

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

NUMBER: PD/POP-3.1.2

DATE: 12/06/12

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SUPERSEDES: 09/01/99

SUBJECT: RELEASE PAYMENT (“GATE MONEY”)

PURPOSE: To establish procedures for disbursement of release funds to offenders.

AUTHORITY: TEXAS. GOVERNMENT CODE ANN. § 501.015 (b)

PROCEDURE:

- I. Statute provides for payment of \$100 to persons released from the Texas Department of Criminal Justice Correctional Institutions Division (TDCJ-CID) in increments of \$50 at time of release, and \$50 when making the initial report to a parole officer as instructed. Persons not required to report to a parole officer immediately after release shall be provided the full \$100 at time of release.
 - A. Procedures for accountability, data entry, security, and disbursement of gate monies shall be in accordance with the Gate Money Policy and Procedures Manual issued by Accounting and Business Services, Cashier’s Office or problem areas shall be referred to the local office cashier who is responsible to the Accounting and Business Services, Cashier’s Office for financial control. Each district office shall maintain a copy of the Gate Money Policy and Procedures Manual issued by Accounting and Business Services.
 - B. All procedures are intended to provide for security of checks, proper identification, verification of entitlement, and accountability through receipt and data entry systems.
 - C. Local logistical procedures for check issuance may vary in accordance with office layout, assigned responsibilities, etc. However; in no case, is deviation from security, receipt, and check accountability directives of Accounting and Business Services authorized.

II. Parole Officer Responsibilities

- A. The parole officer, to whom the offender is to report to, shall identify the offender by means of the release certificate, TDCJ-CID identification card, file material description, family history, computer demographic information, or other forms of identification. The place and type of release shall also be reviewed for determination of entitlement; only persons released from TDCJ-CID facilities are entitled to Gate Money. Offenders released to a State Jail or felony detainer, to include Immigration and Customs Enforcement (ICE) detainer are not entitled to receive Gate Money Checks. The data system maintained by the cashier contains safeguards to ensure that funds are properly disbursed. If doubt exists as to proper disbursement, supervisory personnel and the cashier shall be consulted.
- B. The parole officer shall make a copy of the form used for identification, write "Gate Money ID" and his name on the copy, and give the copy to the offender. If the release certificate or photo ID is not available and another form of identification is used, the parole officer shall print a fact sheet to be completed as above. This form is the authorization for the cashier to issue the Gate Money to the offender.
- C. Parole officers shall not authorize check requests for offenders reporting to the incorrect district parole offices. The parole officer shall advise offenders of correct office locations.
- D. The authorizing parole officer will be responsible if checks are issued to ineligible offenders.
- E. Parole officers shall instruct offenders on the office procedure for presentation of authorization forms and receipt of Gate Money checks.
- F. Parole officers shall retain Gate Money records, as noted below, and make a chronological entry for each payment issued in the Offender Information Management System.

III. Check Issuance

- A. The cashier shall verify the parole officer's authorization to release Gate Money. The cashier must enter the Gate Money check into the mainframe Gate Money system as final approval of the Gate Money Check before the check is given to the offender. An error message will be displayed if the transaction was not accepted. The Gate Money check shall not be provided to the offender until the transaction has been accepted.
- B. The cashier shall maintain and reconcile records of all Gate Money transactions in accordance with the Gate Money Policy and Procedures Manual issued by Accounting and Business Services.
- C. The cashier shall complete the check with the offender's name, TDCJ number, and issue date.

- D. The cashier shall sign his name and terminal ID number as the issuing parole officer on the receipt.
- E. The offender shall sign and date the check receipt.
- F. The cashier shall make a copy of the receipt, staple it to the front of the authorization form issued by the parole officer, and file it in the "Checks Disbursed" file.
- G. The cashier shall provide the check to the offender.
- H. The cashier shall return the receipt and a copy of the authorization form to the parole officer to be maintained in the interior of the right side of the case file folder.
- I. Clerical supervisors or a parole supervisor's designated staff member who has been assigned to supervise the Gate Money function will ensure there is a backup cashier trained and available to relieve or temporarily replace the cashier at all times.

IV. Off-Site Check Delivery

- A. The parole officer shall notify the cashier at least one day in advance of the need to issue Gate Money for off-site delivery. The parole officer shall provide the cashier with a Gate Money authorization form as described in section II.B above. The cashier shall issue the check in accordance with the procedures outlined in section III listed above.
- B. The parole officer shall sign and date the Gate Money ledger and the cashier shall issue the check to the parole officer.
- C. The parole officer shall sign the receipt as the issuing parole officer and enter his DPO number.
- D. The cashier shall make a copy of the issued check and receipt, date and initial the copy, and file it in the "Checks Disbursed" file.
- E. The parole officer shall obtain the offender's signature and the date on the receipt, which is attached to the check, and give the check to the offender. The parole officer shall return a copy of the signed receipt to the cashier and retain a copy of the receipt and authorization form as noted in section III.H above.
- F. Checks not delivered to the offender shall be immediately returned to the cashier, with instructions as to retention for future delivery, or for voiding the check as appropriate.

V. Physical Safeguarding and Security of Checks

- A. Checks shall be maintained in a combination or keyed fireproof safe in an area of the district parole office with limited access to offender, the public, or office personnel.

- B. Safes shall be locked at all times, except when checks are needed for authorized issuance to offenders.
- C. Access to safe combination or keys shall be limited to the following office personnel: cashier, back-up cashier, office manager, or clerical supervisor. If the volume of district operations requires designation of a limited number of additional personnel, authorization may be granted by the Region Director.

VI. Management Review for Policy Compliance

Region management, as designated by the Region Director, shall perform reviews of case files and cashier operations in district parole offices to ensure adherence to policies and procedures. Finding and corrective actions shall be documented and reported to the Region Director.

- A. Region management shall randomly review check security procedures on a monthly basis.
- B. Region management shall perform a random monthly review of 10 percent (10%) of the case files of offenders, to whom checks were issued during the preceding month, to ensure compliance with policy in identifying offenders and maintaining signed receipts.

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