

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

NUMBER: PD/POP-3.2.13

DATE: 07/01/05

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SUPERSEDES: 9/1/99

SUBJECT: CASE STAFFING/CASE CONFERENCES

PURPOSE: The purpose of this policy is to establish guidelines for case staffing and case conferences.

AUTHORITY: Not applicable

PROCEDURE:

- I. The staffing of cases assists in the effective supervision of offenders. It is an excellent tool for new officers who do not have the experience that supervisors and senior parole officers have. The Parole Officer or management may request case staffing sessions as needed to review individual cases and attempt to solve problems that may not be easily resolved by the supervising officer. Case staffings may also be used to discover alternative supervision methods or to develop treatment approaches.

Staffing provides input, helping determine the best course of action, or provide necessary consensus with regard to submission of Violation Reports, Board Transmittals, imposing interventions, recommending treatment program or requesting warrant cancellations/withdrawals.

- II. Case staffing participants normally include the Parole Officer and Unit Supervisor, but additional staff may be included as needed.
- III. Staffing results shall be recorded in the Contacts section of the Offender Information Management System (OIMS) by the Unit Supervisor or manager who conducted the staffing.
- IV. Case Conferences

Case conferences are a vital tool in the supervision of offenders. It is to be utilized as an intervention according to PD/POP 4.1.1. It is an effective method of getting an offender's attention before progressing to the next step. Often, with the intervention of a Unit Supervisor or above management staff, the offender realizes that the Parole Officer has the support of his/her supervisors, and positive change in behavior can be accomplished. Case conferences should be scheduled to a time convenient for all concerned and should be scheduled at the earliest time after the negative offender behavior. The behavior of the offender and the reason for the case

conference should be staffed before the Offender reports for a case conference. The Offender should be brought into the Unit Supervisor's (or above) office, and the Supervising Officer should be present. Duty officers should not schedule Case Conferences with Offenders not on their caseloads, unless pre-arranged with the Supervising Officer. The tone should be serious and the Offender should never be threatened. Attempts should be made to ascertain the offender's version of the allegation(s), and the offender should be encouraged to state the steps he/she will make to correct the behavior. The violation should be stated plainly, as well as the possible consequences of continued violations. If the Offender is told that additional interventions will be taken for repeated negative behavior, then there should be follow-up and the interventions should progress if the negative behavior continues.

Although case conferences are normally held to address negative behavior, there are times when positive behavior can be reinforced through a case conference. Parole officers should be encouraged to arrange these sessions to acknowledge positive offender change.

A detailed account of the case conference shall be entered into the Comments portion of the Contacts Screen in OIMS by the supervisor who held the case conference. The results of the case conference should not be entered by the Parole Officer.

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