  
NASHVILLE, TENNESSEE 37243-0850 (615) 741-1150**

October 1, 2020

The Honorable Bill Lee, Governor  
General Assembly, State of Tennessee  
State Capitol Building  
Nashville, Tennessee 37243

Governor Lee and Members of the General Assembly:

It is my pleasure to present to you the Board of Parole's Annual Report for fiscal year 2019-20.

To fulfill the agency's mission to minimize public risk and promote lawful behavior by the prudent, orderly release of adult offenders, Board Members must determine whether to parole eligible felony offenders for community supervision, or to continue incarceration in Department of Correction (TDOC) or county facilities. To achieve that mission, the Board conducted 16,986 hearings in FY 2019-20. The Board also reviews all clemency requests and submits non-binding recommendations to the Governor for his consideration. The Board of Parole plays a major role in community safety, in keeping with its motto: *"Safe communities, fewer victims, successful reentry."*

The Board of Parole also provides cost avoidance for state government. For example, offenders placed on parole are supervised in the community at a cost far lower than that of incarceration. In addition, the Board of Parole continues to invest in new technology including, but not limited to, video conferencing and web cameras, which has been critical to completing our mission during the current COVID-19 pandemic. The result is that travel to state prisons or local jails for hearings is reduced, decreasing travel costs and increasing productive work hours.

The Board of Parole had 83 staff positions in FY 2019-20 with a budget of \$8,336,300. The Board expresses its sincere appreciation to the members of Tennessee's Executive and Legislative branches for effectively providing leadership. We are also indebted to the BOP staff who devoted time, energy and skills to carrying out our mission, and we give them our sincere gratitude.

Respectfully Submitted,

A handwritten signature in blue ink that reads 'Richard Montgomery'.

Richard Montgomery, Chairman

# Frequently Asked Questions About Parole

## What is the Parole Board?

The Parole Board is an independent, seven-member board whose members are appointed by the Governor.

## What are the Board's responsibilities?

The Parole Board makes decisions about which eligible offenders will be granted parole and placed on community supervision for the remainder of their sentences. The Board also has the power to revoke the parole of those offenders who do not abide by the conditions of their supervision. In addition, the Board reviews applications for executive clemency and makes non-binding recommendations to the Governor.

## What is the Tennessee Board of Parole?

This is the agency that includes the Parole Board, hearings & support staff, and administrative offices. With the exception of the Board Members, staff is managed by an Executive Director who oversees the day-to-day operations of the agency. Support and Hearings staff include Hearings Officers; Board Operations; Victim Services; General Counsel's Office; and the Research, Policy, and Planning division. Administrative offices include staff who maintain operational business functions, such as Fiscal, Human Resources, Communications, and Training.

## What is parole?

Parole is the privilege of community supervision granted to an offender after he/she has served a percentage of his/her sentence, as determined by statute. Many offenders serve their sentences to expiration without ever receiving parole. If released to parole, offenders are supervised by officers employed by the Tennessee Department of Correction (TDOC). The Board may revoke this privilege and order a parolee who does not comply with the supervision rules to be returned to prison.

## What factors does the Board consider in making parole decisions?

The Board considers many factors, including seriousness of the offense, time served, a risk/needs assessment, the offender's institutional record, victim input, and the statements of the offender and other interested parties, in determining whether to grant parole to an eligible offender. The complete criteria is part of BOP Rule 1100-01-01-.07 located online at:

<https://publications.tnsosfiles.com/rules/1100/1100.htm>

## How does someone in prison get a parole hearing?

An offender's initial parole eligibility is calculated by TDOC, the official timekeeper for all offenders in state custody. TDOC then notifies the Board, and the Board schedules a hearing. If the offender does not receive parole, the Board may set the date for the next hearing, not to exceed 10 years. More details are included in the chart on page 3.

## What is probation?

Probation is granted by the courts, normally in lieu of jail or prison time. The court of record may revoke the probation of any offender who does not comply with the rules of supervision. **The Board of Parole has no role in probation cases.** However, if an offender violates probation conditions, the judge may revoke probation and send the offender to prison. He or she might then become eligible for parole consideration at a future date.

## What is Community Supervision for Life (CSL)?

An offender on Community Supervision for Life has completely served his/her sentence, but due to the nature of the crime, is required to remain under supervision of TDOC officers after the sentence expires. **The offender is not released by the Parole Board.**

# The Parole Process

The Department of Correction (TDOC), the official timekeeper for all offenders in state custody, certifies an offender as eligible for parole consideration and notifies the Board of Parole.

Board of Parole staff schedule a hearing for the offender. Notification of the hearing date and time are sent to the offender and to registered interested parties in the case. The hearing takes place at the institution where the offender is incarcerated. Either a Board Member or a BOP Hearings Officer conducts the hearing.

At the hearing, the hearing official reviews the case and other documents pertinent to it, asks questions of the offender and interested parties in attendance, and gives the offender an opportunity to speak. If a Hearings Officer is conducting the hearing, he/she will conclude the proceeding by making a non-binding recommendation to the Board. If the hearing official is a Board Member, he/she will cast the first vote in the case.

The file then goes to other Board Members, who review it and cast their votes in the case. The Board's enabling statute provides for the requisite number of votes required for a decision in a particular case.

Once a decision is reached, the offender and interested parties are notified. There are two possible outcomes:

## Parole Granted:

The offender completes any programs ordered by the Board prior to release and submits a release plan for approval. Once the release plan is approved, the parole certificate is issued and the offender is released to supervision by Department of Correction officers in the community.

## Parole Denied:

When parole is denied, it is for a period not to exceed 10 years. During this time, the Board may ask the offender to complete programs that may contribute to his/her success once the offender returns to the community. The Board may also deny parole for the balance of the offender's sentence, should it be less than 10 years.

# Board Members

## Summary

Each of the Board members were individually appointed by the Governor to serve. Collectively, the seven-member Board has 41 years of experience serving on the board and many serve on various criminal justice-related associations. The current Board members have a wealth of experience prior to joining the board and diverse backgrounds, consisting of former state legislators, law enforcement officers, secret service agent, public relations/affairs manager, and legal attorney.

## Chairman Richard Montgomery

Richard Montgomery, a native of East Tennessee, was appointed to the Board of Parole in January 2013 by Governor Bill Haslam and reappointed by Governor Bill Lee to serve as Chairman in 2019. Montgomery is a former state representative from Sevier County, serving in the General Assembly for 14 years (1998-2012). A graduate of Hiwassee Junior College and the University of Tennessee, he is retired from Oak Ridge National Laboratory, where he was Operations Manager for UT-Battelle for 27 years. He was elected and served 16 years on the Sevier County Board of Education, including six as Chairman. He was recognized in 2012 with the Gordon Fee Leadership in Education Award, presented by the Tennessee Business Roundtable and was named as Legislative Official of the Year by the TN School Board Association. He is on the Advisory Board of East Tennessee State University and serves on the Foundation Board of the Helen Ross McNabb Center. The Tennessee Hospitality Association named Montgomery Legislator of the Year in 2010. He was honored by the TN County Officials Association as Legislator of the Year in 2002. As a lawmaker, Montgomery served as Chairman of the House Education Committee and worked on other key committees during his term in office. He also served on several joint committees, including the Select Committee on Corrections Oversight, the Joint Lottery Scholarship Committee, the Joint Education Oversight Committee, the Joint Workers' Compensation Committee, and the Select Committee on Children and Youth.

## Mae Beavers

Mae Beavers, a resident of Mt. Juliet, was appointed to the Board of Parole by Governor Lee, starting in February 2020. The Trevecca Nazarene University graduate has served as a former court reporter, paralegal and securities broker. In 1990, she was elected to the Wilson County Commission, where she served for four years, and also attended Nashville School of Law. In 1994, she was elected to the 57th District House of Representatives, a seat which included parts of Wilson, Rutherford and Marshall counties. In 2002, Mae was elected to the 17th District Senate Seat where she served until September 2017. While with the Senate, she served as Chairman of Senate Judiciary Committee, Chair of the Joint Government Operations Judiciary and Government Subcommittee, and as First Vice Chair of the Transportation Committee.

## Zane Duncan

Zane Duncan, a native of Knoxville, is a graduate of Lincoln Memorial University in Harrogate, Tennessee, where he earned a bachelor's degree in Kinesiology. Duncan is an active member of the Association of Paroling Authorities International (APAI) and has completed extensive criminal justice training through both the Department of Justice National Institute of Corrections and the American Probation and Parole Association since joining the Board. His training has focused on many of the most critical aspects of parole decision making, including evidence-based practices in a correctional setting, examining risk assessments, structured and ethical parole decision making, and victims' rights. Prior to his January 2016 appointment to the Parole Board, he worked as a public relations manager for the R.J. Corman Group in Nicholasville, Kentucky. He has also served as an appraiser for the Knox County Property Assessor and worked in public affairs at the Air Transport Association in Washington, D. C. He volunteers as a youth basketball coach and is a member of Cedar Springs Presbyterian Church in Knoxville.

## Gary Faulcon

Gary Faulcon, a 32-year criminal justice professional, was appointed to the Board of Parole in October 2013 after serving with the Metropolitan Nashville Police Department (MNPD) for 25 years. As a member of MNPD, he was assigned

# Board Members

(Falcon, continued) to numerous divisions that included: Background and Recruitment, Criminal Investigations Division and the Vice Division. Falcon received numerous awards throughout his career with the Metro Nashville Police Department and served 16 years as a member of the department's Special Weapons and Tactics Team (SWAT)). He was also the department's Bomb Squad Commander prior to his Board appointment. He has been a member of the Association of Paroling Authorities International (APAI), a global association dedicated to the accomplishment of public safety and successful offender reentry through training, education, standards of evidence-based research and best practice, since 2014. Recently, he became a member of American Probation and Parole Association (APPA). Falcon holds a Bachelor of Science Degree in Criminal Justice from Tennessee State University and a Master of Science Public Service Management Degree from Cumberland University.

## **Tim Gobble**

Tim Gobble, a Board member since 2013, has completed 32 years of public service in the areas of law enforcement, criminal investigations, homeland security, corrections, city management/leadership and parole. He began his career in 1988, as a police officer in Cleveland, TN. In 1989, he was commissioned as a special agent with the United States Secret Service and served in offices located in Nashville, Houston, Washington, D.C. and Chattanooga, until 2004. In 2002, Gobble was elected city councilman at-large in Cleveland, TN. From 2004-06, he served as director of the Cleveland/Bradley County Emergency Management Agency, and was elected Sheriff of Bradley County, TN in 2006. Gobble also served as Deputy Chief over Corrections with the Hamilton County Sheriff's Office and city manager of the City of East Ridge, TN. In July 2013, Gobble was appointed to the Tennessee Board of Parole by Governor Haslam. Gobble holds a Bachelor of Science degree in Government and Public Administration from Lipscomb University and has regularly participated in in-service training and professional development programs throughout his career. He is an active member of the Association of Paroling Authorities International and the Association of Former Agents of the United States Secret Service. He is married to his wife of 32 years, has three grown children and is an active member of the East Brainerd Church of Christ in Chattanooga, TN.

## **Roberta Kustoff**

Roberta Nevil Kustoff is an attorney who has practiced law since earning her Juris Doctor in 1998 and was appointed to the Board of Parole in January 2016. She spent several years in private practice before joining the Shelby County Trustee's Office in 2010, where she served as the Delinquent Tax Attorney. In that role, she represented county government in Chancery, Circuit and General Sessions Courts. A native of Chattanooga, Kustoff is a graduate of Bellarmine University in Louisville, Kentucky, and earned her J. D. at the University of Memphis. Roberta has trained, in part, at the National Institute of Corrections Academy and is an active member of the Association of Paroling Authorities International. Mrs. Kustoff has presented to numerous groups including the FBI Memphis Citizens Academy Alumni and participated in National Crime Victims' Rights Week ceremonies. Governor Lee appointed Mrs. Kustoff to the Tennessee Criminal Justice Investment Task Force in 2019. She is a member of the Tennessee and Memphis Bar Associations, was involved in the Association of Women Attorneys of Memphis, and the Memphis Estate Planning Council. She has also volunteered through Subsidiary and is a current Board Member of the Salvation Army Women's Auxiliary.

## **Barrett Rich**

Barrett Rich, a native of Fayette County, served three terms in the Tennessee General Assembly prior to his appointment to the Board of Parole in 2014 and was reappointed by Gov. Lee in 2020. He is a former State Trooper, working first as a Road Trooper, and later on the Governor's Security Detail for former Governors Phil Bredesen and Don Sundquist. His other professional experience includes work as an insurance agent for the Tennessee Farm Bureau. Rich is a graduate of Bethel College (now Bethel University) in McKenzie, and received his Juris Doctor from the Nashville School of Law. In 2008, Rich was elected to the TN House of Representatives from the 94th District. He was chosen by his colleagues as Freshman Class President and Republican Assistant Floor Leader in the 106th General Assembly. His terms in the 107th and 108th General Assemblies included service as Republican Majority Whip, Vice Chairman of the Government Operations Committee and Chairman of the Health Sub-Committee. He was also a member of Judiciary, Health, Criminal Justice, and Ethics Committees. Rich has served as a member of the state POST (Peace Officers Standards and Training) Commission.

# COVID-19 Response

In March 2020, the Board of Parole and its employees began to work remotely as much as possible, wear masks and practice safe social distancing after several reported cases of the Coronavirus Disease (COVID-19) in Tennessee.

The Board continued to hold hearings scheduled in the normal course of business through electronic means, and make release decisions throughout the emergency declaration. Additionally, our staff manually reviewed all offenders who had received a grant of parole with pre-release conditions that could be completed in the community without impacting public safety. The Board then carefully reviewed and voted on each case individually, deciding whether to change the pre-release condition to post-release.



*BOP staff practiced safe social distancing and took regular temperature checks during the COVID-19 outbreak when not working remotely.*

Since the start of the COVID-19 pandemic, the Board of Parole has taken every available measure to continue to hold hearings and protect the safety, health, and welfare of the offender population and the safety of the public in the face of this crisis. The Board worked with the Governor's office, the Tennessee Department of Correction (TDOC), and county jails across the state to safely release offenders where possible.

Our primary goal remains protecting the public by safely releasing parole eligible offenders back into the community. It would be a disservice to the hard working, law abiding citizens of this state to react in a way that jeopardizes or compromises their ability to live without fear of being victimized.

## Significant Events in FY 2019-20

**Governor Bill Lee** appointed **Mae Beavers** as the seventh Board member, the first new Board member since 2016. She started with the Board in Feb. 2020.

**Chairman Richmond Montgomery** was also reappointed by the Governor Lee in 2019 to serve as Chairman for an additional two years after originally joining the Board in 2013.



*Board Member Mae Beavers*

The Board conducted **16,986** parole hearings across the state. Hearings are conducted both by Board Members and by Parole Hearings Officers, but only Board Members cast binding votes to reach parole decisions.

# Significant Events in FY 2019-20

The year included five staff retirements:

- Parole Board member **Gay Gregson**'s term expired after six years with the BOP and 18 years of state service.
- Executive Administrative Assistant **Kathy Sills** retired after five years with BOP.
- Executive Administrative Assistant **Yvonne Redmond** retired after 40 years of state service.
- Parole Hearings Officer **Lelia Wooldridge** retired after 31 years of state service.
- Statistical Analyst **Elizabeth Fletcher** retired after 32 years of state service.



*Yvonne Redmond at her retirement celebration.*

The Board of Parole has a group of dedicated and committed employees, and several were rewarded for their efforts with promotions in the last year, including **Jenalle Whiteside**, who was promoted to Parole Operations Director after 32 years of state service; **Amber Lineberry**, who was promoted to Parole Hearings Assistant Director after 11 years with the BOP; **Michael Orred** was promoted to Parole Hearings Regional Supervisor; **Nancy McGill** was promoted to Human Resources Manager after 40 years of state service; **Glenda Ward** was promoted to Executive Administrative Assistant; **Lindsay Cannon** was promoted to Sentence/Docketing Technician; **Stephanie Rutherford** was promoted to Training Officer; and **Ebony Trammell** was promoted to Sentence/Docketing Technician.



The Board honored 17 members of the BOP staff with awards for reaching milestones in state service.

Collectively, these staff members have given 340 years in service to the people of Tennessee.

*Chairman Richard Montgomery (left) and Executive Director Jim Purviance (right) honor Executive Administrative Assistant Cheryl Johnson for her 40 years of service to the state.*

The Board of Parole provides opportunities for its staff to grow and develop professionally while attaining new skills and knowledge that may impact their work. In August 2019, Victim Services Director **Doreisha Davis**, Asst. Hearings Director **Amber Lineberry**, and Research, Policy, and Planning Director **Diana Davis** graduated from the Criminal Justice Leadership Academy. Several BOP employees also attended the Tennessee Government Leadership event in Oct. 2019.

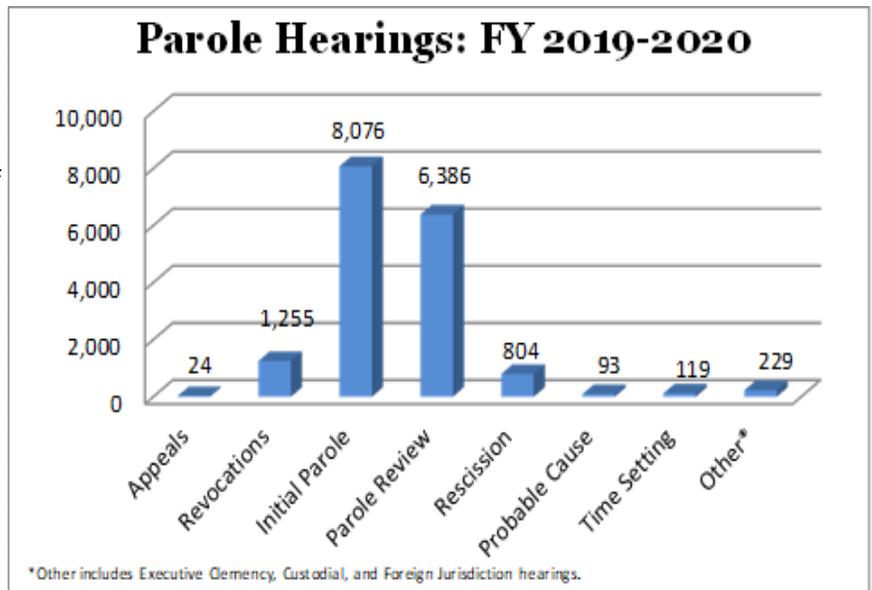


*Doreisha Davis, Diana Davis and Amber Lineberry (pictured left to right) at graduation.*

# Parole Hearings Division

Parole hearings officers and Board Members conduct parole hearings for all eligible offenders in Tennessee. During the past fiscal year, hearings officers conducted 16,085 hearings and made non-binding recommendations regarding offenders' parole sentences. Board Members conducted 901 hearings. They also reviewed all hearings conducted by parole hearings officers and either adopted, modified or rejected the officers' recommendations.

Hearings officers function as an extension of the Board in the parole hearing process and assist in carrying out its statutory mandate to conduct parole hearings. Hearings officers are vital to the Board's prudent and orderly release of adult offenders. In accordance with TCA 40-28-105 (d)(2), hearings officers are appointed by the Chair of the Board of Parole and are empowered to conduct parole hearings. Hearings take place in local jails, detention facilities and Department of Correction institutions across the state for all eligible offenders who come under the purview of the Board. Hearings officers travel to all 95 counties in Tennessee to conduct parole hearings.



Offenders, public officials and interested parties receive advance notification of the date, time and location of the parole hearing. Hearings are open to the public, subject to security restrictions of the facility or institution. Interested parties in support or opposition who are unable to attend may submit written statements in advance to be included in the offender's file.

To reach a parole hearing decision, essential information is reviewed and considered. The information may include, but is not limited to, the following:

- Social and criminal history.
- Prior supervision history in the criminal justice system.
- Circumstances of the current offense(s).
- Institutional record and program participation.
- Statements and/or testimony of the offender.
- Recommendations and statements from family members, institutional staff, victims, and members of the community in support or opposition.
- Testimony of interested parties in support or opposition.
- Evidence and testimony pertaining to parole revocation.
- Proposed release plan provided by the offender or institutional staff.
- Other information deemed relevant to the hearing.

Advisory instruments are used and considered in the hearing process. These include a validated risk and needs assessment and parole revocation guidelines.

# Parole Hearings Division



Above: Due to COVID-19, the 2020 Hearings Division Annual Training was cancelled this year. (file photo)



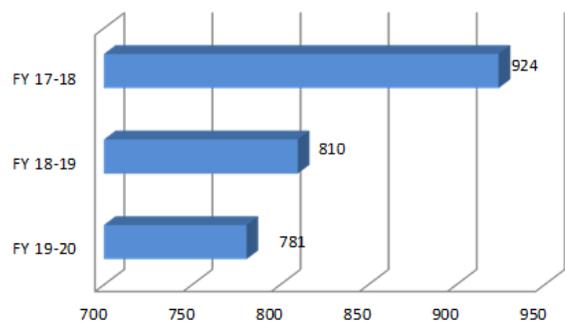
Left: The Hearings Division Supervisory Team held their weekly meetings as a conference call or virtually in order to follow social distancing guidelines and to keep staff safe while conducting business for the agency.

Despite COVID-19 restrictions, all Hearings Division staff completed their required annual training hours for FY 2019-20 by attending video and online training sessions.

## Appeals

TCA 40-28-105 (d)(11) mandates an appeal review process for offenders whose parole has been denied, revoked, or rescinded. The Parole Hearings Division processes appeal applications for the Board. Every appeal application is reviewed, and a determination is made as to whether the appeal meets the criteria for filing, or whether a new hearing will be granted, according to statute. During FY 2019-20, the Board received 781 appeal applications related to this statute.

### Appeal Applications Received



## Accomplishments

- Hearings Officials continue to use video-conferencing equipment and webcams in conducting parole hearings, which reduces staff travel time and associated expenses.
- The Hearings Division staff contributed many hours to the agency file project in preparation of the Agency Central Office relocation (December 2020).
- As a result of COVID-19, Hearing Officials pivoted to conducting parole hearings by video (where available) and by telephone, in order to maintain continuity of services and hearings to the greatest extent possible while maintaining the health and safety of all persons involved.

# Victim Services Division

The Board of Parole's Victim Services Division is proud to assist crime victims in Tennessee, and is dedicated to helping crime victims navigate, understand and participate in the parole hearing process. Becoming a victim of crime is an experience for which most people are unprepared. Victims may experience intense fear, helplessness or horror, and can even develop post-traumatic stress disorder.

The Board of Parole's Victim Services Division works to achieve several important goals:

- To lessen victim concerns by providing direct and indirect assistance, education, and support throughout the parole process.
- To fulfill the laws that protect victims' rights.
- To address immediate public safety concerns.

Efforts are made to ensure the voices of victims and survivors of crime are heard, valued and included in a collective effort to prevent future harm and enhance community safety.

Parole hearings are held in TDOC prisons, CoreCivic facilities and county jails throughout the state. It is not uncommon for an inmate to be housed in a prison some distance from the county where the crime occurred. In order to help victims take part in the parole process and ease any travel burden, video-conferencing equipment is accessible at the Board's Central Office and at six probation/parole offices across the state.

Victims and their families have a right to voice opposition to an offender's release. They may participate in the parole hearing by attending in person (or by video-conferencing), or by submitting a victim impact statement, letter of opposition, confidential testimony or videotaped testimony.

## Services Provided to Crime Victims by BOP in FY 2019-20:



TENNESSEE BOARD OF PAROLE  
VICTIM SERVICES DIVISION

- Victim Services staff took 1915 calls from crime victims, an average of 160 calls per month.
- The Victim Services Director and/or district Victim Coordinators attended parole hearings with a total of 928 victims.
- Victim Services staff received and processed a total of 4,420 letters of opposition, victim impact statements, petitions, etc.
- Victim Services staff registered 375\\ crime victims/family members for notifications of hearings, decisions, and releases.

# Victim Services Division

## Tennessee Season to Remember 2019



Above: Mychal Austin, son of slain TDOC Correctional Administrator Debra K. Johnson was the keynote speaker for TSTR 2019.

The 17th Annual Tennessee Season to Remember was held on December 5, 2019 at the First Baptist Church in downtown Nashville to honor victims of homicide. Hundreds of families from across the state placed ornaments on memorial wreaths in honor of their loved ones.



The TN District Attorneys General Conference (DAGC), the TN Highway Patrol, the Chiefs of Police Association and the Sheriffs' Association, along with other local and state agencies, also placed ornaments on the wreaths in honor of fallen officers and the victims and survivors they assisted throughout the year. Special music was performed by award-winning vocalist **San Franklin**. **Mychal Austin**, son of slain TDOC Correctional Administrator **Debra K. Johnson**, was the keynote speaker for the ceremony.

The Tennessee Season to Remember was organized by the Board of Parole in cooperation with the Secretary of State's office, the Department of Safety and Homeland Security, the TN Bureau of Investigation, the Department of Correction, the Department of Finance and Administration's Office of Criminal Justice Programs, the Office of Attorney General and Reporter, DAGC, TRICOR, and the State Treasurer's office.



Left: First Lady Maria Lee placed one of the first ornaments on a wreath during the TSTR ceremony, on behalf of Governor Lee and herself.

Right: WKRN News 2's C.B. Cotton was the emcee of the annual event.



## National Crime Victims' Rights Week

Due to COVID-19, all planned events for National Crime Victims' Rights Week of April 19-25, 2020 were cancelled.

# Board Operations Division

The Board Operations Division continues to support the work of the agency in transitioning to electronic case files and using automated programs to accomplish routine work. This division has the responsibility for the preparation, scanning and verification of historical paper files for paperless parole hearings to be conducted. This division has found ways to utilize programs to streamline information workflows that allow the redistribution of work hours in order to accomplish more with current resources. Technicians have been trained to use programs that create better work documentation, tracking and enhanced transparency.

## Major Responsibilities of the Board Operations Division:

- During FY 19-20, docket technicians continued to prepare and scan files for parole hearings.
- Board Operations staff scheduled parole hearings for offenders certified eligible. They also reviewed and verified that all required case information was current for all hearings.
- Board Operations staff sent notifications of upcoming parole hearings to crime victims and other interested parties.
- Board Operations staff issued 4,011 parole release certificates based on decisions made by the Board, and sent release notifications to the interested parties.
- Board Operations staff requested, tracked and verified the receipt of psychological evaluations for 146 offenders.
- Board Operations staff received executive clemency applications, and prepared materials for Board Members to review. When formal hearings were conducted, Board Operations forwarded the recommendations to the Governor for consideration.
- Board Operations staff fulfilled public requests for copies of BOP hearing records.
- Board Operations staff pulled, scanned, and stored verified files for deceased offenders.
- Board Operations staff scanned and verified 25 cubic feet of Executive Clemency records to prepare for those records to be sent to State Library and Archives.
- Board Operations staff pulled, scanned, and verified 300 cubic feet of offender files that were then sent to storage.

# Board Operations Division

## Executive Clemency

Executive clemency includes commutation, pardon and exoneration, which only the Governor has the power to grant. The Board of Parole reviews executive clemency applications for the Governor. When the Board conducts an executive clemency hearing, a summary of the hearing and a non-binding recommendation are submitted to the Governor.

In FY 2019-20, the agency received 682 applications for executive clemency: 574 commutation applications, 86 pardon applications, and 23 exoneration applications. Of those, 119 met the initial screening criteria for the Board to review. Ninety-five of those were for commutations, 19 were for pardons, and five were for exoneration. The Board conducted 13 executive clemency hearings: eight commutations, four pardons, and one exoneration.

# Budget

Board of Parole staff work diligently to use the taxpayers' money wisely. The agency's Fiscal Division oversees and manages the budget.

## BOP Budget, Fiscal Year 2019-20

### Personnel Expenditures

Salaries	4,266,500
Longevity	264,900
Employee Benefits	<u>1,905,600</u>
Total Personnel Services and Benefits	<u>\$6,437,000</u>

### Operational Expenditures

Travel	79,200
Communications	16,500
Maintenance & Repairs	100
Professional Services/Third Party	11,100
Supplies and Materials	7,400
Rentals & Insurance	15,300
Motor Vehicles	100
Awards & Indemnities	1,000
Unclassified	1,200
Training	13,900
Data Processing	40,100
Professional Services by State Agencies	<u>1,713,400</u>
Total Operational Expenditures	<u>\$1,899,300</u>

**Total Personnel and Operational** **\$8,336,300**

## Other Divisions & Offices

**Communications Office:** The Communications Office serves as the agency's primary media contact. The Communications Director responds to media requests for information and issue positive communications about agency work through traditional media, as well as the Board's social media sites. Communications Office staff also work to develop presentations and reports, plan and develop special events and support materials, process public records requests and respond to consumer inquiries through the agency's webmail account.

**Fiscal Services:** The Fiscal Services Division supports the BOP mission by providing a variety of services to agency staff. The responsibilities of Fiscal Services include preparing and managing the agency's budget, procurement of goods and services, and all general accounting functions. In addition, the division manages vehicles, contracts, leasing, assets and records in conjunction with other state departments. The work of the Fiscal Services staff is governed by outside sources, as well as the policies and procedures of the BOP. Compliance with the rules and directives of the Department of Finance & Administration, the Comptroller of the Treasury and the Department of General Services is critical to maintaining a strong fiscal reputation within state government. Fiscal Services staff members hold themselves to high standards of accountability for state resources and compliance with state rules and regulations and work to promote those standards throughout the agency.

**Human Resources:** The Human Resources (HR) Division is responsible for the agency's most valuable asset – its workforce. The division manages a wide range of human resources functions and activities. This includes workforce planning and employment, compensation and payroll, benefits, employee relations, family medical and special leave, training and development, and performance management. HR assists employees with other state administered programs such as employee assistance (EAP), mediation, worker's compensation, sick leave bank, and retirement. The division is further responsible for ensuring agency and state policy compliance, as well as compliance for Title VI and Title VII reporting requirements set by the TN Human Rights Commission and Department of Human Resources. This division also offers strategic consultation to leadership regarding position, classification, and salary structures. HR strives to be proactive in assisting the agency in effectively managing its workforce, maintaining a positive work culture and environment, while serving as an essential resource for all employees.

**Information Systems:** There are four Strategic Technology Solutions (STS) staff located on site at the Board of Parole. STS staff are responsible for providing applications, systems, and technical support to meet the agency's business goals. STS staff are also responsible for the creation, development, and maintenance of the Paperless parole system.

**Internal Auditor:** The BOP's Internal Auditor helps to ensure that proper controls, governance, and risk management processes are in place. It is an independent activity that can report objective findings and recommend measures for corrective action.

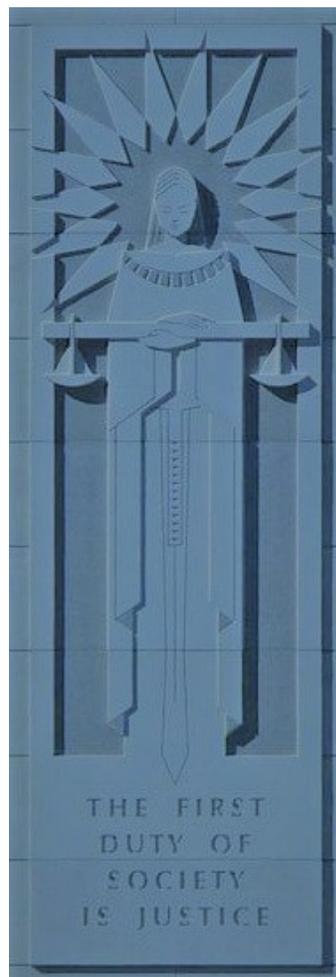
**Legal:** The General Counsel's duties include providing legal support to the Board to revise policies, procedures and regulations to ensure they are consistent with court decisions, statutes and state rules; reviewing parole hearing decisions for legal sufficiency and working with the Office of the Attorney General for defense of the Board in litigation. The General Counsel provides real-time assistance to hearing officials as legal issues arise in hearings and advises them on compliance with court orders regarding inmate hearings. The General Counsel assists in training hearing officials in the conduct of parole hearings and provides legal updates as necessary. Duties also include review of all proposed legislation and fiscal notes, and responding on the Board's behalf to communications from inmates, victims, victims' advocates, attorneys, district attorneys, legislators and other stakeholders.

## Other Divisions & Offices

**Legislative Liaison:** Staff of this office attend legislative meetings, advise the General Counsel of any relevant matters, respond to government and constituent requests, represent the BOP on state boards, monitor bills that may affect the agency's operations, and prepare fiscal notes and bill analysis upon request by the General Assembly.

**Research, Policy, and Planning:** This division provides information and data analysis to support the Board of Parole. RPP ensures accurate and timely data is available to Board Members, Hearings Officers and senior staff in order to promote data-driven decision making and support the Board's strategic planning process. RPP responds to requests for information from stakeholders outside of BOP, including the state Attorney General's office, legislators, the media and the general public. In addition, RPP is responsible for policy development, monitoring current criminal justice trends, form development and maintenance, and conducting any research requested by the Board.

**Training:** The Board of Parole provides each employee with training opportunities that support and improve job performance and professional growth. It is the responsibility of the training unit and management to develop and implement training that will ensure compliance with agency policies and allow employees to gain knowledge and techniques to effectively perform their assigned job tasks. Training is used to promote learning opportunities in a diverse work environment. Training is provided in person, through web applications, via DVDs and webinars, as well as through videoconferencing.





Nashville native **Mychal Austin**, the youngest son of longtime Tennessee Department of Correction (TDOC) administrator **Debra Johnson**, who was murdered by a prison escapee on August 7, 2019 was the keynote speaker at the 17th annual Tennessee Season to Remember event on Dec. 5, 2019.

*"Although a somber occasion, I am comforted by those of you I've met and seen, knowing this unique ordeal that my family and I have been tasked to deal with does have positive, angelic, and optimistic faces after such a traumatic and life-altering event. As I reflect on the reason that I am here, the tragic murder of my mother, Correctional Administrator Debra Kay Johnson, I am reminded of her grace and class during an illustrious 38-year career in the Tennessee Department of Correction, through which she helped so many of her colleagues, inmates and the communities that she served throughout the state of Tennessee."*



**Safe Communities,  
Fewer Victims,  
Successful Reentry.**



Tennessee Board of Parole

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