

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

NUMBER: PD/POP-2.1.18

DATE: 03/10/2008

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SUPERSEDES: N/A

SUBJECT: DEVELOPING ALTERNATE HOUSING RESOURCES

AUTHORITY: ACA 3-3148, 3-3150

PURPOSE: To standardize the referral and investigative process when developing community residential resources.

DEFINITIONS:

Alternate Housing Resource (AHR) - a residence where two or more unrelated offenders reside, owned by an individual, private entity, non-profit or faith based organization with which TDCJ has no contracted agreement. (Individual or AHR staff must not be on active state or federal supervision for a criminal offense.)

Sponsor - Individual or AHR willing to allow an offender to live at their residence.

Plan - Location provided by an offender to reside.

PROCEDURE:

- I. Policy applies to any AHR requesting placement on TDCJ-PD's AHR listing. AHR currently approved will be required to resubmit their "Request for Placement on the Alternate Housing Resource List" when there is a:
 - A. Change in ownership status,
 - B. Change in locations,
 - C. Parole Division request.

II. Sponsor's requesting placement on the AHR listing can download the request from the Texas Department of Criminal Justice/Parole Division website under Parole Policies, Alternate Housing Resources, PD/POP 2.1.18, or write to Alternate Housing Resources, 1650 7th Street, West Bldg. Huntsville, Tx. 77320. "Request for Placement on the Alternate Housing Resource List" will include the following items to be assessed:

A. Alternate Housing Information:

1. Physical address and mailing address of the AHR applicant
2. Phone number
3. Sponsor (owner, director) name, Social Security number and date of birth
4. Staffing plan
5. Costs to the offender (weekly, monthly, deposits)
6. Background check of the Sponsor
7. Written documentation to support the AHR applicant is in compliance with all local government codes, ordinances and zoning requirements.
8. Written documentation from the local law enforcement agencies indicating the average number of monthly calls at the residence.

B. Checklist information:

1. Adequate living space per offender
2. Meal planning
3. Clothing
4. Access to public transportation
5. Child safety zone

C. Type of offender accepted to include:

1. Gender
2. EM/SISP condition
3. Major medical/mental impairment
4. Sex offender

D. Services provided to the offender:

1. Life skills
2. AA/NA or some form of substance abuse counseling
3. Group counseling
4. Access to religious services
5. Mandatory house meetings
6. Case management support through community referrals
7. Medication monitoring
8. Professional accreditation of staffing, i.e. LCDC, etc.
9. Offender accountability through sign in/sign out enforcement.

III. Once the Sponsor completes the application it should be mailed to TDCJ-PD, 1650 7th Street, West Bldg., Huntsville, Tx. 77320, Attention Alternate Housing Resources.

IV. Once the completed request form is received, it will be forwarded to the appropriate Regional Director (RD). The RD will assign the request to the appropriate District Parole Office (DPO). The supervisor assigned will complete the checklist and forward it through his/her chain of command to the RD for review. The RD will then approve or deny the request. Once the decision is made, the RD shall fax or Lotus Note the checklist to Huntsville Placement and Review Processing Unit (HPRU) where assigned staff shall update the appropriate portion of the ARH, (acceptable/unacceptable) with the findings. HPRU staff shall update the AHR list and post it on the Document Library on the Lotus Notes system. . The RD will notify the AHR applicant, by letter, of the outcome of the review.

V. The AHR listing shall be used by the Institutional Parole Officers (IPO) to assist offenders that do not have a viable residential plan in developing a release plan

- A. The offender shall review the list to obtain the addresses of AHR in which he/she meets the acceptance criteria.
- B. The offender shall write to the AHR and request an acceptance letter from the facilities.
- C. Once the acceptance letter is received, the offender shall surrender it to the IPO to initiate the plan approval process.
- D. The DPO shall contact the facility to verify acceptance and then either pass or fail the plan in

accordance with agency policy. If passed, choose "Shelter-Non Contract Facility" as the type of residence on the OIMS Residence screen

- VI. Once an alternate Housing Resource plan is passed, the offender's release certificate shall be issued and printed.
 - A. Huntsville Placement and Release Unit (HPRU) staff shall contact the AHR to verify a bed is available.
 - B. HPRU staff shall schedule the offender's release to the AHR based on bed availability.

- VI. The DPO shall utilize the AHR to transition offenders from the Texas Department of Criminal Justice-Parole Division's contract Residential Re-entry Centers to the community, or to provide placement for releasees in the community requiring a "field placement".

- VII. HPRU shall produce and maintain monthly/yearly statistics of offenders released from Texas Department of Criminal Justice-Correctional Institution Division to an AHR.

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