

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PAROLE DIVISION**



**POLICY AND  
OPERATING PROCEDURE**

**NUMBER: PD/POP-3.2.21**

**DATE: 10/10/16**

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**SUPERSEDES: 06/01/04**

**SUBJECT:** BUS PASSES

**PURPOSE:** To establish procedures for the distribution and purchase of bus passes to eligible clients.

**AUTHORITY:** Not applicable.

**PROCEDURE:**

**I. CLIENT ELIGIBILITY CRITERIA**

- A. Prior to distributing a bus pass, the parole officer shall verify the client meets one of the following criteria:
  - 1. Unemployed/Underemployed;
  - 2. Mentally or physically disabled; or
  - 3. Family members and/or significant others cannot provide financial support.
- B. With approval from the unit supervisor, the parole officer shall issue a bus pass to clients who need transportation in order to comply with Texas Board of Pardons and Paroles imposed special conditions, and income is insufficient to support transportation costs.
- C. If the client fails to comply with special condition requirements, the parole officer shall discontinue issuing bus passes.
- D. Indigent clients residing in contracted residential reentry centers will be provided bus passes or transportation for employment purposes or community referrals by the contracted vendor.

## II. PAROLE OFFICER RESPONSIBILITIES

The parole officer is responsible for distributing bus passes to eligible clients. In addition, the parole officer shall:

- A. Document the reason the bus pass was provided to the client to include the justification, verification, and destination(s) in the Offender Information Management System within three (3) business days; and
- B. Monitor the use of bus passes. If abuse and/or misuse of bus passes is detected or the client is receiving bus passes from another agency or entity, the parole officer shall cease providing bus passes to the client.

## III. BUS PASS COORDINATOR RESPONSIBILITIES

- A. The Region Director or designee shall designate a member of management in District Parole Offices (DPOs), where mass transit is available, to be the Bus Pass Coordinator. The Bus Pass Coordinator is responsible for monitoring the supply and distribution of bus passes.
- B. The Bus Pass Coordinator shall:
  - 1. Provide bus passes to the parole officer upon request.
  - 2. Maintain a Bus Pass Distribution Form (PSV-21) for each pass issued.
  - 3. Complete the DPO Bus Pass Distribution Monthly Statistical Report (PSV-21A) and submit it to the Region Director (Reference Section V for additional information).
  - 4. Monitor the distribution of passes monthly to ensure the privilege is not abused and/or misused.
  - 5. Secure bus passes:
    - a. Maintain bus passes in a combination or keyed fireproof safe in an area of the DPO with limited access to clients, the public, or office personnel; and
    - b. Lock safes when not in use.
  - 6. Order additional bus passes:
    - a. Maintain an inventory of at least 100 bus passes; and
    - b. Submit the request to purchase additional bus passes well in advance to ensure sufficient inventory.

#### IV. PURCHASING BUS PASSES

- A. The Bus Pass Coordinator shall send an email to the Region Director or designee requesting permission to purchase bus passes. The email shall include the number of passes requested and the total cost.
- B. Within three (3) business days of receipt, the Region Director or designee shall approve or deny the request. If the request is approved, the Region Director or designee shall send the request to the Parole Division Budget Office.
- C. Within three (3) business days of receipt, the Parole Division Budget Office shall approve or deny the request. The Parole Division Budget Office shall return the request to the Region Director or designee.
- D. Within three (3) business days of receipt, the Region Director shall purchase bus passes via the procurement card.

#### V. STATISTICAL REPORTS

- A. Statistical reports will allow the Parole Division to track the number of bus passes distributed and received.
- B. The Bus Pass Coordinator shall submit the PSV-21 and PSV-21A to the Region Director or designee by the fifth (5th) business day of the month.
- C. The Region Director or designee shall use the PSV-21A to compile the Region Bus Pass Distribution Monthly Statistical Report (PSV-21B) and submit it to the Parole Division Budget Office by the 10th business day of the month.

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