



STATE OF TENNESSEE  
**BOARD OF PAROLE**  
404 JAMES ROBERTSON PARKWAY, SUITE 1300  
NASHVILLE, TENNESSEE 37243-0850

**Title VI Implementation Plan**  
**2014- 2015 Annual Report**

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*'No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.'*

-Title VI of the Civil Rights Act of 1964, as codified in 42 U.S.C. §2000d

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## **Section 1 – The Tennessee Board of Parole: An Overview**

### **The Intent of Title VI**

The purpose of Title VI of the Civil Rights Act of 1964 is to prohibit programs that receive federal funding from discriminating against participants on the basis of race, color, or national origin. Title VI of the Civil Rights Act of 1964, as codified in 42 U.S.C. §2000d, states:

*‘No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.’*

The intent of the law is to ensure that all persons, regardless of their race, color, or national origin, are allowed to participate in these federally funded programs. To ensure that the agency meets its compliance responsibility, procedures have been established to provide monitoring of Title VI compliance in activities, for which the agency is directly or indirectly responsible, and complaint processing.

The Tennessee Human Rights Commission (THRC) Title VI Compliance Program was established as a result of State of Tennessee Public Acts, 2009 Public Chapter No. 437, later codified as Tenn.Code Ann. (T.C.A.) §4-21-203. Effective July 1, 2009, THRC was charged with the responsibility of verifying that all State governmental entities which are recipients of Federal financial assistance comply with the requirements of Title VI of the Civil Rights Act of 1964. Title VI applies to all programs and facilities operated directly by the Agency and to all facilities and programs operated by individuals or groups under contract with the Agency.

To ensure adherence with Title VI of the Civil Rights Act of 1964 and T.C.A. §4-21-203, the Tennessee Board of Parole implemented Policy #104.03, Federal Funding and Non-Discrimination. This revised policy, implemented in December of 2013, states:

*‘The BOP (Board of Parole) will not discriminate on the basis of race, color, or national origin in any aspect of its provision of services.’*

This policy outlines the procedures the agency follows in addressing training, compliance, and complaints concerning Title VI. The policy can be found on the following page.



STATE OF TENNESSEE  
**BOARD OF PAROLE**



**ADMINISTRATIVE POLICIES  
 AND PROCEDURES**

**FEDERAL FUNDING AND NON-  
 DISCRIMINATION**

SUBJECT:

INDEX #104.03  
 PAGE 01 OF 02  
 EFFECTIVE: 12-16-13  
 SUPERSEDES: 104.03  
 (01/30/13)

APPROVED BY: *Richard Montgomery*

I. **AUTHORITY:** Title VI of the Civil Rights Act of 1964, 42 USC 2000d et seq.; TCA 4-21-901 to 4-21-905.

II. **RELATED ACA STANDARDS:** None.

III. **APPLICATION:** All agency staff and all offenders.

IV. **DEFINITIONS:**

Title VI (6) of the Civil Rights Act of 1964 (Title VI): Federal statute that states "no person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

V. **POLICY:** *The BOP will not discriminate on the basis of race, color, or national origin in any aspect of its provision of services.*

VI. **PROCEDURES:**

A. BOP shall provide for prompt and equitable resolution of complaints alleging any action prohibited by Title VI. The Director of Human Resources has been designated by the Board to coordinate compliance with the requirements of Title VI.

B. A person alleging discrimination based on race, color, or national origin in the delivery of any service or program covered by Title VI may file a complaint with BOP. All such complaints must be filed within one hundred eighty days of the occurrence of the alleged discriminatory act.

1. Offenders shall utilize the offender grievance procedure to resolve a complaint alleging a violation under Title VI.

2. All other complainants shall submit details of alleged violations via letter to the Title VI coordinator.

3. While detailed written complaints are preferred for clarity and reference, a verbal complaint, which the complainant refuses to reduce to writing, shall be taken and set forth on paper by the person to whom the complaint is made.

4. A copy of all Title VI complaints and responses shall be forwarded to the Executive Director or designee.

C. BOP shall monitor compliance with Title VI as follows:

1. As part of the annual inspection process, and

2. Through the collection and review of data concerning compliance, outlined in the BOP Title VI plan, at the direction of the Executive Director.
  3. The BOP shall maintain a Title VI implementation plan and submit annual compliance reports and plan updates to the Tennessee Human Rights Commission by October 1 of each year.
- D. The right of a person to a prompt and equitable resolution of a complaint filed relating to Title VI shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint(s) with the responsible federal department or agency.
- E. Staff Training, Offender Information and Form Completion.
1. New employees shall receive training regarding the requirements of Title VI during orientation. Current employees shall receive training during their annual in-service.
  2. Questions about form completion may be referred to the Title VI Coordinator and the Executive Director or designee.
-

## **Agency History and Structure**

On February 18, 1961, Governor Buford Ellington signed into law an act creating a part-time Board of Probation and Paroles as a division within the Department of Correction. The Commissioner of the Department of Correction served as Chair of the Board and members were appointed from various business and education fields.

In 1963, legislation was passed increasing the size of the Board to five part-time members. The chair remained the Commissioner of the Department of Correction and the Governor appointed the 4 additional members.

In 1970, the Governor became responsible for appointing all five members of the Board. The Commissioner of the Department of Correction no longer served as the Chair for the Board.

On April 4, 1972, Governor Winfield Dunn signed House Bill 582 creating the Tennessee Board of Pardons and Paroles with three full-time members.

On May 25, 1979, Governor Lamar Alexander signed the 'Pardons and Paroles Act of 1979'. This act, presented to the Governor by the Ninety-First General Assembly, created an autonomous full-time Board separate from any other agency. Prior to the implementation of this act, Parole Officers and support staff had been under the supervision of the Department of Correction. Effective July 1, 1979, the supervision for this staff became the responsibility of the Board, the Executive Director, and the State Director of Paroles. In addition, this act also set six year term limits for the five board members.

In 1989, the Board of Pardons and Paroles was expanded from a five member board to a seven member board.

On May 18, 1999, Governor Don Sundquist signed House Bill 3307/Senate Bill 3305 moving the Division of Probation and the Community Corrections Grant Programs from the Department of Correction to the Board of Paroles. This created a new agency, the Board of Probation and Parole (BOPP) effective July 1, 1999.

On July 1, 2012 with the signing of House Bill 2386/Senate Bill 2248, Governor Bill Haslam transferred Adult Felony Supervision from the Board of Probation and Parole to the Department of Correction. This transfer moved more than 1,000 employees from the Board of Probation and Parole to the Department of Correction. As a result of this transfer, all offender programming through both Resource Centers and the Community Corrections Grant Programs transitioned to the Department of Correction. The Board remains an independent agency under the new name the Tennessee Board of Parole (BOP).

The current Board consists of seven full-time board members, one of whom serves as the Chair. Board members serve a 6 year term and are representative of various cities throughout Tennessee. The board members over the course of fiscal year 2013 – 2014 included:

**Chairman Richard Montgomery** – Mr. Richard Montgomery, a Sevierville native, was appointed to the Board of Parole as a Board Member on January 9, 2013. On July 1, 2013, Governor Bill Haslam appointed Mr. Montgomery to serve a two year term as the Chairman of the Board of Parole. Mr. Richard Montgomery first joined State government in November of 1998 as a Representative to the Tennessee Legislature from Sevier County. He served in the Legislature until November of 2012. Prior to his service in the State Legislature, Mr. Montgomery spent 27 years working at the Oak Ridge National Laboratory where he served as the Operations Manager. He also served on the Sevier County Board of Education. Mr. Montgomery is a graduate of Hiwassee Junior College and the University of Tennessee.

**Patsy Bruce** – Ms. Patsy Bruce, a native of Nashville, was appointed to the Board of Probation and Parole on March 26, 2004. Prior to this appointment, Ms. Bruce operated a number of entertainment and event management and marketing companies including Patsy Bruce Productions, Inc., a film and television production company; and Events Unlimited, an award-winning event management company. In addition to her business endeavors, Ms. Bruce is involved in neighborhood advocacy work, where she organized the West Nashville Presidents Council, a Nashville consortium of neighborhood presidents.

**Ronnie Cole** – Mr. Ronnie Cole was appointed to the Board of Probation and Parole on January 22, 2004. He was born in Milan, Tennessee, but has lived in Dyersburg, Tennessee for more than 30 years. He is a retired Vice President of the Ford Construction Company, a Dyersburg paving and bridge building contractor, where he worked for 34 years. He also served in the Tennessee House of Representatives in the 98<sup>th</sup> through the 102<sup>nd</sup> General Assemblies. Mr. Cole earned a bachelor's degree in business administration from Memphis State University and is a Past President of both the Tennessee Road Builders Association and the Contractor's Division of the American Road and Transportation Builders Association. Mr. Cole is also a former member of the Tennessee Board for Licensing Contractors.

**Joe Hill** – Mr. Joe Hill was appointed to the Board on January 18, 2008. Mr. Hill, who resides in Union City, came to the Board of Probation and Parole following his retirement from the staff of Eighth District Congressman John Tanner. Mr. Hill is a native of Henry County, Tennessee and a 1964 graduate of Henry High School. He received his bachelor's degree from Bethel College in 1968. Mr. Hill served as project director of the Northwest Tennessee Development District for four years and was twice elected to the Henry County Commission. In 1973, Mr. Hill joined the staff of the late U.S. Representative Ed Jones where he served as District Director until Representative Jones' retirement. Mr. Hill managed Congressman John Tanner's campaign for Congress in 1988 and then joined Tanner's staff as District Director in 1989, where he served for the next 19 years. Mr. Hill retired in 2008 as the longest serving Congressional District Aide in Tennessee History. He is an avid outdoorsman as well as a member of the Free and Accepted Masons, the Goodwill Shrine Club, the Elks Club, the Tennessee Wildlife Federation, and the Methodist Church.

**Lisa Jones** – Ms. Lisa Jones was appointed to the Board of Probation and Parole on January 18, 2008. Prior to her appointment, Ms. Jones spent 12 years teaching at Savannah High School. She also taught for two years at Jackson State University's Savannah campus and served one term as a member of the Unemployment Security Board of Review. Ms. Jones is a graduate of the University of North Alabama

and holds a bachelor's of science degree in education. Ms. Jones' term as a Parole Board Member ended on March 1, 2014.

**Tim Gobble** – Mr. Tim Gobble was appointed to the Board of Parole on July 16, 2013. He started his career as a police officer in Cleveland, Tennessee, in 1988 and later joined the U. S. Secret Service as a special agent and supervisor, serving in Nashville, Houston, Washington, D.C. and Chattanooga. In 2004, he became director of the Cleveland/Bradley County Emergency Management Agency. He was elected sheriff of Bradley County in 2006 and served until 2010. Mr. Gobble also served as the Deputy Chief of the Hamilton County Sheriff's Office from 2010-2011; the City Manager of East Ridge from April 2011 until February of 2013; and the Interim Deputy Chief of the Hamilton County Sheriff's Office from February of 2013 until his appointment to Board of Parole. Mr. Gobble earned a bachelor's degree in Government and Public Administration from David Lipscomb College (now Lipscomb University).

**Gary Faulcon** – Mr. Gary Faulcon, a native of Nashville, was appointed to the Board of Parole on October 28, 2013 after serving on the Metropolitan Nashville Police Department for 25 years. As a member of Metro-Nashville Police Department, he was assigned to numerous divisions, including Background and Recruitment, Criminal Investigations, Vice Division, and the Special Weapons and Tactics Team (S.W.A.T). Prior to his appointment to the Board of Parole, Mr. Faulcon served as the commander of the Metro-Nashville Bomb Squad. Mr. Faulcon received a Bachelor's Degree in Criminal Justice from Tennessee State University and a Master's Degree in Public Service Management from Cumberland University.

**Gay Gregson** – Ms. Gay Gregson, a native of Jackson, Tennessee, was appointed to the Board of Parole on February 18, 2014. Prior to her appointment, Ms. Gregson worked for more than 22 years as an educator in the field of Special Education. Additionally, she worked as a Career Ladder Evaluator for the Department of Education. Ms. Gregson is a past recipient of the Sterling Award, which honors the 20 most influential women in west Tennessee outside Shelby County. She was recognized with a Jefferson Award for community service, and has served on the boards of several non-profit organizations. Ms. Gregson earned a Bachelor of Science in Special Education from Memphis State University (now the University of Memphis) and a Bachelor of Science in Speech Therapy at the University of Tennessee Speech and Hearing Center in Memphis. She also earned a Master of Science in Educational Administration and Supervision from Memphis State.

### **Board Responsibilities**

The Board of Parole is charged with deciding which eligible felony offenders will be granted parole and released from incarceration to community based supervision. The administrative duties of the Board are to establish criteria for granting and revoking parole; to develop and adopt long range goals and objectives for the agency including policies and procedures; to hire employees and incur expenses as necessary to discharge the duties of the agency; to cooperate with other State agencies and their staff; at the request of the Governor, to make non-binding recommendations concerning

exonerations, executive clemency, and commutations; and to develop and promote parole planning efforts (T.C.A. §40-28-104).

These responsibilities are reflected in the Agency Mission and Vision Statements. The Board of Parole's Mission Statement provides:

*'The mission of the agency is to minimize public risk and promote lawful behavior by the prudent and orderly release of adult offenders.'*

Additionally, the agency Vision Statement provides:

*'The vision of the agency is that it will be committed to a partnership with the citizens of Tennessee in promoting public safety and will be recognized as a leader in the area of parole by:*

1. *Participating in cooperative efforts such as community policing, multi-purpose service centers, coordinated victim services, and interagency efforts.*
2. *Providing employees with access to and training in the use of advanced technologies.*
3. *Fostering a highly professional staff that is proficient in parole and revocation decision-making and support services.*
4. *Promoting effectiveness and efficiency through the use of outcome measures and innovative approaches to service delivery.'*

The Executive Director has the responsibility for the day-to-day functioning of the agency. This includes assisting the Board in the development and implementation of policies, procedures, budgets, reports, and agency planning documents. The Executive Director is also responsible for overseeing recruitment and supervision of staff and maintaining communication and cooperation between the agency and the Department of Correction (T.C.A. 40-28-104).

Senior level management for the agency consists of the Executive Director, two Parole Administrators, the Communications Director, the Internal Auditor, the Legislative Liaison, and the General Counsel. The Parole Administrators are responsible for overseeing agency divisions, each of which has a Director or Manager, as cited in the organizational chart on page 11. The Board of Parole contains ten administrative divisions, which include:

1. Parole Hearings Division
2. Board Operations
3. Human Resources
4. Budget Division

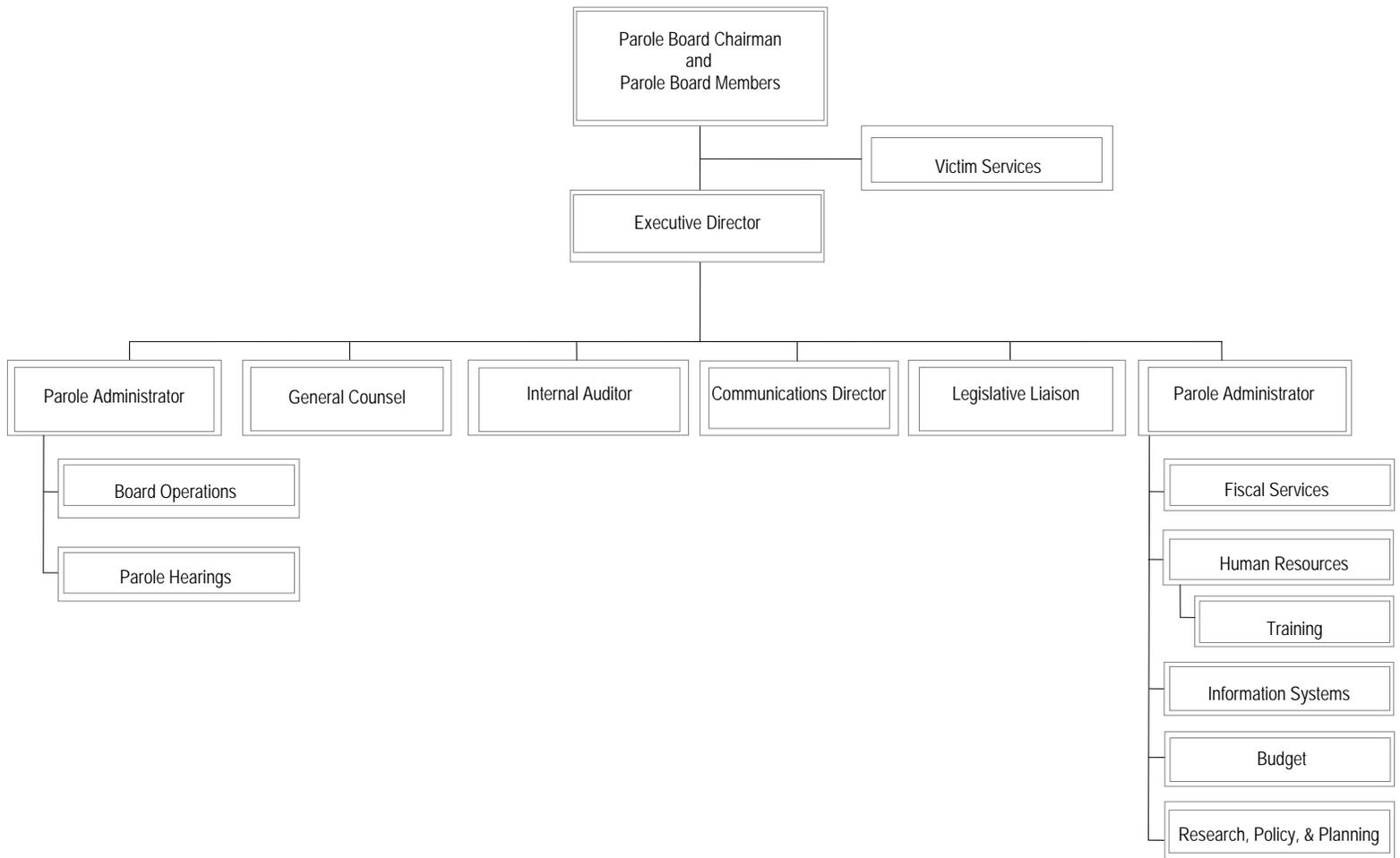
5. Fiscal Services
6. Research, Policy, and Planning
7. Information Systems
8. Training
9. Legal Services
10. Victim's Services

These administrative divisions are all housed in the Board of Parole's central office in Nashville with the exception of the Parole Hearings Division. The Parole Hearings Division, which includes all Parole Hearings Officer staff, is divided into four statewide Districts. The four Parole Hearings Districts are:

1. Delta
2. West Tennessee
3. Middle Tennessee
4. East Tennessee



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**July 2014**



## **Section 2 – Definitions**

Agency – any department or independent entity having Title VI responsibilities.

Applicant – one who submits an application, request, or plan required to be approved by a department or a primary recipient as a condition of eligibility for Federal financial assistance.

Assurance – a written statement or contractual agreement signed by the agency head in which a recipient agrees to administer federally assisted programs in accordance with civil rights laws and regulations.

Beneficiaries – those persons to whom assistance, services, or benefits are ultimately provided, also known as clients.

BOP – The Tennessee Board of Parole

BOPP – The Tennessee Board of Probation and Parole

Complainant – any person or specific class of individuals who believe themselves to be subjected to discrimination prohibited by Title VI and, therefore, initiates the complaint in a legal action or proceeding.

Complaint – a verbal or written allegation of discrimination which indicates that any federally assisted program is operated in such a manner that it results in disparity of treatment to persons or groups of persons because of race, color, or national origin.

Compliance – the fulfillment of the requirements of Title VI, other applicable laws, implementing regulations and instructions to the extent that no distinctions are made in the delivery of any service or benefit on the basis of race, color, or national origin (see also non-compliance).

Contractor – a person or entity that agrees to perform services at a specified price.

Discrimination – to make any distinction between people or groups, either intentionally, by neglect, or by the effect of actions or lack of actions, based on race, color, or national origin.

Federal Assistance – any funding, property, aid, technical assistance, grants, or partnerships provided for the purpose of assisting a beneficiary. This assistance may be provided in the form of grants, contracts, cooperative agreements, loans, loan guarantees, property, interest subsidies, insurance, direct appropriations, and other non-cash assistance. Federal assistance includes any assistance received directly from Federal agencies or indirectly from other units of State and local government.

Minority – a person or group differing in some characteristic from the majority of a population.

Non-compliance – failure or refusal to comply with or implement the regulations and policies associated with the Title VI of the Civil Rights Act of 1964.

Post-award Review – a routine inspection of agency programs during and after Federal assistance has been provided to the beneficiary or recipient. These reviews may be cyclical or based on a priority system contingent upon the potential for non-compliance in individual programs. Reviews are normally conducted through on-site visits; however, desk audits and other mechanisms may also be used to assess operation of Federally assisted programs. A post-award review may result in a written report that shows the compliance status of agency program offices and recipients. When necessary, the report will contain recommendations for corrective action. If the program office or recipient is found to be in non-compliance, technical assistance and guidance must be provided to bring the recipient into voluntary compliance. If voluntary compliance cannot be secured, formal enforcement action is then initiated.

Potential Beneficiaries – those persons who are eligible to receive Federally assisted program benefits and services.

Pre-award Review – a desk audit of the proposed operations of a program applicant for Federal assistance prior to the approval of the assistance. The department must determine that the program or facility will be operated such that program benefits will be equally available to all eligible persons without regard to race, color, or national origin. The applicant may provide methods of administering the program designed to ensure that the primary recipient and sub-recipients under the program would comply with all applicable regulations, and correct any existing or developing instances of non-compliance. If the documentation provided by the applicant for the desk audit is inadequate to determine compliance, then an on-site evaluation may be necessary.

Program – any project, activity, or provisions for a facility which provides services, financial aid, or other benefits to individuals.

Public Notification – process of publicizing information on non-discrimination and the availability of programs, services and benefits to minorities. This is attained through use of newspapers, newsletters, periodicals, radio, television, community organizations, directories, brochures, and pamphlets.

Recipient – any public or private agency, institution, or organization or any individual to whom Federal financial assistance is extended, directly or indirectly, for the purpose of providing services to beneficiaries.

Sub-recipient – an individual or organization that receives Federal financial assistance from the direct recipient.

TDOC – the Tennessee Department of Correction

THRC – the Tennessee Human Rights Commission

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d-4 – the Federal law prohibiting discrimination based on race, color, or national origin. This act covers all forms of Federal aid except contracts of insurance and guaranty. Title VI does not cover employment except where employment practices result in discrimination against program beneficiaries or where the purpose of the Federal assistance is to provide employment.

Vendor – any public or private organization or individual who, pursuant to a contract or agreement, provides generally required goods or services for use of program beneficiaries.

### **Section 3 – Federal Programs or Activities**

For fiscal year 2013 – 2014, the Board of Parole did not received any Federal financial assistance. Additionally, the Board of Parole received no other grants, loans, or subsidies for fiscal year 2013 – 2014. Furthermore, no other Federally funded equipment, training resources, land, loans or federal personnel were used by the agency for fiscal year 2013 – 2014.

The Board of Parole anticipates receiving no Federal funding for fiscal year 2014 - 2015, however, the BOP reserves the right to pursue future Federal funding in the event that funds may be beneficial in assisting the agency in meeting its goals and mission.

#### **Section 4 – Organization of the Civil Rights Office**

The Board of Parole’s Civil Rights Coordinator for fiscal year 2013-2014 was Randi Tarpy, Human Resources Director. Since the agency currently has only 83 positions, all civil rights coordination is handled in central office by the Civil Rights Coordinator.

The Civil Rights Coordinator reviews and ensures response to any allegations of Title VI violations. Additional responsibilities for the coordinator include but are not limited to:

- Addressing claims filed in central office;
- Filing and tracking claims statewide;
- Coordinating agency internal investigations for Title VI claims;
- Preparing the annual Title VI Implementation Plan; and
- Assisting the training division in the development of mandatory Title VI training.

## Section 5 – Data Collection and Analysis

The Board of Parole provides no programs or activities and receives no Federal funding, thus, the Board of Parole has no potential beneficiaries or applicants. The Agency does, however, collect race, color, and national origin data on for Agency staff using Edison, the State of Tennessee’s integrated computer system.

As of June 30, 2014, the Board of Parole has a total of 83 positions and 89 employees. The total employee count includes 6 part-time 120 day employees overlapped in positions with full time employees. The 89 employees represent a 7% increase in the total number of employees in the agency for fiscal year 2013 – 2014. The racial and ethnic breakdown of agency staff is represented as follows:

	<u>Black</u>	<u>White</u>	<u>Other</u>
<u>Tennessee Census Data, 2011:</u>	16.9%	75.4%	7.7%
<u>Total # of Employees:</u>	31 (35%)	55 (62%)	3 (3%)
<u>Preferred Service Employees:</u>	22 (39%)	33 (58%)	2 (3%)
<u>Executive Service Employees:</u>	9 (28%)	22 (69%)	1 (3%)

The Board of Parole Board Members are appointed by the Governor. As of June 30, 2014, the Board had all 7 Parole Board Member positions filled. Of those, 1 member was black (14.29%) and 6 members were white (85.71%). These employees are also included in the breakdowns in the chart above, on both the total number of employees row and the executive service employees row.

See Attachment A for spreadsheets containing raw data captured for agency usage in Title VI reporting.

## **Section 6 – Discriminatory Practices**

The Board of Parole provides training to all agency staff annually. As part of in-service training, managers and staff are informed that an agency is in violation of Title VI if it:

1. Denies an individual service, aid, or benefits because of race, color, or national origin;
2. Provides only inferior or discriminatory service, aid, or benefits because of an individual's race, color, or national origin;
3. Subjects an individual to segregation or different treatment in relation to aid, services, or benefits because of race, color, or national origin;
4. Restricts or discourages individuals in their enjoyment of facilities because of race, color, or national origin;
5. Treats an individual differently because of race, color, or national origin in regard to eligibility for programs or services;
6. Uses criteria which would impair accomplishment of the Act's objectives or which would subject individuals to discrimination because of race, color, or national origin;
7. Discriminates against an individual in any program or activity that is conducted in a facility constructed even partly with Federal funds;
8. Subjects an individual to discriminatory employment practices under any Federal program intended to provide employment.

In the event that a complaint was filed alleging a Title VI violation, the Board of Parole would thoroughly investigate the complaint. As an example, hypothetically an offender could file a Title VI discrimination complaint alleging that more white offenders were being given parole than black offenders. In the event that such a claim was filed, the Board of Parole would follow the steps detailed in the agency complaint processing procedures section of this report (see Section 8 – Complaint Procedures). It is the Board's intent that no discrimination based on race, color or national origin occur in any areas of the agency's responsibility.

## **Section 7 – Limited English Proficiency (LEP)**

The Board of Parole takes reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access and an equal opportunity to participate in the activities conducted by the agency. The policy of the Board is to make sure that those with limited English proficiency are provided with the aids necessary to effectively communicate. This policy also provides for the communication of information contained in vital documents, including but not limited to waivers of rights and consent forms. All interpreters, translators, and other aids needed to comply with this policy shall be provided without cost to the persons being served.

Language assistance will be provided through use of competent bilingual staff, staff interpreters, contracts with organizations providing interpretation or translation services, or technology and telephonic interpretation services. Staff with direct contact with LEP individuals will be trained in effective communication techniques and the effective use of an interpreter.

The Board will conduct a regular review of the language access needs within the service population, as well as updating and monitoring the implementation of this policy and these procedures as necessary.

The Board will identify the language and communication needs of the LEP person as soon as the need is recognized. If necessary, staff will use a language identification card (or 'I speak card') or posters to determine the language of the individual. In addition, when records are kept of past interactions with individuals or their family members, the language used to communicate with the LEP person will be included as part of the record. A copy of the Language Identification Guide poster can be found in Appendix A.

The Board uses a contract with The Tennessee Foreign Language Institute to provide interpreters for hearings in county jails across Tennessee. The Tennessee Department of Correction is responsible for providing these services at prison facilities.

For hearings conducted by Parole Hearings Officers at county jails, provision of interpretive services is handled by following the steps listed below:

- When the Hearings Officer determines the need for an interpreter, the hearing is to be continued for a time period of no longer than 60 days to coordinate interpretive services.

- The Hearings Officer then contacts the central office Parole Hearings Officer Division Administrative Assistant to begin scheduling the needed interpreter. This request should identify the language requirement, hearing type, hearing date, hearing time and location.

- The Administrative Assistant will contact the service provider and make arrangements for the interpreter.

-The Administrative Assistant will send a confirmation form to the Hearings Officer prior to the hearing. This form is to be filled out by the Hearings Officer and the interpreter on the day of the hearing. The form serves as both documentation of services provided as well as assisting with invoicing.

The Tennessee Foreign Language Institute has agreed to provide qualified interpreter services for the Board. The Institute can be reached at 615-741-7579. Interpreter services are available Monday through Thursday from 9:00 a.m. to 7:30 p.m. and Friday from 9:00 a.m. to 4:30 p.m.

Some LEP persons may prefer or request to use a family member or friend as an interpreter. Family members and/or friends will not be used by the Agency as interpreters unless the LEP specifically requests the individual and only after the LEP person understands that interpreter services can be provided by the Agency free of charge. Documentation indicating that the LEP person was made aware of the interpreter services offered by the Agency will be maintained in the person's file. If the LEP person chooses to use a family member or friend as the interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest will be considered. If the family member or friend is determined to not be an appropriate interpreter, a competent interpreter will then be provided for the LEP person. At no time will children (persons under the age of 18) be used as interpreters in order to ensure confidentiality of information and accurate communication.

In the past fiscal year, the Board of Parole staff have used contracted interpreter services for 6 instances to interpret hearings. In each of these instances, the interpreter was requested to assist by interpreting in Spanish. In addition, deaf interpreting services were provided on two occasions during fiscal year 2013 – 2014.

Furthermore, for fiscal year 2013 – 2014, the Board of Parole translated 5 forms into Spanish for usage with the Spanish speaking population. Each of these forms were updated for Agency use during the year and, therefore, new updated Spanish versions were needed. The specific forms translated include:

BP0026 – Waiver-Notice of Charges and Rights  
BP0057 – Request Appeal Hearing  
BP0061 – Board Action Sheet  
BP9967 – Waiver Parole Hearing  
BP0087 – Victim Impact Statement

On an ongoing basis, the Board will assess changes in demographics, types of services or other needs that may require re-evaluation of these procedures. In addition, the Board will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, equipment used for the delivery of language assistance, complaints filed by LEP persons, and feedback from the public and community organizations.

## **Section 8 – Complaint Procedures**

Over the course of fiscal year 2013 – 2014, the Board of Parole received 1 Title VI complaint from the Tennessee Human Rights Commission. The complaint was one in which the Board of Parole does not have jurisdiction since the complainant is incarcerated in a Tennessee Department of Correction facility. This case was forwarded back to the THRC to be referred to the TDOC Title VI coordinator.

No complaints or lawsuits were filed against the Board of Parole or its employees alleging Title VI discrimination during fiscal year 2013 – 2014. Additionally, no complaints or lawsuits alleging discrimination based on race, color, or national origin were filed against the Board of Parole or its employees during fiscal year 2013 – 2014.

In the event that an individual believes that a Federally funded department has discriminated against a person or group on the basis of race, color, or national origin, a Title VI complaint may be filed. A copy of the Title VI complaint form can be found in Appendix B. According to State and Federal law, Title VI complaints must be filed within 180 days of the alleged discriminatory act. A complaint may be filed at any of the following three levels:

- The local level (filed with Board of Parole central office);
- The Tennessee Human Rights Commission; or
- The Federal Department of Justice

When a Title VI complaint is reported, written or verbally made, the Executive Director is responsible to appoint a staff person to review the matter and file a report. A copy of the report of investigation can be found in Appendix C. The investigative report may show:

- The Board/person was found to be in violation of Title VI;
- The Board/person was not found to be in violation of Title VI; or
- The Title VI complaint is being withdrawn by the person who filed it.

If the Board of Parole or one of its employees are found to be in violation of Title VI, the remedial actions taken to ensure future compliance are noted in the report. A copy of the investigative report is provided in writing to the Executive Director, the Division Director, the complainant, and the Central Office Title VI Coordinator. All parties involved in the complaint have the right to appeal the findings or results of the investigation. A copy of the appeal of Title VI finding form can be found in Appendix D. The appeal shall include:

- Name of the appellant;
- Date of the finding and the investigator's name;

- Information on the investigative outcome and any remedial actions proposed;
- Name of the original complainant and date the complaint was filed;
- Name of the agency/person the complaint was filed against including location; and
- Date of the appeal.

If a complaint is withdrawn, the withdrawal must include the reason(s) for withdrawing the complaint and it must be signed by the complainant. To see a copy of the withdrawal of complaint form, see Appendix E.

The Board of Parole maintains a log of all complaints filed against the agency or agency employees alleging discrimination. A copy of this log can be viewed in Appendix F.

## **Section 9 – Compliance Reviews**

For fiscal year 2013 – 2014, the Board of Parole did not work with any sub-recipients or contractors. All programs, services, sub-recipients, contractors, and vendors the agency worked with in previous fiscal years now fall under the jurisdiction of the Department of Correction. For that reason, no periodic reviews of compliance with Title VI regulations by sub-recipients or contractors were conducted during the year.

- A. The Board of Parole did not have any sub-recipients, contractors, and/or vendors for fiscal year 2013 – 2014.
- B. Pre-award procedures: This section is not applicable because the Board of Parole did not have any sub-recipients, contractors, and/or vendors for fiscal year 2013 – 2014.
- C. Post award procedures: This section is not applicable because the Board of Parole did not have any sub-recipients, contractors, and/or vendors for fiscal year 2013 – 2014.
- D. Public Notice and Outreach: This section is not applicable because the Board of Parole did not have any sub-recipients, contractors, and/or vendors for fiscal year 2013 – 2014.
- E. Procedures for Noncompliance: This section is not applicable because the Board of Parole did not have any sub-recipients, contractors, and/or vendors for fiscal year 2013 – 2014.

In the event that the Board of Parole would work with sub-recipients, contractors, or vendors in future years, the agency does have established compliance review procedures.

## **Section 10 – Compliance and Noncompliance Reporting**

The Board of Parole furnishes copies of the Agency's Title VI report to the following Federal and State agencies:

- The Tennessee State Library and Archives
- The Government Publications Department, Memphis-Shelby County Public Library
- The University of Tennessee, Hodges Library – Serials Department
- The University of Memphis Libraries, Government Publications
- The Tennessee Legislative Reference Library
- The Department of General Services, Records Management Division

In addition, a copy of the BOP Title VI report will be maintained by the Agency for reference. The Board of Parole has no Federal reporting requirements (N/A) relative to the Title VI report. The Board of Parole did not receive any Title VI and discrimination related audits or findings from federal or state monitoring agencies during fiscal year 2013-2014, therefore, the agency has no corrective actions with which to comply.

### **Section 11 – Title VI Training Plan**

The Board of Parole provides Title VI training for all employees each year. Title VI training was conducted in February and March of 2014, using an online PowerPoint presentation. A copy of the PowerPoint training presentation can be found in Attachment B. When employees complete the training and self-test questions, they sign a Board of Parole training roster to confirm completion of the training. All new staff are provided with this training within the first month of their service with the Board of Parole. Total staff completing this training is as follows:

<b><u>Employee population in BOP</u></b>	<b><u>Total staff training on Title VI</u></b>	<b><u>Percentage of staff trained</u></b>
83*	82	100%

\*This figure represents all employees in the agency during fiscal year 2013 - 2014. The one employee who was not trained during the 2013 – 2014 fiscal year was unavailable due to extended leave.

In addition to full time staff, the Board of Parole utilized the services of 120-day retirees who returned to work a part time schedule over the course of fiscal year 2013 – 2014. The Board required these employees to complete Title VI training as well. The total number of 120-day retired employees trained is as follows:

<b><u>120 day employees</u></b>	<b><u>120 day staff trained</u></b>	<b><u>Percentage of staff trained</u></b>
6	6	100%

The proposed training dates for Title VI training for fiscal year 2014 – 2015 are January and February of 2015.

Copies of training rosters for the Board of Parole’s Title VI training can be found in Appendix G.

## **Section 12 – Public Notice and Outreach**

The Board of Parole makes efforts to ensure Title VI guidelines are available both to Agency staff and to other interested parties.

In addition to providing copies of the Agency Title VI implementation plan to other State and Federal agencies, the Board displays posters detailing Title VI provisions and complaint procedures throughout the Board office. These documents are also made available upon request to the public regardless of race, color, or national origin. The Board of Parole does not provide any programs or services and currently has no planning boards or advisory boards.

When the Agency has the opportunity to utilize news media to broadcast information about programs, grants, or events, the Board periodically sends the news releases to minority media outlets including The Tennessee Tribune, Tri-State Defender, Nashville Pride, Urban Journal, and Silver Star News. News releases are sent to numerous radio and television stations in the various regions in which the event or program is taking place, including those stations aimed at minority communities.

The Board of Parole does not have any planning boards or advisory bodies. Parole Board Members are full time employees of the State, appointed by the Governor, and are statutorily tasked with deciding which eligible felony offenders will be granted parole and released from incarceration to community based supervision. In this capacity, they function as State employees rather than as advisory or planning board members.

The Board does not currently have oversight over any grants and does not contract directly with any outside entities. Therefore, no public notice of processes for bidding or obtaining agency grants are utilized.

### **Section 13 – Evaluation Procedures of Title VI Implementation**

The Board of Parole has continually worked towards its goals for Title VI compliance, ensuring policies and procedures for compliance were maintained over the course of the fiscal year. The Board of Parole does not currently offer any programs or activities and, therefore, has no need to evaluate programs and activities or quality of services at this time.

The agency received no grievances or complaints pertaining to Title VI, however, agency staff were trained on both adherence to Title VI of the Civil Rights Act of 1964 and also on procedural steps to follow in the event of a complaint. Additionally, the agency received no findings of Title VI violations by the THRC. The agency has no deficiencies in Title VI compliance.

The agency provided non-English speaking offenders with written documents in their native language and/or interpreters for use in parole hearings at no cost to the offender. Literature was available at the agency worksite detailing both Title VI and language interpretive services for both recipients and the public.

Going forward, the Board of Parole will continue to make Title VI and LEP literature available at the agency worksite, at Victim Liaison programs, and at community outreach events. The Board will continue to offer interpreter services through the Tennessee Foreign Language Institute for parole hearings. The Board will also continue to ensure that methods for informing the public about future grants, programs, and events are broadcast to media outlets aimed at serving minority communities. The Board continues to monitor Title VI compliance through an annual internal audit inspection process.

## Section 14 – Responsible Officials

The Chairman of the Board of Parole serves as the responsible State official charged with ensuring that the Agency complies with Title VI. Mr. Richard Montgomery is the Chairman for the Board of Parole.

The current Title VI Coordinator is the person in the Agency designated to develop the annual implementation plan. Randi S. Tarpy, Human Resources Director, is the Title VI Coordinator for the Board of Parole.

The physical location of the Board is 404 James Robertson Parkway, Suite 1300, Nashville, Tennessee, 37243-0850.



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Richard Montgomery  
Chairman



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Randi S. Tarpy  
Title VI Coordinator

**Appendix A**

 <b>LANGUAGE IDENTIFICATION GUIDE</b>		
Do you speak English?	Point here and an interpreter will be assigned to you, at no cost.	English
<b>¿Habla Español?</b>	<b>Señale aquí y se le asignará un intérprete sin costo.</b>	<b>Spanish</b>
هل تتكلم العربية؟	أشر هنا والمترجم سيكون موجوداً مجاناً.	Arabic
ته كوردی دمه‌خفی؟	ئیشارمه‌ت ئێه‌رێ بکه ته‌رجومان بۆ ته‌حازر ده‌کەین ، به‌ خورای.	Kurdish (Behdini)
ئايا كوردی قسه‌ ده‌كەیت؟	ئیشارمه‌ت لێه‌ه بکه موته‌رجیمة بو‌ئاماده‌ ده‌كەین ، به‌ خۆرای.	Kurdish (Sorani)
آيا شما فارسی صحبت مي‌کنيد؟	تروصبه‌م چترمه‌كه‌ به‌ئێه‌ك هه‌راشا اجنیا به‌رگا رایگان در اختیار شما قرار می‌گیرد.	Farsi
Bạn nói tiếng Việt phải không?	Chỉ vào đây và sẽ có người thông dịch viên giúp đỡ Bạn, Bạn không phải trả gì hết.	Vietnamese
Maku hadashaa afka somaaliga?	Halkaan farta ku-fiiq turjubaan lacag la-an ayaad heleysaa.	Somali
Da li govorite Bosanski?	Pokažite ovdje I prevodilac će vam biti obezbijedžen, besplatno.	Bosnian
Parlez-vous français?	Ici, un interpreteur sera assigné pour vous, sans avoir payé.	French
ທ່ານເວົ້າພາສາລາວແມ່ນບໍ່?	ກະລຸນາບອກເຈົ້າໜ້າທີ່ຕາມນີ້ຈະມີນາຍພາສາມາແປໃຫ້ທ່ານໂດຍບໍ່ໄດ້ເສັງເງິນ.	Laotian
你會講中文嗎?	請點在這裡我們為你免費提供翻譯服務。	Chinese (Mandarin)
日本語を話せますか？	ここを指して下さい。 無料の通訳者を指定します。	Japanese
Je-una azungumza kiswahili?	Nyosha kidola hapa na utatafsiriwa bila kulipa chochote.	Kiswahili
Voce fala Português?	Aperte aqui e um intérprete lhe será fornecido sem custo algum.	Portuguese
क्या आप हिंदी बोल सकते हैं ?	इशारा यहाँ पर किये, भाषांतर करनेवाले विनामुल्य मिल जायेंगे।	Hindi
한국어를 하십니까?	이곳을 지적해주시면 통역자가 무료로 호출됩니다.	Korean
Вы говорите по-русски?	Укажите сюда, и совершенно бесплатно Вам будет предоставлен переводчик.	Russian
እማርኛ ይናገሩሉ??	በጣን ወይስ ለየመልክቱ ያለግንግ ከፍተኛ አስተርጓሚ ይመደብሉታል!	Amharic
Eske ou pale kreyòl	Pwen isit la e yon entèprèt ap vin ede'w gratis.	Haitian Creole
Jin kueni Thuok nuera?	Wane eme deri thuok nuera jek ke kuic du a thil kok.	Nuer
તમે ગુજરાતી બોલી શકો છો?	અહિંયા ઇશારો કરો, ભાષાંતર કરનાર વિનામુલ્યે મળી જશે.	Gujarati
Turkçe biliyormusunuz?	Burayı gösterirseniz, ücretsiz tercuman size yardim edecektir.	Turkish
คุณพูดภาษาไทยหรือเปล่า?	กรุณาบอกให้ทราบด้วยถ้าคุณต้องการคนแปล	Thai
Afaan Oromoo nidubata	Harkake asiti baasi gargasa Afaan hikaa malaqa duwa argaata.	Oromo

Avaza Language Services Corp.  
5209 Linbar Dr. Suite 603  
Nashville, TN 37211  
www.avaza.co

tel: 615.534.3400  
fax: 615.810.8506  
800.482.8292

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**Appendix B**



**STATE OF TENNESSEE  
BOARD OF PAROLE  
OFFICE OF THE EXECUTIVE DIRECTOR**

404 James Robertson Parkway Suite 1300 Nashville, TN 37243-0850  
Phone: (615) 741-1673



**COMPLAINT UNDER TITLE VI  
CIVIL RIGHTS ACT OF 1964**

Date: \_\_\_\_\_

To: \_\_\_\_\_ BOP

I, \_\_\_\_\_ hereby file an official  
complaint against

NAME OF PERSON WITH TITLE VI COMPLAINT

NAME OF PERSON OR AGENCY

LOCATION

Person with the Title VI complainant's name:

\_\_\_\_\_

Person with the Title VI complainant's address:

\_\_\_\_\_

Basis of complaint: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of alleged discrimination: \_\_\_\_\_

Signed: \_\_\_\_\_

SIGNATURE OF PERSON WITH TITLE VI COMPLAINT

SECTION BELOW TO BE COMPLETED BY BOPP TITLE VI COORDINATOR

Referred to \_\_\_\_\_ ON \_\_\_\_\_  
LOCAL COORDINATOR DATE

for an investigation and report.

SIGNATURE OF BOP TITLE VI COORDINATOR

**Appendix C**



**STATE OF TENNESSEE  
BOARD OF PAROLE  
OFFICE OF THE EXECUTIVE DIRECTOR**

404 James Robertson Parkway Suite 1300 Nashville, TN 37243-0850  
Phone: (615) 741-1673



**REPORT OF INVESTIGATION**  
TITLE VI CIVIL RIGHTS ACT 1964

I, \_\_\_\_\_ representing \_\_\_\_\_  
LOCAL TITLE VI COORDINATOR NAME OF LOCATION

have investigated the complaint filed on \_\_\_\_\_ by \_\_\_\_\_  
DATE

\_\_\_\_\_ alleging that discrimination occurred  
NAME OF PERSON WITH THE TITLE VI COMPLIANT

that was in violation of the provisions of Title VI of the Civil Rights Act 1964.

The results of the investigation were as follows:

- A. The agency or person was found to be in violation of Title VI.
- B. The agency or person was not found to be in violation of Title VI.
- C. The person with the Title VI complaint withdrew the complaint using form BP0190.

A COPY OF THE INVESTIGATION REPORT MUST BE ATTACHED

**NOTE:** If the agency or person was found to be in violation of Title VI briefly describe the remedial action taken to assure future compliance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF LOCAL COORDINATOR

**Appendix D**



**STATE OF TENNESSEE  
BOARD OF PAROLE  
OFFICE OF THE EXECUTIVE DIRECTOR**

404 James Robertson Parkway Suite 1300 Nashville, TN 37243-0850  
Phone: (615) 741-1673



**APPEAL FROM FINDING**  
TITLE VI CIVIL RIGHTS ACT 1964

I, \_\_\_\_\_ wish to appeal the finding made on

NAME OF APPELLANT

\_\_\_\_\_ by \_\_\_\_\_

DATE

NAME OF INVESTIGATOR

of  non-discrimination or  the proposed remedial action by the

agency in the Title VI complaint as filed by \_\_\_\_\_

PERSON WITH TITLE VI COMPLAINT

on \_\_\_\_\_ against \_\_\_\_\_

DATE OF FILING

PERSON OR AGENCY

at \_\_\_\_\_

LOCATION

Signed: \_\_\_\_\_

APPELLANT

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

DATE OF APPEAL

**Appendix E**



**STATE OF TENNESSEE  
BOARD OF PAROLE  
OFFICE OF THE EXECUTIVE DIRECTOR**

404 James Robertson Parkway Suite 1300 Nashville, TN 37243-0850  
Phone: (615) 741-1673



**WITHDRAWAL OF COMPLAINT OR  
APPEAL FOR FAIR HEARING**  
TITLE VI CIVIL RIGHTS ACT 1964

Date: \_\_\_\_\_

To: \_\_\_\_\_

I, \_\_\_\_\_ hereby withdraw my

\*complaint or  \*\*appeal, filed \_\_\_\_\_ against

DATE

\_\_\_\_\_  
NAME OF PERSON OR AGENCY

\_\_\_\_\_  
LOCATION

Person with the Title VI complainant's name:

\_\_\_\_\_

Person with the Title VI complainant's address:

\_\_\_\_\_

Reason for withdrawal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_

\*Check appropriate term, Complaint or Appeal  
\*\*Appeal from finding

BP0191 (REV 09/2013)

RDA S836-1b



## Appendix G

### Employee Training Course History (Board of Parole)

**Course: Title VI & Non-Discrimination (online training)**

<u>Name</u>	<u>Hours</u>	<u>Training Date</u>	<u>Fiscal Period</u>
Allison Ferguson, Xenna	1.5	02/14/2014	2013/2014
Anderson, Sandra	1.5	02/10/2014	2013/2014
Anthony, M. Ann	1.5	02/24/2014	2013/2014
Augustine, Adam	1.5	02/20/2014	2013/2014
Barbee, Gayle	1.5	02/10/2014	2013/2014
Beech, Sheila	1.5	02/12/2014	2013/2014
Best, Gail	1.5	03/04/2014	2013/2014
Bracey, Terry	1.5	06/26/2014	2013/2014 120 Day Retiree
Brown, Denita	1.5	02/14/2014	2013/2014
Bruce, Patsy	1.5	02/28/2014	2013/2014
Butala, Bipinchandra	1.5	03/05/2014	2013/2014
Cole, Ronnie	1.5	02/11/2014	2013/2014
Cowley, John	1.5	02/14/2014	2013/2014
Delaney, Sherry	1.5	02/11/2014	2013/2014
DeWitte, Lori	1.5	02/14/2014	2013/2014 No longer employed with the agency
Dowdy, Nan	1.5	02/11/2014	2013/2014
Faulcon, Gary	1.5	12/20/2013	2013/2014
Fletcher, Elizabeth	1.5	02/20/2014	2013/2014
Ford, Helen	1.5	02/11/2014	2013/2014
Fox, Donald Earl	1.5	02/13/2014	2013/2014
Fox, Tina	1.5	02/27/2014	2013/2014
Frazier, Mark	1.5	03/04/2014	2013/2014
Fuqua, Bettina	1.5	03/06/2014	2013/2014
Geer, Karen	1.5	03/05/2014	2013/2014
Gobble, Timothy	1.5	09/23/2013	2013/2014
Gregson, Gay	1.5	03/20/2014	2013/2014
Hardin, Lana	1.5	02/14/2014	2013/2014
Henson, Tammy	1.5	02/26/2014	2013/2014
Hill, Joe	1.5	02/11/2014	2013/2014

Thursday, July 31, 2014 1:15:15 PM

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## Employee Training Course History (Board of Parole)

Holder, Michael	1.5	02/17/2014	2013/2014
Johnson, Cheryl	1.5	02/19/2014	2013/2014
Jorgensen, Rita	1.5	03/04/2014	2013/2014
Joyce, Jane	1.5	02/11/2014	2013/2014
Lane, Patsy	1.5	02/11/2014	2013/2014
Langston, Chasity	1.5	02/11/2014	2013/2014
Lee, Susann	1.5	02/10/2014	2013/2014 120 Day Retiree
Lineberry, Amber	1.5	02/12/2014	2013/2014
Liner, David	1.5	02/14/2014	2013/2014
Madden, Robert	1.5	02/11/2014	2013/2014
Martin, Stacy	1.5	02/11/2014	2013/2014
Massey, Sophia	1.5	02/24/2014	2013/2014 No longer employed with the agency
McClain, Christie	1.5	02/24/2014	2013/2014
McDonald, Melissa	1.5	02/19/2014	2013/2014
McGill, Nancy	1.5	02/11/2014	2013/2014
McHale, Columba	1.5	02/24/2014	2013/2014
Molloy, Tony	1.5	06/24/2014	2013/2014 120 Day Retiree
Montgomery, Richard	1.5	02/11/2014	2013/2014
Moore, Ebony	1.5	02/21/2014	2013/2014
Morrow, Tammy	1.5	02/18/2014	2013/2014
Moses, Sherly	1.5	02/11/2014	2013/2014
O'Bryan Jr., Richard	1.5	02/12/2014	2013/2014
Perry, Kerrica	1.5	02/11/2014	2013/2014
Peterson, Michelle	1.5	09/26/2013	2013/2014
Petropoulos, Victor	1.5	03/05/2014	2013/2014
Phillips, Bernice	1.5	02/11/2014	2013/2014
Priest, Lori	1.5	02/19/2014	2013/2014
Purviance, Jim	1.5	02/13/2014	2013/2014
Quaintance, Renee	1.5	02/11/2014	2013/2014
Redmond, Yvonne	1.5	01/08/2014	2013/2014
Reed, Catherine	1.5	06/25/2014	2013/2014 120 Day Retiree

## Employee Training Course History (Board of Parole)

Reynolds, Brian	1.5	02/17/2014	2013/2014
Rhodes, Pamela	1.5	02/12/2014	2013/2014
Roberson, Sonya	1.5	02/19/2014	2013/2014
Rohling, Teresa	1.5	02/12/2014	2013/2014
Sanford, Timothy	1.5	02/18/2014	2013/2014
Scott Jr, Bobby	1.5	02/13/2014	2013/2014 120 Day Retiree
Scott, Carolyn	1.5	02/28/2014	2013/2014
Seay, John	1.5	02/24/2014	2013/2014
Sills, Kathy	1.5	06/25/2014	2013/2014
Steele, Abby	1.5	02/11/2014	2013/2014
Tarpy, Randi	1.5	02/12/2014	2013/2014
Taylor, Cynthia	1.5	02/18/2014	2013/2014
Thompson, Jonathan-Scott	1.5	02/18/2014	2013/2014
Travis, Marty Robert	1.5	02/11/2014	2013/2014
Turner, Margaret	1.5	02/12/2014	2013/2014
Walker, Marilyn	1.5	02/10/2014	2013/2014
Ward, Glenda	1.5	02/18/2014	2013/2014
Watson, Deana	1.5	02/24/2014	2013/2014
Whitby, Charlotte	1.5	02/21/2014	2013/2014
Whiteside, E. Janelle	1.5	02/28/2014	2013/2014
Williams, Beth	1.5	02/11/2014	2013/2014
Williams, Debbie Kay	1.5	02/27/2014	2013/2014
Williams, Shirley	1.5	02/12/2014	2013/2014
Willis, Doug	1.5	02/12/2014	2013/2014
Wilson, Mamie Luann	1.5	02/11/2014	2013/2014
Wooldridge, Lelia	1.5	02/18/2014	2013/2014
Young, Sharon	1.5	09/23/2013	2013/2014
Young, Vanessa	1.5	06/25/2014	2013/2014 120 Day Retiree

**Total Training Hours: 132.00**

**\*\*\* Final Total Training Hours: 132.00**

**Attachment A:**

List of Charts

- 1 Compliance Summary
- 2 Federal Programs or activities
- 3 Subrecipients
- 4 Training
- 5 Employee breakdown
- 6 Boards and Commissions

**Boards and Commissions**  
**TN Board of Parole**

<b>TN Board of Parole</b>		
<b>Race</b>	<b>Total #</b>	<b>%</b>
Black	1	14.29
White	6	85.71
Asian		
Hispanic		
Native American/Indian		
Pacific Islander		
Other		





# Training Roster

## TN Board of Parole

#	Last Name	First name	Job Title	ID#	Completed Yes/No	Employee or Subrecipient	Training Date
1	Allison	Xenna	PAROLE HEARINGS OFFICER	122580	Yes	Employee	2/14/2014
2	Anderson	Sandra	PROB/PAR TRAINING DIRECTOR	118567	Yes	Employee	2/10/2014
3	Anthony	Mary	SENTENCE/DOCKETING TECH 2*	123084	Yes	Employee	2/24/2014
4	Augustine	Adam	STATISTICAL PROGRAMMER SPEC 2	158375	Yes	Employee	2/20/2014
5	Barbee	Gayle	CORRECTIONAL PROGRAM DIR 2	132108	Yes	Employee	2/10/2014
6	Beech	Sheila	SENTENCE/DOCKETING TECH 2*	150242	Yes	Employee	2/12/2014
7	Best	Gail	FISCAL DIRECTOR 1	158695	Yes	Employee	3/4/2014
8	Bracey	Terry	ADMIN SERVICES ASSISTANT 4	145222	Yes	Employee	6/26/2014
9	Brown	Denita	CLERK 2	397185	Yes	Employee	2/14/2014
10	Bruce	Patsy	PAROLE BOARD MEMBER	156477	Yes	Employee	2/28/2014
11	Butala	Bipinchandra	ACCOUNTING TECHNICIAN 2	150199	Yes	Employee	3/5/2014
12	Cole	Ronnie	PAROLE BOARD MEMBER	121018	Yes	Employee	2/11/2014
13	Conditt-Dowdy	Nan	ADMIN ASSISTANT 1	118111	Yes	Employee	2/14/2014
14	Cowley	John	FISCAL DIRECTOR 1	115657	Yes	Employee	2/11/2014
15	Delaney	Sherry	ADMIN SECRETARY	115334	Yes	Employee	2/14/2014
16	Faulcon	Gary	PAROLE BOARD MEMBER	423621	Yes	Employee	12/20/2013
17	Fletcher	Elizabeth	STATISTICAL ANALYST 3	140914	Yes	Employee	2/20/2014
18	Ford	Helen	PROB/PAR ADMINISTRATOR	132612	Yes	Employee	2/11/2014
19	Fox	Tina	CORRECTIONAL PROGRAM DIR 1	152326	Yes	Employee	2/27/2014
20	Fox	Donald	PAROLE HEARINGS OFFICER	118260	Yes	Employee	2/13/2014
21	Frazier	Mark	PAROLE HEARINGS OFFICER	150937	Yes	Employee	3/4/2014
22	Fuqua	Bettina	SENTENCE/DOCKETING TECH 3	141599	Yes	Employee	3/6/2014
23	Geer	Karen	CLERK 3	100770	Yes	Employee	3/5/2014
24	Gobble	Timothy	PAROLE BOARD MEMBER	216816	Yes	Employee	9/23/2013

25	Gregson	Gay	PAROLE BOARD MEMBER	390471	Yes	Employee	3/20/2014
26	Hardin-Carolin	Lana	PAROLE HEARINGS REGIONAL SUPV	117502	Yes	Employee	2/14/2014
27	Henson	Tammy	ADMIN SECRETARY	125784	Yes	Employee	2/26/2014
28	Hill	Joe	PAROLE BOARD MEMBER	134232	Yes	Employee	2/11/2014
29	Holder	Michael	INFO RESOURCE SUPPORT SPEC 4	161207	Yes	Employee	2/17/2014
30	Johnson	Cheryl	ADMIN ASSISTANT 2	123593	Yes	Employee	2/19/2014
31	Jorgensen	Rita	EXECUTIVE ADMIN ASSISTANT 1	347359	Yes	Employee	3/4/2014
32	Joyce	Jane	PAROLE HEARINGS REGIONAL SUPV	146194	Yes	Employee	2/11/2014
33	Lane	Patsy	ADMIN ASSISTANT 3	122717	Yes	Employee	2/11/2014
34	Langston	Chasity	ADMIN ASSISTANT 2	147473	Yes	Employee	2/11/2014
35	Lee	Susann	PAROLE HEARINGS OFFICER	145218	Yes	Employee	2/10/2014
36	Lineberry	Amber	PAROLE HEARINGS OFFICER	147298	Yes	Employee	2/12/2014
37	Liner	David	PROB/PAR BOARD EXECUTIVE DIR	393387	Yes	Employee	2/14/2014
38	Madden	Robert	PAROLE HEARINGS OFFICER	131083	Yes	Employee	2/11/2014
39	Martin	Stacy	PAROLE HEARINGS OFFICER	101323	Yes	Employee	2/11/2014
40	Massey	Sophis	Auditor 3		Yes	Employee	2/24/2014
41	Mcclain	Christie	SENTENCE/DOCKETING TECH 3	143473	Yes	Employee	2/24/2014
42	Mcdonald	Melissa	INFORMATION OFFICER	117026	Yes	Employee	2/19/2014
43	Mcgill	Nancy	HR ANALYST 2*	147691	Yes	Employee	2/11/2014
44	Mchale	Columba	GENERAL COUNSEL 1	164303	Yes	Employee	2/24/2014
45	Molloy	Anthony	SENTENCE/DOCKETING TECH 3	100696	Yes	Employee	6/24/2014
46	Montgomery	J Richard	PAROLE BOARD CHAIRMAN	132671	Yes	Employee	2/11/2014
47	Moore	Ebony	ADMIN SECRETARY	399023	Yes	Employee	2/21/2014
48	Morrow	Tammy	SENTENCE/DOCKETING TECH 2*	114466	Yes	Employee	2/18/2014
49	Moses	Sherly	ADMIN SECRETARY	117430	Yes	Employee	2/11/2014
50	O'Bryan	Richard	PAROLE HEARINGS REGIONAL SUPV	118040	Yes	Employee	2/12/2014
51	Perry	Kerrica	SENTENCE/DOCKETING TECH 2*	141906	Yes	Employee	2/11/2014
52	Peterson	Michele	PAROLE HEARINGS OFFICER	102023	Yes	Employee	9/26/2013
53	Petropoulos	Peter	ACCOUNT CLERK	141688	Yes	Employee	3/5/2014
54	Phillips	Bernice	PAROLE HEARINGS OFFICER	146223	Yes	Employee	2/11/2014
55	Priest	Lori	LEGAL ASSISTANT	138187	Yes	Employee	2/19/2014
56	Purviance	Jim	PROB/PAR ADMINISTRATOR	139889	Yes	Employee	2/13/2014

57	Quaintance	Renee	PAROLE HEARINGS OFFICER	105898	Yes	Employee	2/11/2014
58	Redmond	Yvonne	ADMIN ASSISTANT 2	145806	Yes	Employee	1/8/2014
59	Reed	Catherine	CLERK 3	145065	Yes	Employee	6/25/2014
60	Reynolds	Brian	PROGRAMMER/ANALYST 3	373575	Yes	Employee	2/17/2014
61	Rhodes	Pamela	ADMIN SECRETARY	113122	Yes	Employee	2/12/2014
62	Roberson	Sonya	ADMIN SECRETARY	140120	Yes	Employee	2/19/2014
63	Rohling	Teresa	PAROLE HEARINGS OFFICER	116218	Yes	Employee	2/12/2014
64	Sanford	Timothy	PROGRAMMER/ANALYST SUPERVISOR	111424	Yes	Employee	2/18/2014
65	Scott	Bobby	PAROLE HEARINGS OFFICER	151347	Yes	Employee	2/13/2014
66	Scott	Carolyn	EXECUTIVE SECRETARY 2	154063	Yes	Employee	2/28/2014
67	Seay	John	CLERK 3	143769	Yes	Employee	2/24/2014
68	Sills	Kathy	ADMIN ASSISTANT 2	430454	Yes	Employee	6/25/2014
69	Steele	Abby	PAROLE HEARINGS OFFICER	120586	Yes	Employee	2/11/2014
70	Tarpy	Randi	HR DIRECTOR 2	105084	Yes	Employee	2/12/2014
71	Taylor	Cynthia	PROB/PAR PLAN & RESEARCH DIR	161003	Yes	Employee	2/18/2014
72	Thompson	Jonathan	PAROLE HEARINGS REGIONAL SUPV	129960	Yes	Employee	2/18/2014
73	Travis	Robert	PAROLE HEARINGS OFFICER	135106	Yes	Employee	2/11/2014
74	Turner	Margaret	PAROLE HEARINGS ASST DIRECTOR	110248	Yes	Employee	2/12/2014
75	Walker	Marilyn	SENTENCE/DOCKETING TECH 3	142135	Yes	Employee	2/10/2014
76	Walls	Sherilyn	PAROLE HEARINGS OFFICER	380840	Yes	Employee	2/18/2014
77	Ward	Glenda	SENTENCE/DOCKETING TECH 3	101174	Yes	Employee	2/24/2014
78	Watson	Deana	SENTENCE/DOCKETING TECH 2*	149258	Yes	Employee	2/21/2014
79	Whitby	Charlotte	PAROLE HEARINGS OFFICER	120688	Yes	Employee	2/28/2014
80	Whiteside	Elizabeth	ADMIN ASSISTANT 2	122623	Yes	Employee	2/11/2014
81	Williams	Beth	PAROLE HEARINGS DIRECTOR	113290	Yes	Employee	2/27/2014
82	Williams	Dianne	ADMIN SERVICES ASSISTANT 4	128031	No	Employee	
83	Williams	Shirley	PAROLE HEARINGS OFFICER	107075	Yes	Employee	2/12/2014
84	Williams	Debbie	SENTENCE/DOCKETING TECH 3	157644	Yes	Employee	2/12/2014
85	Willis	James	INFORMATION SYSTEMS MANAGER 2	101725	Yes	Employee	2/11/2014
86	Wilson	Mamie	ADMIN ASSISTANT 2	130622	Yes	Employee	2/18/2014
87	Wooldridge	Lelia	PAROLE HEARINGS OFFICER	117756	Yes	Employee	2/18/2014

88	Young	Sharon	ADMIN ASSISTANT 2	284362	Yes	Employee	9/23/2013
89	Young	Vanessa	CLERK 3	101163	Yes	Employee	6/25/2014

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**Total  
Trained**            **88**

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## EEO Detail

### TN Board of Parole

ID#	Position	Ethnic Category	Executive/Preferred
158375	STATISTICAL PROGRAMMER SPEC 2	W	Executive
158695	FISCAL DIRECTOR 1	W	Executive
156477	PAROLE BOARD MEMBER	W	Executive
121018	PAROLE BOARD MEMBER	W	Executive
115657	FISCAL DIRECTOR 1	W	Executive
216816	PAROLE BOARD MEMBER	W	Executive
390471	PAROLE BOARD MEMBER	W	Executive
134232	PAROLE BOARD MEMBER	W	Executive
347359	EXECUTIVE ADMIN ASSISTANT 1	W	Executive
122717	ADMIN ASSISTANT 3	W	Executive
147473	ADMIN ASSISTANT 2	W	Executive
393387	PROB/PAR BOARD EXECUTIVE DIR	W	Executive
117026	INFORMATION OFFICER	W	Executive
164303	GENERAL COUNSEL 1	W	Executive
132671	PAROLE BOARD CHAIRMAN	W	Executive
139889	PROB/PAR ADMINISTRATOR	W	Executive
430454	ADMIN ASSISTANT 2	W	Executive
105084	HR DIRECTOR 2	W	Executive
161003	PROB/PAR PLAN & RESEARCH DIR	W	Executive
113290	PAROLE HEARINGS DIRECTOR	W	Executive
101725	INFORMATION SYSTEMS MANAGER 2	W	Executive
284362	ADMIN ASSISTANT 2	W	Executive
118567	PROB/PAR TRAINING DIRECTOR	B	Executive
132108	CORRECTIONAL PROGRAM DIR 2	B	Executive
423621	PAROLE BOARD MEMBER	B	Executive
132612	PROB/PAR ADMINISTRATOR	B	Executive
152326	CORRECTIONAL PROGRAM DIR 1	B	Executive

W = White

B = Black

A = Asian

NA =Native American

PI= Pacific  
Islander

O = Other

U = Unknown

V = Vacant

395965	AUDITOR 3	B	Executive
123593	ADMIN ASSISTANT 2	B	Executive
145806	ADMIN ASSISTANT 2	B	Executive
122623	ADMIN ASSISTANT 2	B	Executive
130622	ADMIN ASSISTANT 2	O	Executive
397185	CLERK 2	B	Non-Competitive
145222	ADMIN SERVICES ASSISTANT 4	W	Non-Preferred
100696	SENTENCE/DOCKETING TECH 3	W	Non-Preferred
151347	PAROLE HEARINGS OFFICER	W	Non-Preferred
145218	PAROLE HEARINGS OFFICER	B	Non-Preferred
145065	CLERK 3	B	Non-Preferred
101163	CLERK 3	B	Non-Preferred
122580	PAROLE HEARINGS OFFICER	W	Preferred
118111	ADMIN ASSISTANT 1	W	Preferred
115334	ADMIN SECRETARY	W	Preferred
118260	PAROLE HEARINGS OFFICER	W	Preferred
150937	PAROLE HEARINGS OFFICER	W	Preferred
100770	CLERK 3	W	Preferred
117502	PAROLE HEARINGS REGIONAL SUPV	W	Preferred
125784	ADMIN SECRETARY	W	Preferred
161207	INFO RESOURCE SUPPORT SPEC 4	W	Preferred
146194	PAROLE HEARINGS REGIONAL SUPV	W	Preferred
147298	PAROLE HEARINGS OFFICER	W	Preferred
131083	PAROLE HEARINGS OFFICER	W	Preferred
101323	PAROLE HEARINGS OFFICER	W	Preferred
147691	HR ANALYST 2*	W	Preferred
114466	SENTENCE/DOCKETING TECH 2*	W	Preferred
118040	PAROLE HEARINGS REGIONAL SUPV	W	Preferred
141906	SENTENCE/DOCKETING TECH 2*	W	Preferred
102023	PAROLE HEARINGS OFFICER	W	Preferred
141688	ACCOUNT CLERK	W	Preferred
138187	LEGAL ASSISTANT	W	Preferred
105898	PAROLE HEARINGS OFFICER	W	Preferred
373575	PROGRAMMER/ANALYST 3	W	Preferred

116218	PAROLE HEARINGS OFFICER	W	Preferred
111424	PROGRAMMER/ANALYST SUPERVISOR	W	Preferred
120586	PAROLE HEARINGS OFFICER	W	Preferred
129960	PAROLE HEARINGS REGIONAL SUPV	W	Preferred
135106	PAROLE HEARINGS OFFICER	W	Preferred
110248	PAROLE HEARINGS ASST DIRECTOR	W	Preferred
380840	PAROLE HEARINGS OFFICER	W	Preferred
120688	PAROLE HEARINGS OFFICER	W	Preferred
123084	SENTENCE/DOCKETING TECH 2*	B	Preferred
150242	SENTENCE/DOCKETING TECH 2*	B	Preferred
140914	STATISTICAL ANALYST 3	B	Preferred
141599	SENTENCE/DOCKETING TECH 3	B	Preferred
143473	SENTENCE/DOCKETING TECH 3	B	Preferred
399023	ADMIN SECRETARY	B	Preferred
117430	ADMIN SECRETARY	B	Preferred
146223	PAROLE HEARINGS OFFICER	B	Preferred
113122	ADMIN SECRETARY	B	Preferred
140120	ADMIN SECRETARY	B	Preferred
154063	EXECUTIVE SECRETARY 2	B	Preferred
143769	CLERK 3	B	Preferred
101174	SENTENCE/DOCKETING TECH 3	B	Preferred
149258	SENTENCE/DOCKETING TECH 2*	B	Preferred
128031	ADMIN SERVICES ASSISTANT 4	B	Preferred
107075	PAROLE HEARINGS OFFICER	B	Preferred
157644	SENTENCE/DOCKETING TECH 3	B	Preferred
117756	PAROLE HEARINGS OFFICER	B	Preferred
150199	ACCOUNTING TECHNICIAN 2	O	Preferred
142135	SENTENCE/DOCKETING TECH 3	O	Preferred

## Boards and Commissions

### TN Board of Parole

TN Board of Parole		
Race	Total #	%
Black	1	14.29
White	6	85.71
Asian		
Hispanic		
Native American/Indian		
Pacific Islander		
Other		



Slide 4

**Training Methods**

- ✓ PowerPoint presentation
- ✓ BOP policy
- ✓ Videos
- ✓ Review/Self-Test

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Slide 5

**Federal Financial Assistance**

- More than just money.
- It can be any aid that helps an agency to improve or expand its resources ~ employee training, use or rental of federal land or property below market value, loans of personnel, technical assistance, and subsidies.

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Slide 6

**What Is a Recipient?**

- Primary recipient means one authorized or required to extend Federal financial assistance to another recipient for carrying out a program.
- A sub-recipient receives assistance from a primary recipient to carry out a program.
- BOTH must comply with Title VI regulations.

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Slide 7

**What About Indirect Financial Assistance?**

- Also covered by Title VI.
- Universities and Colleges receive Federal financial assistance when students pay with Federal funds directly distributed to them, such as PELL Grants.

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Slide 8

**Title VI of Civil Rights Act of 1964 Says:**

- “NO PERSON IN THE U.S. SHALL, ON THE GROUNDS OF RACE, COLOR, OR NATIONAL ORIGIN BE EXCLUDED FROM PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE SUBJECTED TO DISCRIMINATION UNDER ANY PROGRAM OR ACTIVITY RECEIVING FEDERAL FINANCIAL ASSISTANCE.”

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Slide 9

**Who Are Considered ‘Persons’?**

- All citizens.
- PLUS - the supreme court has held that undocumented aliens are considered ‘persons’ under the equal protection clauses of the 5<sup>th</sup> and 14<sup>th</sup> amendments.

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Slide 13

**What Title VI Does**

- Prohibits segregation or separate treatment to those receiving services or benefits;
- Prohibits different standards or conditions as prerequisites for serving individuals;

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Slide 14

**What Title VI Does**

- Encourages minorities to participate on planning or advisory bodies of programs that receive federal funds;
- Prohibits discriminatory activity in a facility built with federal funds;

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Slide 15

**What Title VI Does**

- Requires information and services be provided in languages other than English when significant numbers of beneficiaries are of limited English speaking ability;
- Requires entities to notify the eligible population about applicable programs;

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Slide 34

**What To Include In A Complaint**

- Name, address, phone number
- Name and address of the agency you believe discriminated against you
- How, why, and when you believe you were discriminated against
- Any other relevant information

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Slide 35

**Limited English Proficiency (LEP)**

- When English is not a person's primary language, they may have limited ability to read, speak, write, or understand English.
- These persons may be entitled to language assistance for services or benefits.

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Slide 36

**LEP Access**

- All agencies receiving federal assistance must take reasonable steps to ensure that persons with LEP have meaningful access to the programs, services, and information provided by the agency.

(Executive Order 13166, August 2000)

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Tennessee Board of Parole, Authorization Number 324005, October 2014  
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