

Oklahoma Senate Committee on Appropriations  
FY 2017 Performance Report  
Pardon and Parole Board

**AGENCY MISSION STATEMENT:**

The mission of the Pardon and Parole Board is to serve the citizens of Oklahoma by ensuring public safety, protecting victims' rights, and providing offenders with the opportunity for positive change through careful and informed decisions on the parole for non-violent offenders and recommendations to the Governor regarding the parole of violent offenders, as well as for pardons, commutations, and clemency requests.

**PARDON AND PAROLE BOARD**

The Pardon and Parole Board (PPB) is established through Article VI, Section 10 of the Oklahoma Constitution.

**GOVERNANCE:**

The members of the PPB are appointed and their terms are coterminous with the Governor. Current members include the following:

- Mr. Thomas Gillert, Chairperson (Appointed by the Presiding Judge of the Oklahoma Court of Criminal Appeals)
- Mr. Brett Macy, Vice-Chairperson (Appointed by Governor Fallin)
- Mr. Allen McCall (Appointed by Governor Fallin)
- Mr. Kris Steele (Appointed by Governor Fallin)
- Ms. Robbie Fullerton (Appointed by the Chief Justice of the Oklahoma Supreme Court).

**GOVERNANCE ACCOUNTABILITY:**

The Board meets for three to four days each month. The first one-half day of the meeting includes the Business Meeting portion. Once adjourned, Regular Parole Meetings occurs on the remaining days. The Board maintains a paper copy of every ballot voted on by the Board.

Title 57 O.S. Section 332.4(C) addresses Board Member attendance for meetings. The statute states "Failure of any member to attend one Board meeting in any calendar year, except for justifiable excuse as determined by the Chair pursuant to written policy established by the Board, shall preclude the right of the member to receive his or her monthly compensation established by subsection A or B of this section. Any member who fails to attend two or more Board meetings in any calendar year except for extraordinary circumstances as determined by the Chairman pursuant to written policy established by the Board shall be deemed to have committed official misconduct as such term is defined by Section 93 of Title 51 of the Oklahoma Statutes. To initiate a removal from office pursuant to this paragraph, the Board shall pass a resolution by a majority of the members of the Board detailing the alleged misconduct. Such removal shall be subject to the provisions of Chapter 3 of Title 51 of the Oklahoma Statutes. Failure to attend meetings of the Board, pursuant to the policy established by the Board, shall constitute cause for removal." This statutory requirement is being followed."

Oklahoma Senate Committee on Appropriations  
2016-2017 Performance Report  
Pardon and Parole Board

**PARDON AND PAROLE BOARD STAFF**

The PPB employs staff to administer the functions of the Board. Currently, the administrative staff includes the Director, the Deputy Director, and a Staff Attorney, in addition to an Executive Assistant and three administrative support staff. The PPB has two (2) district supervisors who supervise fourteen (14) investigators throughout the state. One (1) position is currently vacant and likely unable to be filled due to budget cuts.

The PPB district supervisors and investigators are embedded within a DOC facility or private prison but cover multiple correctional facilities in an area. In providing reports to the Board for review, the field staff cover **42 minimum, medium, and maximum facilities operated by the Department of Corrections, private prisons, halfway houses, and GPS centers.**

**LEAD ADMINISTRATOR:**

DeLynn Fudge, Executive Director, 405-521-6600

**CONSTRAINTS**

While it is recognized that no state agency can go unscathed in the fiscal difficulties facing the state, continued budget reductions are affecting the ability of the agency to provide services. Personnel and benefits comprise 88% of the PPB's budget. Since 2016, we have sustained a reduction of four (4) positions within the agency. These cuts may seem minimal in comparison to many large agencies, it should be noted that the PPB is one of the few state agencies that saves the state funds through their work in the release of incarcerated persons. The PPB has sustained previous cuts by increasing efficiencies in order to maintain services.

However, with the cuts in FY18, a delay of staff work activities is occurring. The use of a questionnaire in lieu of a personal interview in advance of parole hearings is more common of a practice. This is occurring because there is not enough staff to travel to facilities across the state and still meet report deadlines. The PPB has 14 investigators to cover 42 DOC and private minimum, medium, maximum facilities, as well as transitional living, halfway houses, and GPS centers. The use of questionnaires impacts the quality and depth of the information provided to the Board. If additional cuts occur in the future, the agency would have great difficulty meeting other critical work functions. For example, there would be a delay in the processing of pardon and commutation applications by as much as one to six months. When a completed pardon application is submitted, the normal process for a pardon takes approximately six months to a year to complete. With any additional staff cuts, completion may be as much as 18 months to finalize. Completed commutations were being docketed within one month of receipt. However, beginning in calendar year 2018, the timeline has increased to two months. With any additional or future cuts to the budget, the delay in a commutation process could be up to three to six months.

Oklahoma Senate Committee on Appropriations  
FY 2017 Performance Report  
Pardon and Parole Board

**ACCOMPLISHMENTS:**

Even in the face of budget cuts, the PPB has continued to improve processes and procedures for the agency. One of the key functions of the agency is to provide comprehensive reports on offenders being considered for parole. During the past year, the PPB has worked with the Department of Corrections so that investigator reports now contain important mental health information. Previously, the information was not accessible to the investigator so the information was not available for consideration by the Board. This has been an important development in the considerations of parole.

Communication and cooperation continues to occur with the Department of Corrections (DOC) in other areas as well. The Department of Corrections has been integral in providing training to the Board on topics such as the incarceration of women in Oklahoma, recidivism, and inmate mental health and health issues. As per statutory requirements, the Board has received quality training and information to further their core function. In addition to training provided by the DOC, the Board has received training on detainers from ICE and Evidenced-Based Practices in Parole/ Strategic Planning from the National Parole Resource Center (NPRC). The PPB was one of six states selected to receive such technical assistance from the NPRC.

Other accomplishments include:

- Work flow revisions to out of state pardons process. Access to NCIC and the new workflow reduced a backlog of pardon applications as well as reducing the amount of time needed for external investigations.
- Development of a new Board Member Manual.
- Completion of an Investigator Handbook, a 28-page document that details how to complete the Investigator Reports for the Board.
- Reduction in the number of field districts and consolidation of facilities in order to meet budget reductions.
- Continued collection of statistical data.
- Training for field investigators on mental health issues and inmates, training on risk assessments (LSI-R and ASUS), and investigator reports.

**CORE MISSION:**

There are no services provided outside of the core mission. There are no duplicative services that this agency provides that another agency also provides. The PPB has provided all core services.

**PRIVATE ALTERNATIVES:**

Services provided by the Pardon and Parole Board are not performed in the private sector. There have been no privatization efforts with regards to this Agency.