

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

NUMBER: PD/POP-2.1.2

DATE: 3/8/00

PAGE: 1 of 3

SUPERSEDES: 5/29/97

SUBJECT: WEEKLY CASEPULL LIST (TDCJ INSTITUTIONAL DIVISION OFFENDERS)

AUTHORITY: N/A

PURPOSE: To describe Weekly Casepull list procedures.

PROCEDURE:

Offenders in the TDCJ Institutional Division (ID) who are eligible for parole review by the Board of Pardons and Paroles (BPP) are interviewed by Institutional Parole Office (IPO) staff in order to prepare the Case Summary. The Weekly Casepull List (WCPL) is a mainframe computer listing of the offenders who are eligible for parole consideration based upon BPP-approved edit criteria.

- I. The BPP established WCPL edit criteria. The criteria is used by Data Services to program the WCPL.
- II. The WCPL is provided to Huntsville IPO Worksheet Section staff to initiate the processing of the offender's file for parole review.
- III. The Gatesville IPO processes most female mandatory supervision cases in the same fashion as the Huntsville Worksheet Section. Case files of all other female offenders are processed in Huntsville.
- IV. The WCPL consists of the following:
 - A. File labels for each offender appearing on the WCPL;
 - B. A master "alpha" listing of all of the names appearing on the WCPL;
 - C. A chronological listing of the offenders on the alpha listing who are within 210 calendar days of their Projected Release Dates (PRD);

- D. A listing of the offenders on the alpha listing who are over 210 calendar days from their PRD's arranged according to parole review dates (i.e., initial parole eligibility dates for first-time review cases and BPP Set-Off dates for subsequent review cases);
 - E. A listing of the offenders on the alpha listing according to ID unit of assignment;
 - F. A "Parole Section Worksheet" for each name appearing on the alpha listing.
- V. Processing steps are as follows:
- A. Subsequent Review Cases – In worksheet processing, worksheets are separated and distributed to the appropriate IPO regional office/sub-office by assigned clerical staff. Regional staff merge the worksheet and any other new information provided by Huntsville Worksheet section staff with the offender's division file, which was compiled at the time of the previous parole review(s). After the file has been completed, the file is assigned to an IPO parole officer to complete and interview with the offender. Any additional information needed from the TDCJ-ID Records office file is requested by IPO staff so the parole report can be completed for the BPP.
 - B. Initial Review Cases – Worksheet Processing
 - 1. Initial review cases are processed according to Parole Eligibility Dates (PED), with earliest dates first.
 - 2. The Huntsville Worksheet Section staff copies designated file material from the ID Classification Records Office for use by IPO staff during the interviewing process. The following documents are copies for use by IPO staff.
 - a. Sentence/judgment papers
 - b. Law enforcement offense reports
 - c. Pre-sentence Investigation reports (PSI)
 - d. Victim Impact Statements/Victim Information Sheets
 - e. Psychological/Medical Reports
 - f. Letters/Correspondence regarding inmate
 - g. Prior TDCJ-ID Case Summaries (i.e., Admission Summaries)
 - h. DPS Criminal History reports
 - i. FBI Criminal History reports
 - j. TDCJ-ID Commitment Data form
 - k. District Attorney's Statement of Facts form
 - l. Victim restitution information
 - m. Orders revoking probation, if applicable
 - n. Copy of indictment/information

- o. Court orders
 - p. Criminal Justice data report
 - q. Autopsy reports
 - r. Opinions from appellate courts
 - s. Statements from witnesses/police officers
 - t. Statements from inmate (confession)
3. After the Worksheet Section Staff has copied the required materials, the packet of information is forwarded to the appropriate IPO for assignment to unit staff, so that the interview and Case Summary can be submitted to the BPP for use during the parole consideration process. The date of worksheet transfer is entered into the mainframe tracking system.
- C. All names on the WCPL are processed on an expeditious basis and are systematically accounted for by routine auditing of the WCPL by Worksheet Section Staff.
- D. Refer to PD/AD-1.2.1 for instructions on release of information and confidentiality.

VI. Corrections of WCPL errors/commissions

Central Office staff is responsible for correcting information regarding the names of offenders appearing on the WCPL. The clerical supervisor, Worksheet Section, Central Region IPO, shall be notified by memorandum when offenders' names need to be added or deleted from the WCPL. All memos generated in accordance with this procedure shall be reviewed and approved by local IPO supervisory staff designated by the regional supervisor. The Worksheet Section supervisor shall be responsible for ensuring that the names are added and deleted from the WCPL.

VII. A Notice to Trial Officials (NTO) is printed at the Central Office in Austin for every inmate on the Caspull and is mailed to trial officials by Review and Release Processing Staff in Austin.

Victor Rodriguez
Director, Parole Division