

**SUBJECT: SCHEDULING AND TRANSPORTATION OF PAROLE
MODIFICATION OFFENDERS**

APPLICABILITY: Substance Abuse Felony Punishment Facility (SAFPF) program

PURPOSE: To provide guidelines for transportation of parole modification offenders.

PROCEDURES:

I. Transfer of an Offender to the SAFPF:

- A. An offender who has received two (2) concurring votes from the Board of Pardons and Paroles (BPP) for SAFPF shall be transferred to an appropriate SAFPF unit based on the offender's needs. At the time of the BPP vote for SAFPF, a special condition shall be imposed requiring the offender's participation in the SAFPF program.
- B. Upon receipt of notice of the vote, the Parole Division Central Coordination Unit (CCU) shall arrange for transport of the offender from the county jail to an Intermediate Sanction Facility (ISF) pending available bed space in an appropriate SAFPF. Updated medical documentation shall be requested by the CCU from the ISF to aid in designation of the receiving SAFPF.
- C. The CCU shall, in conjunction with the TDCJ - CID State Classification Committee (SCC), coordinate the offender's placement and transportation to the designated SAFPF.
- D. The CCU shall provide notice to the SCC of the offender's requirement for placement in SAFPF indicating those offenders identified as Special or Regular Needs in order to assist in appropriate unit placement. The SCC shall provide notice to the CCU of the designated SAFPF unit and expected date of transport. The CCU shall notify the ISF of the required offender transport and the expected date of arrival.
- E. The CCU and SCC shall jointly coordinate any necessary transfers between SAFPF units due to behavioral issues, conflicts of interest or overpopulation. Offenders who have started the program and have not exceeded 45 days shall not be transferred, except for the safety or security of the offender or staff.

II. Voluntary Relapse Placement:

The Parole Officer shall notify the CCU of any offender who does not have an active parole pre-revocation warrant but has requested voluntary placement at a SAFPF. Transportation of a voluntary relapse offender shall be accomplished by family or friends of the offender; however, issuance of bus vouchers may be authorized by the CCU on a case-by-case basis. The CCU shall coordinate with the SCC on the placement of a voluntary relapse offender and provide the appropriate documents.


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