

 <p style="text-align: center;">KENTUCKY PAROLE BOARD Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
References/Authority	Subject	
ACA Standards 2-1025, 2-1045, 2-1047; CPP 1.12; 200 KAR 2:006; KRS 44.060, 45.101	<p style="text-align: center;">TRAVEL GUIDELINES FOR THE PAROLE BOARD</p>	

I. POLICY and PROCEDURE:

- A. The Kentucky Parole Board shall administer its budget in an efficient and fiscally responsible manner.
- B. Teleconferencing allows the Parole Board opportunities to administer Parole Hearings and Revocations efficiently and with fiscal responsibility.
- C. The Parole Board Chairperson has the responsibility to coordinate the work schedules of the Parole Board Members and assign cases provided by Kentucky Statutes.
- D. The Parole Board Chairperson shall be responsible for organizing and directing the work of the Members.
- E. Each Parole Board Member shall visit annually one or more institutions and a representative sample of the community facilities in Kentucky. The purpose of these visits shall be to meet with staff and offenders and exchange information about programs, institutional operations and parole policies and procedures.
- F. Members shall be assigned to specific Institutional Parole Hearings by a rotating schedule. The schedule shall be completed before the end of each month and shall be distributed to each member by a priority rotating system with members moving up in the priority choice level each month.
- G. The decision to travel to any institution or conduct Parole or Revocation Hearings by utilizing the teleconference equipment at Central Office shall be at the discretion of each Board Member.
 1. The Chairperson shall be the final authority on travel in making decisions in the best interest of the Parole Board.
 2. Inclement weather shall be cause to suspend travel to the institutions to conduct hearings.

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- H. Parole Board Members choosing to travel shall file the appropriate travel vouchers in accordance with 200 KAR 2:006.
1. Vouchers shall be filed within thirty (30) days from time of travel, unless emergency circumstances arise, and forwarded to the Parole Board Chairperson.
 2. The Parole Board Chairperson shall forward the expense voucher to the Justice and Public Safety Cabinet for review and approval.
 3. The voucher shall then be forwarded to the Department of Finance for issuance of an expense check.
 4. Parole Board Members shall be eligible for actual and necessary expenses as outlined in section 8 of 200 KAR 2:006.
- I. If a Parole Board Member chooses to travel using the state vehicle assigned to the Parole Board, the Member shall reserve the vehicle.
1. If the assigned vehicle is not available, the Member has the option of scheduling a vehicle from the Kentucky Motor Pool through the Parole Board Chairperson's office or driving a personal vehicle.
 2. The mileage shall be recorded on the official travel voucher and the approved mileage rate shall be used.
 3. Operation of a state vehicle shall be subject to Kentucky traffic laws and the driver shall assume responsibility for the lawful and safe operation of the state owned vehicle.
- J. The Kentucky Parole Board encourages its members to participate in training, seminars, and membership in national organizations that promote knowledge and efficient operations of the Board.
1. Any out of state travel shall be approved in advance by the Secretary of the Justice and Public Safety Cabinet through the Parole Board Chairperson.
 2. If approved by the Secretary, the request shall be forwarded to the Department of Finance for final approval.