

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

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SUPERSEDES: N/A

SUBJECT: OFFICE ARREST PROCEDURES

AUTHORITY: N/A

PURPOSE: To establish procedures for the arrest of offenders in a district parole office which takes into account the maximum safety for individual parole officers and the most expeditious manner in conducting an arrest in any parole office.

PROCEDURE:

I. ARRESTS VIA TCIC/NCIC

- A. When an offender with a pre-revocation warrant in effect reports to the parole office, the parole officer shall notify the unit supervisor or designee and escort the offender to an office. Interview of the offender may occur until the law enforcement officers arrive. If the unit supervisor is not in the building, the officer shall notify the next level in the chain of command. The arrest procedure must involve a unit supervisor or a designee to ensure that an arrest is only executed on an active pre-revocation warrant listed in TCIC.
- B. The unit supervisor shall consult the TCIC Wanted Persons Screen in the district parole office to verify that the warrant is in the TCIC system. Only individuals who have completed an eight hour TCIC certification course are authorized to run an inquiry.
 1. If the warrant is in the system, the unit supervisor shall contact local law enforcement and request the offender be arrested.
 2. If the warrant is not in the system, the unit supervisor shall call the Warrants Section and speak to a program administrator to verify the status.
 - a. The program administrator shall examine the offender's Central Office file to see if the warrant is active.
 - b. If the warrant is active, the program administrator shall ensure that the warrant is published in the NCIC/TCIC system.

- C. The unit supervisor shall inform the receptionist that arresting officers are in route.
- D. Upon arrival of the law enforcement officials, the unit supervisor shall inform the receptionist of an arrest in progress. The receptionist, using a predetermined code, shall communicate to the entire office via intercom that an office arrest is in progress.
- E. The unit supervisor or an available parole officer shall meet the law enforcement representatives and escort them to the offender. Offices with security guards shall allow the security guards to escort law enforcement representatives to the offender.
- F. The unit supervisor shall involve only enough persons to ensure the arrest proceeds smoothly and without distraction. At a minimum, the unit supervisor (or next higher level official) shall be available during the arrest. The arresting law enforcement officials should determine how many additional staff members they wish available. Offices with armed and unarmed security guards may use their guards during arrest procedures. All other staff shall leave the immediate area during the arrest. At no time shall staff members pursue an offender on foot once the offender has exited the building.

II. EXPEDITING ARREST

- A. The arrest shall be processed in an expeditious manner.
- B. The parole officers and the unit supervisor shall escort the arresting authority to an exit as quickly as possible, routinely through a non-traffic area in the back or as predetermined by each office.
- C. The unit supervisor shall inform the offender that he or she has a pre-revocation warrant in effect and that all questions will be answered at the jail.
- D. The parole officer shall not conduct a pre-hearing interview at any time during the arrest.
- E. Assisting Law Enforcement Officers During Arrests
 - 1. While it is not in the realm of the field parole staff to arrest or detain offenders, it is the responsibility of all personnel to ensure the public peace is maintained within the purview of the Parole Division during an office arrest. Therefore, office personnel shall be utilized as appropriate.
 - 2. All parole staff shall be informed of article 2.01 of the CODE OF CRIMINAL PROCEDURE, which states that a peace officer who has summoned any person to assist in performing any duty shall report such person, if he or she refuse to obey, to the proper district or county attorney, so that he or she may be prosecuted for failing to provide assistance.
 - 3. In any other instance, employees shall maintain a “hands-off” approach in any and all situations, provided the arresting does not request assistance.

4. In some instances a peace officer may be unable to request assistance during an arrest, at which time the parole officer on the scene shall use his or her own judgment. Parole staff who provide assistance to law enforcement shall submit a typewritten report to the unit supervisor detailing the activity performed during the arrest.
 5. Each parole office shall have an office arrest operating plan approved and maintained by the regional director and safety coordinator.
 - a. Training on the operating plan shall be mandated and documented.
 - b. The operating plan shall be updated annually.
 - c. The plan shall be posted throughout the parole office, except in the waiting area.
 - d. All major arresting agencies shall be provided a copy of the operating plan.
- F. The receptionist, using a predetermined code, shall inform office staff when the arrest has been completed and the law enforcement officials have left the premises.

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