

 <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 2-1012 through 2-1017; KRS 11A.005, 15.257, 439.310, 439.320, 439.346, 439.354, 439.380, 439.390, 439.410, 640.080	ORGANIZATION OF THE PAROLE BOARD	
	KYPB 01-03	2
	N/A - Internal	June 13, 2011

I. POLICY and PROCEDURE:

- A. Although autonomous, the Parole Board shall interact and share information with other agencies as necessary.
- B. The Parole Board Chairperson shall review and update the Board's Organizational Chart annually.
- C. The Parole Board Chairperson shall coordinate the review of the Board's policies with the Parole Board Members.
- D. The Parole Board Chairperson shall maintain a policy and procedure manual.
 1. The policy and procedure manual shall be reviewed annually and made available to offenders, offenders, staff and the public.
- E. The Parole Board Chairperson will coordinate with the Division of Parole and Victims Services to assure sufficient staff is available to the Parole Board members to perform responsibilities efficiently.
- F. Weekly Meetings
 1. Weekly meetings shall be scheduled by the Parole Board Chairperson, in compliance with KRS 15.257, for the following purposes:
 - a. To allow Board Members and others to bring issues of concern to the attention of the Chairperson or Members;
 - b. Discussion of topics related to the Parole Board;
 - c. Render decisions required by the full board pursuant to 501 KAR 1:030; and
 - d. Invite visitors who have an interest or information related to the parole process.

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2. The agenda shall be coordinated with the Division of Parole and Victims Services and Parole Board Chairperson and distributed in advance.
 3. Pursuant to KRS 15.257, minutes shall be kept at each meeting and published after approval of the Parole Board Members.
 4. All meetings shall be subject the KRS 15.257.
- G. Emergency or special meetings shall be scheduled by the Chairperson as necessary and be in compliance with the KRS 15.257.
- H. The Parole Board Chairperson or designee shall meet monthly with the Department of Corrections division heads and supervisors. Information from these meetings shall be shared with Parole Board Members at the next weekly meeting.
- I. The Parole Board Chairperson or designee shall attend the following meetings at least annually:
1. Warden's meeting;
 2. Probation and Parole Supervisor meeting; and
 3. Any other committee, administrative or informational meeting deemed necessary by the Parole Board Chairperson.