

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

NUMBER: PD/POP-2.2.5

DATE: 08/22/06

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SUPERSEDES: 09/01/05

SUBJECT: MEDICALLY RECOMMENDED INTENSIVE SUPERVISION

AUTHORITY: TEX. GOV'T CODE ANN. § 508.146

PURPOSE: To establish procedures for the Review and Release Processing Section and the Parole Division in Medically Recommended Intensive Supervision (MRIS) cases.

PROCEDURE: Tex. Gov't Code provides that offenders, other than those serving sentences of death or having reportable convictions under Ch. 62, Code of Criminal Procedure, may become eligible for Medically Recommended Intensive Supervision earlier than the date otherwise calculated if they are identified by the Texas Department of Criminal Justice Correctional Institutions Division (TDCJ-CID) as being elderly, in need of long-term care, physically handicapped, mentally ill, terminally ill, or mentally retarded.

Offenders serving sentences for an offense described in Art. 42.12, Sec. 3g, Code of Criminal Procedure, may only be considered if a medical condition of terminal illness or long-term care has been diagnosed. The processing of Medically Recommended Intensive Supervision (MRIS) cases requires a cooperative effort between the Texas Correctional Office for Offenders with Mental or Medical Impairment (TCOOMMI) and the Parole Division.

I. RESPONSIBILITY OF TEXAS CORRECTIONAL OFFICE FOR OFFENDERS WITH MENTAL OR MEDICAL IMPAIRMENT (HUNTSVILLE)

A. Upon the receipt of referrals for MRIS, TCOOMMI shall complete the following:

1. Screen the referrals and request Parole Division files for all offenders meeting the MRIS eligibility criteria. Requests should be forwarded by electronic mail to the Parole Division Central File Coordination Unit (CFCU) designated staff member and the Huntsville Institutional Parole Office Worksheet (HVIPO WS) Administrative Assistant III (AA III);
2. Screen Parole Division files to determine if a case summary is needed; if an offender does not have an initial case summary or current case summary completed after a parole violation, email the MRIS contact person at the appropriate regional Institutional Parole Office (IPO) and provide the following:

- a. Offender's full name,
 - b. TDCJ-CID number,
 - c. SID number, and
 - d. Current unit of assignment.
3. Forward the Parole Division file to the MRIS contact person at the appropriate regional IPO, along with a copy of the TDCJ Medical Summary.
- B. TCOOMMI shall notify Review & Release Processing Section Central staff, as well as Victim Services, that the offender has been approved by the Parole Board panel for MRIS.
1. Proposed residential plans will be approved by TCOOMMI so that the plan can be investigated by the appropriate Parole Officer. A copy of the case summary and the Board minute sheet shall be faxed to the Review and Release Processing (RRP) Section Central staff. TCOOMMI shall forward the Parole Division file to RRP Central staff by the end of the next business day.
 2. If the Parole Board imposes special condition "Approve Medically Recommended Intensive Supervision," TCOOMMI shall ensure that the FI (Further Investigation) vote is appropriately entered on the mainframe computer.
- C. For offenders denied MRIS, TCOOMMI shall return the Parole Division files to the:
1. Appropriate IPO MRIS contact person if the offender is in normal parole review;
 2. CFCU if the offender is not in the normal parole review process.

II. RESPONSIBILITIES OF PAROLE DIVISION STAFF

- A. Responsibilities of Central File Coordination Unit (CFCU)
1. CFCU staff shall ensure that a Notice to Trial Officials (NTO) is generated. CFCU shall verify that the Notice to Trial Officials (NTO) and Notice to County of Residence (NCR) are appropriately entered on the computer records within 24 hours of being generated.
 2. If a Parole Division file exists and
 - a. The offender is not currently being considered for normal parole review, CFCU shall:
 - (1) Immediately respond to the TCOOMMI email request and indicate that CFCU will forward the file; and

- (2) Then forward the file to the TCOOMMI Program Specialist before the end of the following workday.
 - b. If the Parole Division file is currently being processed for normal parole review, CFCU shall immediately respond to the TCOOMMI email request and indicate that the file will be forwarded by the MRIS contact person within the IPO.
 3. If no Parole Division file exists, CFCU staff shall respond immediately to the TCOOMMI email request, notify the Huntsville Institutional Division Worksheet Section (HVIPO WS) to create and forward a file to TCOOMMI, and reply to the email request that HVIPO WS will send TCOOMMI the file.
- B. Responsibilities of Huntsville IPO Worksheet Section (HVIPO WS)
 1. HVIPO WS staff shall review TCOOMMI requests for Parole Division files:
 - a. If no Parole Division file exists, HVIPO WS staff shall:
 - (1) Immediately respond to the TCOOMMI electronic mail request and indicate that a Parole Division file is being created and will be forwarded by HVIPO WS;
 - (2) Forward the file to the TCOOMMI PS before the end of the following workday.
 - b. If a Parole Division file exists, HVIPO WS staff shall determine whether or not the offender has received new commitments.
 - (1) If new commitments exist, HVIPO WS staff shall copy the necessary file material and forward the material to the TCOOMMI PS before the end of the following workday and notify the Program Specialist that the Parole Division file will be forwarded by CFCU.
 - (2) If no new commitments exist, HVIPO WS staff shall immediately notify TCOOMMI that the Parole Division file will be forwarded by CFCU.
 2. HVIPO WS staff shall copy and forward file material to the appropriate IPO MRIS contact person upon request.
- C. Responsibilities of Institutional Parole Office Staff
 1. The MRIS contact person shall forward the Parole Division files of offenders in the normal parole review process to the TCOOMMI Program Specialist upon request to CFCU staff.

2. The MRIS contact person shall review the offender file of MRIS referred cases and determine if all necessary file material is present. The MRIS contact person shall email or telephone HVIPO WS staff and request that the staff copy and forward any missing file material (including new commitment information).
3. The appropriate Institutional Parole Supervisor or designee shall:
 - a. Ensure the expedited completion of the MRIS Case Summary and compliance with this policy; and
 - b. Assign the task of completing the MRIS Case Summary to an officer at the IPO.
 - c. Deliver or fax, depending on the offender's location and estimated case processing time, to the assigned IPO officer only the pertinent information needed to complete the MRIS Case Summary.
4. The assigned officer at the IPO shall complete the MRIS Case Summary expeditiously and fax or deliver the report for final typing and distribution.
5. A desk review of the MRIS Case Summary shall be completed for offenders:
 - a. Incarcerated in remote county jails or TDCJ-CID units;
 - b. Incarcerated in federal correctional institutions;
 - c. Who are unconscious, incapacitated, or unable to be interviewed due to medical conditions;
 - d. With a history of frequent transfers from units of assignments to medical facilities.
6. Upon completion of the MRIS Case Summary, the appropriate Regional IPO shall fax or deliver the Case Summary to the TCOOMMI Program Specialist. The specialist shall deliver the entire packet to the MRIS Board Panel. If the Case Summary is faxed to TCOOMMI, the Parole Division file shall be ultimately forwarded to TCOOMMI.
7. The IPO staff shall complete this process within four (4) working days.

D. Responsibilities of Review and Release Processing (RRP) Central Staff

1. Upon notification from TCOOMMI that the offender has been approved for MRIS and upon receipt of a proposed residential plan, RRP Central staff shall complete the following:
 - a. Enter a residence plan immediately upon notification and indicate the plan as "MRIS Alert;"

- b. On the same day that the residence plan is entered on the TDCJ computer system, notify the appropriate District Parole Office and Regional Director that the MRIS proposed residence plan request has been entered.
2. Upon receipt of reporting instructions from Parole Division field staff and notification that the Parole Board has imposed “Medically Recommended Intensive Supervision,” the parole certificate shall be issued within one (1) working day.
3. If the Parole Board decides to impose the special condition “Approve Medically Recommended Intensive Supervision,” RRP staff shall ensure the Notice to Trial Officials (NTO) was appropriately generated before issuing the certificate.
4. The responsible Program Specialist shall inform the TCOOMMI Program Specialist in Huntsville, the Correctional Institutions Division Record Office, and Releasing Unit by email that the parole certificate has been issued, the date of issuance, and the appropriate NTO expiration date.

E. RESPONSIBILITY OF DISTRICT PAROLE OFFICES

1. District Parole management shall assign the proposed MRIS residence investigation to a Specialized Officer for completion within twenty-four (24) hours. The officer shall enter the results of the residence plan investigation on the same day it is completed.
2. The District Parole Officer shall notify RRP Central of the results of the plan investigation immediately upon approving the residential plan.
3. The District Parole Officer shall communicate with the vendor contracted for continuity of care and confirm the offender’s release date.

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