

 <p style="text-align: center;">KENTUCKY PAROLE BOARD Policies and Procedures</p>	Policy Number	Total Pages
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PUBLIC AND LEGISLATIVE RELATIONS

I. POLICY and PROCEDURE:

- A. Subject to KRS 197.025, KRS 61.878, and any other applicable limitations on disclosure of information, requested, the Chairperson of the Kentucky Parole Board shall provide accurate information to the following:
1. Public or interested persons;
 2. Other agencies of the Criminal Justice System;
 3. Legislators;
 4. Victims Information and Notification Everyday (VINE);
 - a. An electronic notification system for victims of a crime prior to any release, including escape from confinement of the convicted offender; and
 - b. A follow-up notification system for victims if the escapee is returned to confinement.
 5. Other Kentucky Agencies; and
 6. Research organizations and universities.
- B. Subject to the Kentucky Open Records Law, Open Meetings Law and other applicable statutes and regulations pertaining to confidentiality issues, the Kentucky Parole Board shall strive for transparency of operations.
- C. The Parole Board Chairperson shall maintain information and the mission statement on the Kentucky Parole Board website. (<http://justice.ky.gov/parolebd/>).
- D. The Parole Board shall furnish information annually in the Parole Board Annual Planning Document to any authorized agency, person or organization requesting Parole Board information. The reports shall reflect trends in the following:

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1. Parole Releases;
 2. Discharges;
 3. Revocations;
 4. Issues;
 5. Plans;
 6. Priorities;
 7. Mission statement, philosophy, goals and core values; and
 8. Any additional information deemed necessary.
- E. The Parole Board shall forward the Department of Corrections Offender Information Services any requests for information regarding individual Parole or Revocation Hearings according to the Kentucky Open Records Laws and Kentucky Administrative Regulations.
- F. The Parole Board shall be proactive in informing the public and the media of events within the Board's scope of responsibility.
- G. The Parole Board Chairperson shall issue any emergency and non-emergency communications regarding Board decisions and actions.
1. If the request concerns a facility, the media or public shall be referred to the appropriate personnel at the facility.
 2. Board Members shall refer all requests from the media to the Chairperson.
 3. The Parole Board Members shall adhere to this policy.
- H. The Parole Board Chairperson or designee shall serve as the Parole Board's liaison with the Kentucky Legislature and pertinent Legislative Committees.
1. The Parole Board Chairperson or designee shall provide information, opinions, and advice to the appropriate Legislative Committees upon request.
 2. The Parole Board Chairperson shall coordinate with the Parole Board members and Division of Parole and Victims Services to disseminate information and impact statements to the appropriate legislative body regarding pending appropriate legislative matters as outlined in KRS 439.330.