



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

Title VI Compliance Report and Implementation Plan **FY 2017 - 2018**

Submitted by:
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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 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 in section 4.

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 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 six (6) year term and are representative of various cities throughout Tennessee. The board members over the course of fiscal year 2017 – 2018 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. Governor Haslam reappointed Mr. Montgomery to another two year term as Chairman on July 1, 2015. Governor Haslam reappointed Mr. Montgomery to another two year term on July 1, 2017. 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.

Zane Duncan – Mr. Zane Duncan was appointed to the Board of Parole on January 1, 2016. Mr. Duncan is a native of Knoxville, Tennessee and graduated from Lincoln Memorial University in Harrogate, Tennessee, with a Bachelor’s Degree in Kinesiology. Prior to his appointment to the Board, Mr. Duncan served as the Public Relations Manager for the R. J. Corman Group in Nicholasville, Kentucky. Previously, Mr. Duncan served as an appraiser for the Knox County Property Assessor and in public affairs at the Air Transport Association in Washington, D.C. In his spare time, Mr. Duncan is a volunteer youth basketball coach.

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. Governor Haslam reappointed Mr. Faulcon to a six year term on January 1, 2018. 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.

Tim Gobble – Mr. Tim Gobble was appointed to the Board of Parole on July 16, 2013. Governor Haslam reappointed Mr. Gobble to a six year term on January 1, 2016. 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 the Board of Parole. Mr. Gobble earned a Bachelor’s Degree in Government and Public Administration from David Lipscomb College (now Lipscomb 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's Degree in Special Education from Memphis State University (now the University of Memphis) and a Bachelor's Degree in Speech Therapy at the University of Tennessee Speech and Hearing Center in Memphis. She also earned a Master's Degree in Educational Administration and Supervision from Memphis State.

Roberta Kustoff – Ms. Roberta Kustoff, from Memphis, Tennessee, was appointed to the Board of Parole on January 1, 2016. Ms. Kustoff, a native of Chattanooga, graduated with a Bachelor's Degree from Bellarmine University in Louisville, Kentucky, and received her Juris Doctorate from the University of Memphis. After completing her law degree, Ms. Kustoff worked as a private practice attorney and then, in 2010, as the Delinquent Tax Attorney for the Shelby County Trustee's Office. Ms. Kustoff is a member of the Tennessee and Memphis Bar Associations, the Association of Women Attorneys of Memphis, and the Memphis Estate Planning Council.

Barrett Rich – Mr. Barrett Rich was appointed to the Board of Parole on November 5, 2014. Mr. Rich is a resident of Somerville, Tennessee and served in the Tennessee House of Representatives from 2008 until 2014. During his time as a Representative, Mr. Rich served as Republican Majority Whip, Vice Chairman of the Government Operations Committee, and Chairman of the Health sub-committee. Additionally, he was a member of the Judiciary Committee, Health Committee, Criminal Justice Committee, and Ethics Committee. Prior to his time in the legislature, Mr. Rich worked as a trooper with the Tennessee Highway Patrol and served on the Governor's Security Detail for both Governor Bredesen and Governor Sundquist. Mr. Rich graduated with a Bachelor's Degree from Bethel University and earned his Juris Doctorate from the Nashville School of Law.

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).

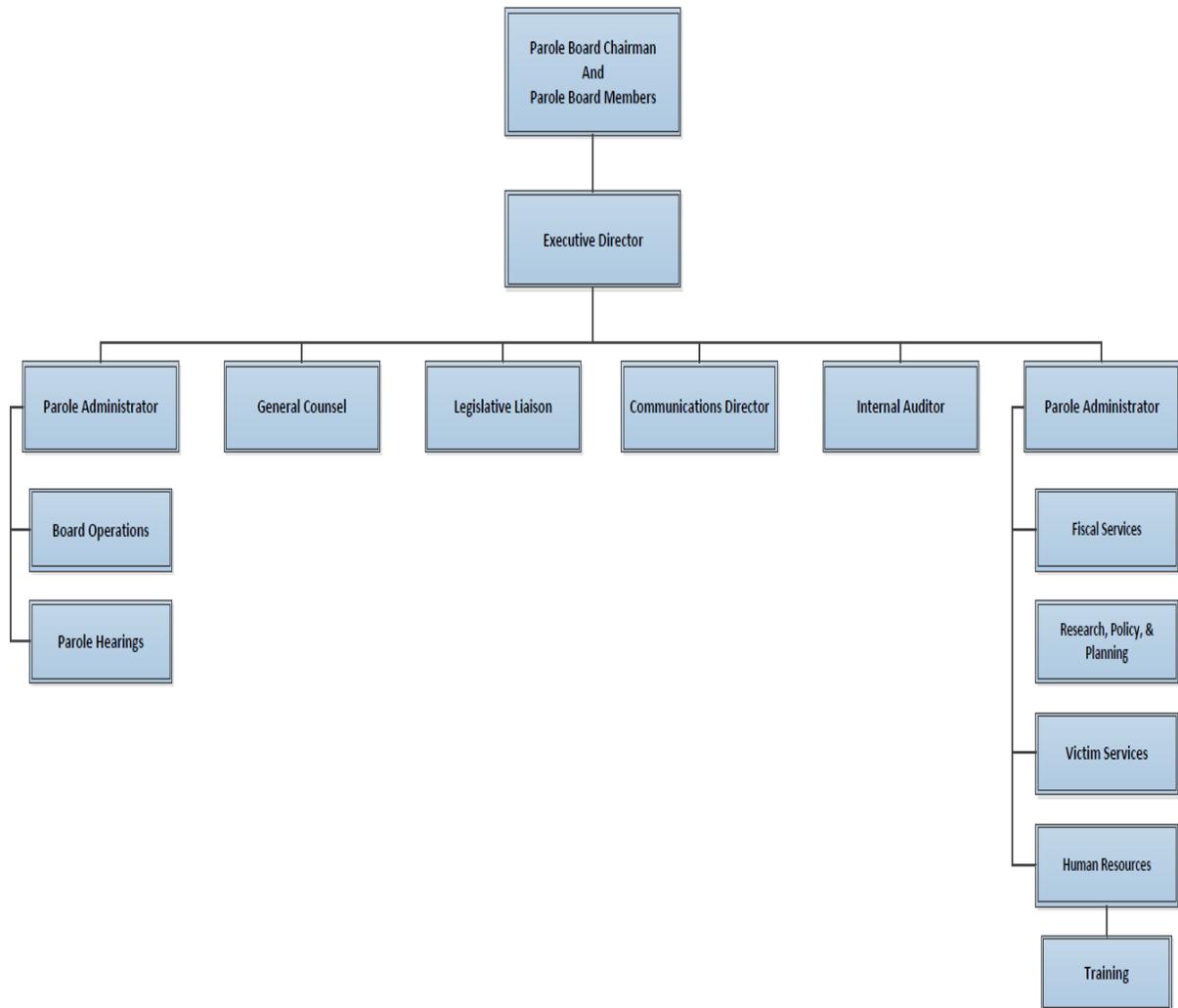
Senior level management for the agency consists of the Executive Director, two Parole Administrators, the Human Resources Director, the Communications Director, the Internal Auditor, the Legislative Liaison, and the General Counsel. The Parole Administrators are responsible for overseeing agency divisions, each of which has a Director or Manager, as cited in the organizational chart on page 10. The Board of Parole contains eight administrative divisions, which include:

1. Parole Hearings
2. Board Operations
3. Human Resources
4. Fiscal Services
5. Research, Policy, and Planning
6. Training
7. Legal Services
8. Victims 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: Delta, West Tennessee, Middle Tennessee, and East Tennessee.



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July 2018



Section 2 – 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. Angela Harrison, 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.



Richard Montgomery
Chairman



Angela Harrison
Title VI Coordinator

Section 3 – 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 4 – Non-Discrimination Policy

Board of Parole policy #104.03, Federal Funding and Non-Discrimination, can be found on the following pages. This policy, implemented in its current version in 2017, details the agency’s policy statement and procedures for ensuring non-discrimination in all program areas.

The Board of Parole shall make any compliance report on Federal funding and non-discrimination available to the Tennessee Human Rights Commission upon request.

At this time, the Board does not have any subrecipients or contractors, however, in the event that the agency does utilize subrecipients or contractors in the future, it is the agency’s expectation that these subrecipients and contractors would provide compliance reports on Federal funding and non-discrimination to the Tennessee Human Rights Commission upon request as well.

The Board of Parole policy on Federal Funding and Non-Discrimination is as follows (see pages 16-17):



STATE OF TENNESSEE
BOARD OF PAROLE



ADMINISTRATIVE POLICIES
AND PROCEDURES

FEDERAL FUNDING AND NON-
DISCRIMINATION

SUBJECT:

INDEX #104.03
PAGE 01 OF 02
EFFECTIVE: 08-31-17
SUPERSEDES: 104.03
(12-16-13)

APPROVED BY: *Richard Montemayor*

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 complaints 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

TENNESSEE BOARD OF PAROLE ADMINISTRATIVE POLICIES AND PROCEDURES
INDEX #104.03 TITLE: FEDERAL FUNDING AND NON-DISCRIMINATION EFFECTIVE: 08-31-17 PAGE 2 OF 2

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 annually.
 2. Questions about form completion may be referred to the Title VI Coordinator and the Executive Director or designee.

Section 5 –Civil Rights Office

The Board of Parole’s Title VI Coordinator most of fiscal year 2017-2018 was Randi Tarpy, Human Resources Director until she left the position in April 2018. In May 2018, Angela Harrison was appointed Human Resources Director and, therefore, assumed the Title VI Coordinator role for the agency. Since the agency only had 83 positions in fiscal year 2017-2018, all Title VI coordination is handled in central office by the Title VI Coordinator.

The Title VI 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 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 a victim could file a Title VI discrimination complaint alleging that black victims and their family members were not receiving hearing notifications. 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 10 – 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 – Federal Programs or Activities

For fiscal year 2017 – 2018, 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 2017 – 2018. Furthermore, no other Federally funded equipment, training resources, land, loans or Federal personnel were used by the agency for fiscal year 2017 – 2018.

The Board of Parole anticipates receiving no Federal funding for fiscal year 2018 - 2019, 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 8 – 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 Agency staff using Edison, the State of Tennessee’s integrated computer system.

As of June 30, 2018, the Board of Parole had a total of 83 positions, 83 full time employees, two (2) part time 120 day employees (overlapped with a full time position), and five (5) vacancies. The 83 positions represent a 2.5% increase in the total number of positions in the agency for fiscal year 2017 – 2018. 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, 2016:</u>	17.1%	74.2%	8.7%
<u>Total # of Employees:</u>	27 (34.17%)	48 (60.76)	4 (5.1%)
<u>Preferred Service Employees:</u>	18 (36.73%)	27 (55.1%)	4 (8.2%)
<u>Executive Service Employees:</u>	9 (30%)	21 (70%)	0 (0%)

**No updated Tennessee Census Data was found for 2017*

The Board of Parole Board Members are appointed by the Governor. As of June 30, 2018, the Board had all seven (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 9 – 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 is 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.

The Board of Parole has translated four (4) forms into Spanish in order to aid offenders, victims, and other interested parties in understanding parole processes and completing documentation necessary for various types of parole hearings. These forms include BP0087 – Victim Impact Statement, BP0057 – Request for Appeal Hearing, BP0067 – Parole Hearing Waiver, and BP0061 – Notice of Board Action. Copies of these Spanish version forms can be found in Appendix B.

In the past fiscal year, the Board of Parole staff have used contracted interpreter services for 3 instances to interpret hearings. In each of these instances, the interpreter was requested to assist by interpreting in Spanish. There were one request for deaf interpreting services during fiscal year 2017 – 2018. A log of the use of interpreters can be found in Appendix C.

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 10 – Complaint Procedures

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 D. 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, 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 E. 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 F. 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 G.

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 H.

Over the course of fiscal year 2017 – 2018, the Board of Parole received no Title VI complaints.

No lawsuits were filed against the Board of Parole or its employees alleging Title VI discrimination during fiscal year 2017 – 2018. 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 2017 – 2018.

Section 11 – Title VI Training

The Board of Parole provides Title VI training for all employees each year. Title VI online training was conducted multiple times over the course of the fiscal year (July 2017, August 2017, September 2017, October 2017, November 2017, January 2018, February 2018, March 2018, and April 2018, May 2018), to ensure that all staff had an opportunity to complete this mandatory training. This training includes topics such as: defining Title VI, identifying the agency’s policy on Title VI, explaining the procedures for filing a complaint, and understanding limited English proficiency. The training also includes a self-test in which employees must answer questions such as ‘What are the three categories protected under Title VI?’ A copy of the entire 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:

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

*This figure represents all full time employees in the agency at some point during fiscal year 2017 - 2018. Five positions within the agency were vacant at the end of the fiscal year, however, the numbers above include employees trained prior to transferring and separating out of the agency.

In addition to full time staff, the Board of Parole utilized the services of two 120-day retirees who returned to work a part time schedule at different times during fiscal year 2017 – 2018. The Board required these employees to complete Title VI training as well. The total number of 120-day retired employees trained is as follows:

<u>120 day employees</u>	<u>120 day staff trained</u>	<u>Percentage of staff trained</u>
2	2	100%

The Board of Parole did not have any subrecipients or contractors during the 2017 – 2018 fiscal year.

The proposed training dates for Title VI training for fiscal year 2018 – 2019 are December 2018 and February, April, and June of 2019, although additional training dates will be provided for new hires, transfers, and those who are on extended leave during the agency-wide training period.

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

Section 12 – Sub-Recipient Monitoring

For fiscal year 2017 – 2018, 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 2017 – 2018.
- 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 2017 – 2018.
- 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 2017 – 2018.
- D. Sub-recipient Title VI Training: This section is not applicable because the Board of Parole did not have any sub-recipients, contractors, and/or vendors for fiscal year 2017 – 2018.
- 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 2017 – 2018.

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 13 – 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 on the Board of Parole's Internet and Intranet sites and 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, Knoxville Enlightener, and Chattanooga Courier. 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 14 – Compliance 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 2017-2018, therefore, the agency has no corrective actions with which to comply.

Section 15 – Evaluation Procedures

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 complaints pertaining to Title VI. All Board of Parole 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 provides 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 is 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 interpretive 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.

Appendix A

 LANGUAGE IDENTIFICATION GUIDE		
Do you speak English?	Point here and an interpreter will be assigned to you, at no cost.	English
¿Habla Español?	Señale aquí y se le asignará un intérprete sin costo.	Spanish
هل تتكلم العربية؟	أشر هنا والمترجم سيكون موجوداً مجاناً.	Arabic
ته کوردی دهناخفی؟	ئیشارمت ئیژی بکه ته رجومان بو ته حازر دکهین ، به خورای.	Kurdish (Behdini)
ئايا کوردی قسه دهکەیت؟	ئیشارمت لێره بکه موته رجیمت بو ئاماده دهکەین ، به خۆرای.	Kurdish (Sorani)
آيا شما فارسی صحبت ميکنيد؟	ترو صوبه مچترم کنيديک هه راشدا اجنیا بهرگا رایگان در اختیار شما قرار ميگيرد.	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 soomaaliga?	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?	ກະຮຸນາບອກເຈົ້າໜ້າທີ່ຕາມນີ້ຈະມີນາຍພາສາມາແປໃຫ້ທ່ານໂດຍບໍ່ໄດ້ເສັງເງິນ.	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
አማርኛ ይናገሩሉ??	በጥንቃቄ ወደዚህ ያመልክቱ ያለምንም ክፍያ እስተርጓሚ 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 ઈશારો 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

© 2011 Avaza Language Services Corp.

Appendix B



**ESTADO DE TENNESSEE
JUNTA DE LIBERTAD CONDICIONAL
DIVISIÓN DE SERVICIOS A VÍCTIMAS**



**DECLARACIÓN DE IMPACTO A
VÍCTIMAS Y SOLICITUD DE
NOTIFICACIÓN**

Complete Este Formulario para Fines de Audiencia de Libertad Condicional

- Información que Ud. proporciona líneas abajo puede ayudar la **Junta** a entender mejor cómo han sido Ud. o sus familiares cercanos afectados por este delito.
- Esta **información** será mantenida confidencialmente.
- Solamente será revisada por los **Miembros de la Comisión y por su personal.**
- Adjunte hojas adicionales si sean necesarias. Por favor, envíe esto por correo a la Comisión en la dirección dada al final de esta declaración.
- La Junta, en su discreción, podrá investigar todas las declaraciones de impacto a víctimas que sean presentadas.
- Por favor no envíe por **correo** este formulario **antes** de la condena del delincuente.

La Víctima, su Familiar, y del Delincuente

Por favor este formulario **en su totalidad**. Si desconoce alguna información, deje el espacio en blanco.

Información de la Víctima o Familiar

Escoja Uno Sr. Sra. Srta.

Su nombre _____

Su dirección postal _____

Ciudad Estado Código Postal
Código de Área Sú número de teléfono

Casa _____

Trabajo _____

Celular _____

Correo Electrónico _____

Nombre de la Víctima _____

Individuo(s) contra quien(es) se cometió el delito: _____

Su parentesco con la Víctima _____
(Por ejemplo: Yo mismo, Padre, Madre Esposa(s), Hijo(s))

Información del Delincuente

Nombre del Delincuente _____

Número TOMIS (si lo conoce)

--	--	--	--	--	--	--	--	--	--

Sexo _____ Raza _____ Fec. de Nec. _____

Número de Seguridad Social _____

Delito(s) _____

Fecha del Delito _____

Fecha de la Condena _____

Número(s) de caso(s) _____

Condado de Delito _____

Nombre(s) del (de los) Coimputado(s) _____

Número(s) TOMIS

II. Aviso de Acciones de la Junta

Por favor avíseme de todos de los siguientes: (MARQUE TODO LO QUE CORRESPONDA)

Audiencia de la Junta de Libertad Condicional Decisión Final de la Junta de Libertad Condicional Excrcelación bajo Libertad Condicional Supervisada

FOR OFFICIAL USE ONLY (SÓLO PARA USO OFICIAL)

SELECT ONE RED SV PP Tentative Future Acción TOMIS Date _____

Future Date _____ Offender Location _____

Date VIS Mailed/Given _____ YOUR INITIALS _____ YOUR LOCATION _____

REASON MAILED/GIVEN New Conviction Phone Call Offense Report Letter Received Other _____

COMENTARIOS _____

BP0087 (Rev 03/2013)

Página 1 de 2

RDA 1664

III. Declaración de Impacto a Víctima o al Miembro de la Familia

(Por favor, adjunte hojas adicionales, si necesita más espacio.)

Excrcarcelación bajo Libertad Condicional

¿Cree Ud. que este delincuente debe ser dada de aexrcarcelado bajo libertad condicional supervisada? _____ ¿Por qué?

¿Tiene Ud. algún pedido especial si se le otorga libertad condicional a este delincuente? _____ Por favor explique por qué, brevemente

Reacción Personal de la Víctima o Familiar

Escriba cómo se siente Ud., desde la condena, acerca de cómo le está afectando este delito personalmente, así como a aquéllos a su alrededor.

Daños Físicos o Mentales a la Víctima o Familiar

¿Todavía recibe Ud. tratamiento médico o consejería desde la condena? _____ De ser "sí", proporcione detalles e indique cuánto durará.

- **A fin de recibir notificaciones, reporte inmediatamente cualquier cambio de nombre/dirección/número de teléfono.**
- **Envíe los cambios a la dirección listada al final de esta página.**
- **Haga una copia de este formulario para SUS registros.**

Esta declaración tiene que ser firmada por la persona que completa este formulario y confirmada como veraz a su pleno conocimiento.

Firma _____ Nombre _____ Fecha _____
Agencia _____ Puesto _____ Fecha _____
(Llene está sección sólo si persona de la Agencia completó esta declaración por escrito a nombre de y mediante entrevista de la víctima o su familiar)

Envíe Formulario Completado a:
Tennessee Board of Parole
C/O Victim Services Division
400 James Robertson Parkway
Suite 1300
Nashville, Tennessee 37243-0850
Indagaciones: 1-866-795-7467



ESTADO DE TENNESSEE
JUNTA DE LIBERTAD CONDICIONAL
 DIVISION DE AUDIENCIAS DE LIBERTAD
 CONDICIONAL



PARKWAY TOWERS, 404 JAMES ROBERTSON PKWY SUITE 1300
 NASHVILLE, TN 37243-0850

SOLICITUD DE AUDIENCIA DE APELACIÓN

I N S T R U C C I O N E S

- A. Si se le dio su decisión de audiencia hace más de 45 días, su período para apelar ha concluido.
 (POR LO TANTO, NO PUEDE USAR ESTE FORMULARIO NI PRESENTAR UNA APELACIÓN.)
- B. Solamente puede apelar en base a lo indicado líneas abajo.
- C. Marque la razón para esta apelación y escriba una explicación breve en el espacio proporcionado.
- D. Si adjunta páginas adicionales, cada una tiene que ser etiquetada como #1, #2, o #3, indicando la razón en cuyo respaldo se presenta.
- E. Firme y feche este formulario e introduzca su número de identificación de recluso y ubicación.
- F. En una prisión de TDOC, entregue este formulario a su Oficial Institucional de Libertad Condicional (IPO). En cárcel, envíelo a la dirección listada líneas arriba.

¿DÓNDE SE REALIZÓ SU AUDIENCIA? _____ ¿EN QUE FECHA? _____

(MARQUE LO QUE CORRESPONDA)

RAZÓN PARA LA APELACIÓN
bajo TCA 40-28-105(d)(11)

1. **INFORMACIÓN SIGNIFICATIVA QUE NO ESTABA DISPONIBLE AL MOMENTO DE LA AUDIENCIA**

¿De qué se trata y por qué es significativa?

¿De que manera es la evidencia *NUEVA*?

2. **MALA CONDUCTA DEL OFICIAL DE AUDIENCIAS.** ¿Cuál fue la mala conducta?

3. **ERRORES PROCESALES SIGNIFICATIVOS** ¿De qué manera no se siguieron los procedimientos correctos?

¿Qué hace eso significativo?

(EN LETRA DE MOLDE)
 NOMBRE DEL RECLUSO _____

NÚM. DE ID.

--	--	--	--	--	--	--	--	--	--

UBICACIÓN _____

FIRMA DEL RECLUSO: _____

BAJO ESTA LÍNEA ES SOLAMENTE PARA USO DEL PERSONAL DE LIBERTAD CONDICIONAL

SIGNATURE OF IPO RECEIVING THIS FORM: _____ DATE _____

(PLEASE CONFIRM HEARING DATE, PLACE, INMATE NAME, ID#, AND LOCATION ARE CORRECT ON THIS FORM, BEFORE FORWARDING IT TO THE ASST. DIR. OF HEARINGS.)

RECEIVED BY (SIGNATURE): _____ TITLE: _____ DATE: _____



ESTADO DE TENNESSEE
 JUNTA DE LIBERTAD CONDICIONAL
 DIVISION DE AUDIENCIAS DE LIBERTAD CONDICIONAL



FINES GENERALES
RENUNCIA A AUDIENCIA DE LIBERTAD CONDICIONAL

INSTRUCCIONES: EL (LA) DELINCUENTE TIENE QUE COLOCAR SUS INICIALES Y FECHAR CADA CATEGORÍA APROPIADA DE RENUNCIA.

RENUNCIA A AUDIENCIA DE LIBERTAD CONDICIONAL
 Iniciales _____ Fecha _____ Yo _____ Núm.

actualmente vivo en _____ Se me ha informado
 que se me ha programado : Otorgamiento de Audiencia de Revocación de Libertad
 Libertad Condicional Condicional

En este momento estoy solicitando a renunciar a mi audiencia hasta el _____

Razón(es) por la(s) que solicito renuncia: _____

RENUNCIA A ABOGADO

A mí, _____ Núm.

Se me ha explicado mi derecho a ser representado por un abogado de mi preferencia, y mi derecho a pedir que la Junta de Libertada Condicional considere nombrar un abogado para mí. Entiendo completamente mis derechos y sí renuncio intencional y voluntariamente a mi derecho a tener abogado de manera que mi audiencia pueda proceder en este momento.

Revocación Preliminar Revocación Final Rescisión Sucesiva a Libertad Condicional

RENUNCIA A NOTIFICACIÓN ANTICIPADA

Yo _____ Núm.

Entiendo que tengo derecho a recibir aviso por escrito de la fecha, hora, y lugar de la audiencia, y que dicho aviso se dará dentro de un plazo razonable antes de la audiencia. Entiendo, además, que puedo llamar a testigos y presentar testimonio y evidencia por escrito en mi audiencia. Ya que entiendo los cargos en mi contra y/o los asuntos a ser considerados, por la presente renuncio intencional y voluntariamente a recibir aviso anticipado de mi Audiencia de

Otorgamiento de Libertad Condicional Revocación Preliminar Revocación Final
 Rescisión Previa a Libertad Condicional Rescisión Sucesiva a Libertad Condicional Establecimiento de Hora

para que así mi audiencia puede ser realizada en este momento.

RENUNCIA A AVISO DE NUEVOS CARGOS

Yo _____ Núm.

paso ante la Junta de Libertad Condicional el día de hoy para una audiencia de
 Revocación Preliminar Revocación Final Rescisión Sucesiva a Libertad Condicional

Si bien he recibido aviso de la audiencia y de los presuntos cargos , no a mi conocimiento recibí aviso de que tendría que confrontar el (los) siguiente(s) cargos, a saber:

Si bien no he revisado de antemano el aviso requerido sobre estos cargos, por la presente, renuncio a recibir aviso de dicho cargo para que pueda así tener una audiencia pronta hoy.

CONFIRMACIÓN



ESTADO DE TENNESSEE
 JUNTA DE LIBERTAD CONDICIONAL
 DIVISION DE AUDIENCIAS DE LIBERTAD CONDICIONAL
FINES GENERALES
RENUNCIA A AUDIENCIA DE
LIBERTAD CONDICIONAL



Se me ha informado de mis derechos y los entiendo. Firmo esta renuncia libremente y por mi propia voluntad.

Firma del (de la) Delincuente	<table border="1" style="margin: auto;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>									Fecha
Número										

Firma del (de la) Testigo	Fecha
---------------------------	-------

Firma del (de la) Oficial de Audiencias	Fecha
---	-------



Estado de Tennessee
JUNTA DE LIBERTAD CONDICIONAL
 División de Oficiales de Audiencias de Libertad
 Condicional
A V I S O D E A C C I Ó N D E L A J U N T A



ATENCIÓN
 NO-COMPARENCIA

Núm. De TOMIS: Delincuente: Ubicación: Tipo de Audiencia:

Fecha: Membro de la Junta Oficial de Aud. Unidad **VOTES REQUERIDOS PARA FINALIZAR**

RECOMENDAR A Orden y/o Plan Aprobado

- RM Se recomienda Conmutación Indulto
- CP Se recomienda paso a Custodia – Inicio de Sentencia
- ER Se recomienda Fecha Temprana de Excarcelación
- PP Se recomienda Libertad Condicional Probatoria
- RP Se recomienda Libertad Condicional Normal
- RD Se recomienda Fecha de Elegibilidad para Excarcelación
- RR Se recomienda Fecha de Excarcelación Posterior
- EF Se recomienda Fecha de Vigencia

CONTINUAR A PROGRAMAR DE NUEVO
 [(límite de 6 meses)]

- DC Disposición de Audiencia de Corte
- FR Informe del Delito
- MI Información Faltante
- NA Notificar a Abogado
- NV Notificar a Víctima
- NW Notificar a Testigo
- PL Evaluación Psiquiátrica
- RD Remitir a DOC
- OW Delincuente presenta Renuncia
- OR Delincuente presenta Solicitud
- ZC Otra continuación

Observación (es):

REVISIÓN

CONDICIÓN(ES) ESPECIAL(ES) Para Excarcelación bajo de Libertad Condicional

(Para Condiciones Anteriores a Libertad Condicional, use los códigos si están disponibles):

AC CT GT RC TP VO

CA DL PD SP VI

(Para Condiciones Posteriores a Libertad Condicional, use los códigos si están disponibles):

06 HP OE RD SU VP WT

BI NM OO SO TA WH ND

HH NV PR SR VC WP NW

CW NC:

SW:

LC:

NEGACIÓN

- DS Se niega
- BS Se niega Balance de la Sentencia
- DC Se niega paso a Custodia
- DN No se recomienda
- Commutación
- Indulto

T.C.A. 40-35-503(b)

Excarcelación bajo Libertad Condicional es un privilegio y no es un derecho y no se otorgará Libertad Condicional a ningún recluso bajo condena, si la Junta determina que:

- HR Hay riesgo sustancial de que el (la) delincuente no se adhiera a las condiciones de la excarcelación.
- SO Excarcelación en este momento subestimaría la gravedad del delito por el que se condeó al delincuente, o proveyería falta de respeto a la ley.
- AD Excarcelación en este momento tendría un efecto adverso sustancial en a la disciplina institucional
- ZD Mediante la continuación de acción correccional, cuidados médicos, o entrenamiento vocacional o de otro tipo en la institución, se mejorará la capacidad del delincuente para llevar vida de apego a la ley al ser excarcelado adelante
- OW El (La) delincuente renunció a esta audiencia.

Observaciones:

INFORMACIÓN SOBRE LA ORDEN (no es la razón de la negación):

FIRMA(S) DEL (DE LOS) OFICIALES DE AUDIENCIAS:

Fecha	Iniciales	ADP	MOD	REJ	VOTOS DE MIEMBROS DE LA JUNTA
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Puntaje en la Escala de Predicción Fecha de Finalización Iniciales

Appendix C

Board of Parole
FOREIGN LANGUAGE REQUESTS
July 2017-June 2018

<u>Hearing Date</u>	<u>TOMIS #</u>	<u>Language</u>
9/11/17	576321	Spanish
9/19/2017	427382	Sign Language Interpreter
10/02/2017	570640	Spanish
10/23/2017	369176	Spanish
10/26/2017	575874	Spanish
11/1/2017	575876	Spanish
11/28/2017	537794	Spanish
1/15/2018	580989	Spanish
1/30/2018	576368	Spanish
3/6/2018	582352	Spanish
4/12/2018	585376	Spanish
5/1/2018	580912	Spanish

Mgw 9/26/2018

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



**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 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



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 F



**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 G



**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 I

Employee Training Course History

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	04/23/2018	2017/2018
Anderson, Sandra	1.5	05/25/2018	2017/2018
Beech, Sheila	1.5	06/07/2018	2017/2018
Best, Gail	1.5	04/23/2018	2017/2018
Brown, June	1.5	05/14/2018	2017/2018
Butala, Bipinchandra	1.5	04/24/2018	2017/2018
Byington, Larry	1.5	05/30/2018	2017/2018
Cannon, Lindsay	1.5	01/23/2018	2017/2018
Cashion, Rebecca	1.5	04/25/2018	2017/2018
Clark, Robert	1.5	05/30/2018	2017/2018
Cleaves, Angeline	1.5	05/14/2018	2017/2018
Cox, Karen	1.5	05/23/2018	2017/2018
Crain, Cleshea	1.5	09/13/2017	2017/2018
Delaney, Sherry	1.5	04/24/2018	2017/2018
Doyle, Heather	1.5	05/25/2018	2017/2018
Duncan, Zane	1.5	05/24/2018	2017/2018
Faulcon, Gary	1.5	05/06/2018	2017/2018
Fletcher, Elizabeth	1.5	05/30/2018	2017/2018
Ford, Helen	1.5	04/16/2018	2017/2018
Fox, Tina	1.5	05/02/2018	2017/2018
Frazier, Mark	1.5	04/25/2018	2017/2018
Fuqua, Bettina	1.5	06/11/2018	2017/2018
Geer, Karen	1.5	05/17/2018	2017/2018
Gobble, Timothy	1.5	05/30/2018	2017/2018
Gregson, Gay	1.5	05/21/2018	2017/2018
Hardin, Lana	1.5	05/14/2018	2017/2018
Harrison, Angela	1.5	05/21/2018	2017/2018
Henson, Tammy	1.5	04/24/2018	2017/2018
Hitt, Rachel	1.5	05/30/2018	2017/2018
Hobbs, Trevor	1.5	04/27/2018	2017/2018

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Employee Training Course History

Hyatt, Cassidy	1.5	05/25/2018	2017/2018
Johnson, Cheryl	1.5	04/27/2018	2017/2018
Johnson, Kanethia	1.5	06/01/2018	2017/2018
Jorgensen, Rita	1.5	05/17/2018	2017/2018
Knox, Anna	1.5	09/19/2017	2017/2018
Knox, Garth	1.5	05/22/2018	2017/2018
Kustoff, Roberta	1.5	05/25/2018	2017/2018
Lane, Patsy	1.5	04/16/2018	2017/2018
Lineberry, Amber	1.5	05/23/2018	2017/2018
Liventsova, Ekaterina	1.5	02/21/2018	2017/2018
Madden, Robert	1.5	04/24/2018	2017/2018
Martin, Stacy	1.5	04/16/2018	2017/2018
Mcclain, Christie	1.5	05/23/2018	2017/2018
Mcdonald, Melissa	1.5	05/17/2018	2017/2018
Mcgill, Nancy	1.5	05/04/2018	2017/2018
Montgomery, Richard	1.5	04/16/2018	2017/2018
Morrow, Tammy	1.5	06/01/2018	2017/2018
Moses, Sherly	1.5	04/16/2018	2017/2018
Nash, Geneva	1.5	05/15/2018	2017/2018
Newport, Jerry (michael)	1.5	04/24/2018	2017/2018
Obryan Jr., Rick	1.5	05/24/2018	2017/2018
Orred, Michael	1.5	11/22/2017	2017/2018
Persadsingh, Annsuree	1.5	11/20/2017	2017/2018
Petropoulos, Victor	1.5	05/30/2018	2017/2018
Phillips, Bernice	1.5	05/11/2018	2017/2018
Priest, Lori	1.5	05/31/2018	2017/2018
Purviance, Jim	1.5	04/25/2018	2017/2018
Rainey, Candice	1.5	05/24/2018	2017/2018
Redmond, Yvonne	1.5	05/08/2018	2017/2018
Rhodes, Pamela	1.5	06/07/2018	2017/2018
Rich, Barrett	1.5	05/25/2018	2017/2018

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Page 2

Employee Training Course History

Roberson, Sonya	1.5	05/24/2018	2017/2018
Rohling, Teresa	1.5	05/30/2018	2017/2018
Rutherford, Stephanie	1.5	06/15/2018	2017/2018
Scott, Carolyn	1.5	05/02/2018	2017/2018
Seay, John	1.5	05/30/2018	2017/2018
Sills, Kathy	1.5	05/21/2018	2017/2018
Swanson, Angela	1.5	04/18/2018	2017/2018
Taylor, Cynthia	1.5	05/30/2018	2017/2018
Turner, Margaret	1.5	05/14/2018	2017/2018
Walker, Kalanu	1.5	10/13/2017	2017/2018
Walker, Marilyn	1.5	04/16/2018	2017/2018
Walls, Sherilyn	1.5	05/25/2018	2017/2018
Ward, Glenda	1.5	06/01/2018	2017/2018
Watkins, Kathryn	1.5	05/23/2018	2017/2018
Whiteside, E. Janelle	1.5	05/30/2018	2017/2018
Williams, Dianne	1.5	05/02/2018	2017/2018
Woodriddle, Lelia (pat)	1.5	05/23/2018	2017/2018
Young, Sharon	1.5	05/30/2018	2017/2018

Total Training Hours: 118.50

***** Final Total Training Hours: 118.50**

Attachment A

**SUMMARY
TN Board of Parole**

Total Federal Funds Recv'd	0
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Subrecipients	
Total # of Subrecipients/Contractors/Vendors	0

Racial Breakdown of Employees		
Race	Total #	%
Black	27	34.17%
White	48	60.76%
Asian		
Hispanic		
Native American/Indian		
Pacific Islander		
Other	4	8.2%

Total # Complaints Recv'd	0
Total # Lawsuits Filed	0

Training of Staff	Total #	% Trained
Staff Training	79	100%
Subrecipient Training	0	0

Total # of Planning Boards & Advisory Bodies	1*	
Racial Breakdown of Planning Boards & Advisory Bodies		
Race	Total #	%
Black	1	14.29%
White	6	85.71%
Asian		
Hispanic		
Native American/Indian		
Pacific Islander		
Other		

**SUMMARY (cont.)
TN Board of Parole**

Procedures in Place	Yes	No
LEP Policy/Procedures	x	<input type="checkbox"/>
Compliance Review	x	<input type="checkbox"/>
Complaint Procedures	x	<input type="checkbox"/>
Title VI Training	x	<input type="checkbox"/>
Planning Boards & Advisory Bodies	x	<input type="checkbox"/>

Availability	<i>On Request</i>	<i>Agency Site</i>
of Implementation Plan	x	x

*The Board of Parole is not a planning board or advisory body but is listed here for documentation purposes

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	4/23/2018
2	Anderson	Sandra	PROB/PAR TRAINING DIRECTOR	118567	Yes	Employee	5/25/2018
3	Beech	Sheila	SENTENCE/DOCKETING TECH 1*	150242	Yes	Employee	6/7/2018
4	Best	Gail	FISCAL DIRECTOR 1	158695	Yes	Employee	4/23/2018
5	Brown	June	ADMIN SECRETARY	431374	Yes	Employee	5/14/2018
6	Butala	Bipinchandra	ACCOUNTING TECHNICIAN 2	150199	Yes	Employee	4/24/2018
7	Byington	Larry	PAROLE HEARINGS REGIONAL SUPV	147906	Yes	Employee	5/30/2018
8	Cannon	Lindsay	SENTENCE/DOCKETING TECH 1*	507662	Yes	Employee	1/23/2018
9	Cashion	Rebecca	PAROLE HEARINGS OFFICER	147330	Yes	Employee	4/25/2018
10	Clark	Robert	GENERAL COUNSEL 1	362899	Yes	Employee	5/30/2018
11	Cleaves	Angeline	PAROLE HEARINGS OFFICER	119543	Yes	Employee	5/14/2018
12	Cox	Karen	ADMIN SECRETARY	512028	Yes	Employee	5/23/2018
13	Crain	Cleshea	SENTENCE/DOCKETING TECH 1*	463080	Yes	Employee	9/13/2017
14	Delaney	Sherry	ADMIN SECRETARY	115334	Yes	Employee	4/24/2018
15	Doyle	Heather	ADMIN ASSISTANT 2	443186	Yes	Employee	5/25/2018
16	Duncan	Zane	PAROLE BOARD MEMBER	467792	Yes	Employee	5/24/2018
17	Faulcon	Gary	PAROLE BOARD MEMBER	423621	Yes	Employee	5/6/2018
18	Fletcher	Elizabeth	STATISTICAL ANALYST 3	140914	Yes	Employee	5/30/2018
19	Ford	Helen	PROB/PAR ADMINISTRATOR	132612	Yes	Employee	4/16/2018
20	Fox	Tina	CORRECTIONAL PROGRAM DIR 1	152326	Yes	Employee	5/2/2018
21	Frazier	Mark	PAROLE HEARINGS OFFICER	150937	Yes	Employee	4/25/2018
22	Fuqua	Bettina	SENTENCE/DOCKETING TECH 3	141599	Yes	Employee	6/11/2018
23	Geer	Karen	SENTENCE/DOCKETING TECH 2*	100770	Yes	Employee	5/17/2018
24	Gobble	Timothy	PAROLE BOARD MEMBER	216816	Yes	Employee	5/30/2018
25	Gregson	Gay	PAROLE BOARD MEMBER	390471	Yes	Employee	5/21/2018
26	Hardin-Car	Lana	PAROLE HEARINGS REGIONAL SUPV	117502	Yes	Employee	5/14/2018
27	Harrison	Angela	HR DIRECTOR 2	130162	Yes	Employee	5/21/2018
28	Henson	Tammy	ADMIN SECRETARY	125784	Yes	Employee	4/24/2018
29	Hitt	Rachel	ATTORNEY 2*	493337	Yes	Employee	5/30/2018
30	Hobbs	Trevor	AUDITOR 3	395965	Yes	Employee	4/27/2018
31	Hyatt	Cassidy	PAROLE HEARINGS OFFICER	359801	Yes	Employee	5/25/2018
32	Johnson	Cheryl	ADMIN ASSISTANT 2	123593	Yes	Employee	4/27/2018
33	Johnson	Kanethia	CLERK 3	512536	Yes	Employee	6/1/2018
34	Jorgensen	Rita	EXECUTIVE ADMIN ASSISTANT 1	347359	Yes	Employee	5/17/2018
35	Knox	Anna	SENTENCE/DOCKETING TECH 1*	434669	Yes	Employee	9/19/2017

Training Roster cont.**TN Board of Parole**

36	Knox	Garth	PAROLE HEARINGS REGIONAL SUPV	396892	Yes	Employee	5/22/2018
37	Kustoff	Roberta	PAROLE BOARD MEMBER	467787	Yes	Employee	5/25/2018
38	Lane	Patsy	ADMIN ASSISTANT 3	122717	Yes	Employee	4/16/2018
39	Lineberry	Amber	PAROLE HEARINGS OFFICER	147298	Yes	Employee	5/23/2018
40	Liventsova	Ekaterina	ACCOUNTANT 3	509618	Yes	Employee	2/21/2018
41	Madden	Robert	PAROLE HEARINGS OFFICER	131083	Yes	Employee	4/24/2018
42	Martin	Stacy	PAROLE HEARINGS OFFICER	101323	Yes	Employee	4/16/2018
43	Mcclain	Christie	SENTENCE/DOCKETING ANALYST 1*	143473	Yes	Employee	5/23/2018
44	Mcdonald	Melissa	INFORMATION OFFICER	117026	Yes	Employee	5/17/2018
45	Mcgill	Nancy	HR ANALYST 2*	147691	Yes	Employee	5/4/2018
46	Montgomer	J Richard	PAROLE BOARD CHAIRMAN	132671	Yes	Employee	4/16/2018
47	Morrow	Tammy	SENTENCE/DOCKETING TECH 3	114466	Yes	Employee	6/1/2018
48	Moses	Sherly	ADMIN SECRETARY	117430	Yes	Employee	4/16/2018
49	Nash	Geneva	PAROLE HEARINGS REGIONAL SUPV	359512	Yes	Employee	5/15/2018
50	Newport	Jerry	PAROLE HEARINGS OFFICER	125487	Yes	Employee	4/24/2018
51	O'Bryan	Richard	PAROLE HEARINGS ASST DIRECTOR	118040	Yes	Employee	5/24/2018
52	Orred	Michael	PAROLE HEARINGS OFFICER	410936	Yes	Employee	11/22/2017
53	Persadsing	Annsuree	LEGAL ASSISTANT	505600	Yes	Employee	11/20/2017
54	Petropoulo	Peter	ACCOUNT CLERK	141688	Yes	Employee	5/30/2018
55	Phillips	Bernice	PAROLE HEARINGS OFFICER	146223	Yes	Employee	5/11/2018
56	Priest	Lori	PAROLE OPERATIONS DIRECTOR	138187	Yes	Employee	5/31/2018
57	Purviance	Jim	PROB/PAR BOARD EXECUTIVE DIR	139889	Yes	Employee	4/25/2018
58	Rainey	Candice	ADMIN ASSISTANT 2	118477	Yes	Employee	5/24/2018
59	Redmond	Yvonne	ADMIN ASSISTANT 2	145806	Yes	Employee	5/8/2018
60	Rhodes	Pamela	CLERK 3	113122	Yes	Employee	6/7/2018
61	Rich	Barrett	PAROLE BOARD MEMBER	338143	Yes	Employee	5/25/2018
62	Roberson	Sonya	ADMIN SERVICES ASSISTANT 2*	140120	Yes	Employee	5/24/2018
63	Rohling	Teresa	STATISTICAL PROGRAMMER SPEC 2	116218	Yes	Employee	5/30/2018
64	Rutherford	Stephanie	PAROLE HEARINGS OFFICER	456501	Yes	Employee	6/15/2018
65	Scott	Carolyn	EXECUTIVE SECRETARY 2	154063	Yes	Employee	5/2/2018
66	Seay	John	CLERK 3	143769	Yes	Employee	5/30/2018
67	Sills	Kathy	ADMIN ASSISTANT 2	430454	Yes	Employee	5/21/2018
68	Sims	Sherilyn	PAROLE HEARINGS OFFICER	380840	Yes	Employee	5/25/2018
69	Swanson	Angela	PAROLE HEARINGS OFFICER	344375	Yes	Employee	4/18/2018
70	Taylor	Cynthia	PROB/PAR PLAN & RESEARCH DIR	161003	Yes	Employee	5/30/2018
71	Turner	Margaret	PAROLE HEARINGS DIRECTOR	110248	Yes	Employee	5/14/2018
72	Walker	Kalanu	SENTENCE/DOCKETING TECH 1*	498226	Yes	Employee	10/13/2017
73	Walker	Marilyn	ADMIN ASSISTANT 1	142135	Yes	Employee	4/16/2018
74	Ward	Glenda	SENTENCE/DOCKETING TECH 3	101174	Yes	Employee	6/1/2018

Training Roster cont.							
TN Board of Parole							
75	Watkins	Kathryn	PAROLE HEARINGS OFFICER	101835	Yes	Employee	5/23/2018
76	Whiteside	Elizabeth	SENTENCE/DOCKETING MGMT SUPV	122623	Yes	Employee	5/30/2018
77	Williams	Dianne	ADMIN SERVICES ASSISTANT 4	128031	Yes	Employee	5/2/2018
78	Wooldridg	Lelia	PAROLE HEARINGS OFFICER	117756	Yes	Employee	5/23/2018
79	Young	Sharon	ADMIN ASSISTANT 2	284362	Yes	Employee	5/30/2018

EEO Detail

TN Board of Parole

ID#	Position	Ethnic Category	Executive/Preferred
118477	ADMIN ASSISTANT 2	White	Executive
122717	ADMIN ASSISTANT 3	White	Executive
132671	PAROLE BOARD CHAIRMAN	White	Executive
145806	ADMIN ASSISTANT 2	Black	Executive
216816	PAROLE BOARD MEMBER	White	Executive
284362	ADMIN ASSISTANT 2	White	Executive
338143	PAROLE BOARD MEMBER	White	Executive
390471	PAROLE BOARD MEMBER	White	Executive
423621	PAROLE BOARD MEMBER	Black	Executive
430454	ADMIN ASSISTANT 2	White	Executive
443186	ADMIN ASSISTANT 2	White	Executive
467787	PAROLE BOARD MEMBER	White	Executive
467792	PAROLE BOARD MEMBER	White	Executive
123593	ADMIN ASSISTANT 2	Black	Executive
139889	PROB/PAR BOARD EXECUTIVE DIR	White	Executive
347359	EXECUTIVE ADMIN ASSISTANT 1	White	Executive
362899	GENERAL COUNSEL 1	White	Executive
493337	ATTORNEY 2*	White	Executive
505600	LEGAL ASSISTANT	Other	Preferred
395965	AUDITOR 3	Black	Executive
117026	INFORMATION OFFICER	White	Executive
128031	ADMIN SERVICES ASSISTANT 4	Black	Preferred
141688	ACCOUNT CLERK	White	Preferred
150199	ACCOUNTING TECHNICIAN 2	Other	Preferred
158695	FISCAL DIRECTOR 1	White	Executive
509618	ACCOUNTANT 3	White	Preferred
130162	HR DIRECTOR 2	Black	Executive
147691	HR ANALYST 2*	White	Preferred
116218	STATISTICAL PROGRAMMER SPEC 2	White	Executive
140914	STATISTICAL ANALYST 3	Black	Preferred
161003	PROB/PAR PLAN & RESEARCH DIR	White	Executive
132612	PROB/PAR ADMINISTRATOR	Black	Executive
100770	SENTENCE/DOCKETING TECH 2*	White	Preferred

101174	SENTENCE/DOCKETING TECH 3	Black	Preferred
113122	CLERK 3	Black	Non-Preferred
114466	SENTENCE/DOCKETING TECH 3	White	Preferred
122623	SENTENCE/DOCKETING MGMT SUPV	Black	Preferred
138187	PAROLE OPERATIONS DIRECTOR	White	Executive
140120	ADMIN SERVICES ASSISTANT 2*	Black	Preferred
141599	SENTENCE/DOCKETING TECH 3	Black	Preferred
143473	SENTENCE/DOCKETING ANALYST 1*	Black	Preferred
143769	CLERK 3	Black	Preferred
150242	SENTENCE/DOCKETING TECH 1*	Black	Non-Preferred
434669	SENTENCE/DOCKETING TECH 1*	White	Preferred
463080	SENTENCE/DOCKETING TECH 1*	Black	Preferred
498226	SENTENCE/DOCKETING TECH 1*	Other	Preferred
507662	SENTENCE/DOCKETING TECH 1*	White	Preferred
512028	ADMIN SECRETARY	White	Preferred
512536	CLERK 3	Black	Preferred
101323	PAROLE HEARINGS OFFICER	White	Preferred
101835	PAROLE HEARINGS OFFICER	Black	Preferred
110248	PAROLE HEARINGS DIRECTOR	White	Executive
115334	ADMIN SECRETARY	White	Preferred
117430	ADMIN SECRETARY	Black	Preferred
117502	PAROLE HEARINGS REGIONAL SUPV	White	Preferred
117756	PAROLE HEARINGS OFFICER	Black	Preferred
118040	PAROLE HEARINGS ASST DIRECTOR	White	Preferred
119543	PAROLE HEARINGS OFFICER	Black	Preferred
122580	PAROLE HEARINGS OFFICER	White	Preferred
125487	PAROLE HEARINGS OFFICER	White	Preferred
125784	ADMIN SECRETARY	White	Preferred
131083	PAROLE HEARINGS OFFICER	White	Preferred
142135	ADMIN ASSISTANT 1	Other	Preferred
146223	PAROLE HEARINGS OFFICER	Black	Preferred
147298	PAROLE HEARINGS OFFICER	White	Preferred
147330	PAROLE HEARINGS OFFICER	White	Preferred
147906	PAROLE HEARINGS REGIONAL SUPV	White	Preferred
150937	PAROLE HEARINGS OFFICER	White	Preferred
344375	PAROLE HEARINGS OFFICER	White	Preferred
359512	PAROLE HEARINGS REGIONAL SUPV	Black	Preferred
359801	PAROLE HEARINGS OFFICER	White	Preferred
380840	PAROLE HEARINGS OFFICER	White	Preferred

396892	PAROLE HEARINGS REGIONAL SUPV	White	Preferred
410936	PAROLE HEARINGS OFFICER	White	Preferred
431374	ADMIN SECRETARY	White	Preferred
456501	PAROLE HEARINGS OFFICER	White	Preferred
118567	PROB/PAR TRAINING DIRECTOR	Black	Executive
152326	CORRECTIONAL PROGRAM DIR 1	Black	Executive
154063	EXECUTIVE SECRETARY 2	Black	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		

Attachment B



Tennessee Board of Parole, Authorization Number 324005, November 2018, 12 copies.

This public document was promulgated at a cost of \$10.85 per copy.