

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PAROLE DIVISION**



**POLICY AND  
OPERATING PROCEDURE**

**NUMBER: PD/POP-3.2.11**

**DATE: 09/14/10**

**PAGE: 1 of 2**

**SUPERSEDES: 03/20/06**

**SUBJECT:** REFERRALS TO SPECIALIZED CASELOADS

**AUTHORITY:** TEX. GOV'T CODE ANN. §§ 508.146, 508.185, 508.315, 508.316, 508.318

**PURPOSE:** To establish procedures for referring offenders to specialized caseloads.

**PROCEDURE:**

**I. REVIEWING CASES FOR REFERRAL**

Within five (5) business days of receipt of any newly-assigned offender, the parole officer shall review the offender case file for specialized caseload eligibility. The parole officer shall review Parole Division policy 3.1.1, *Initial Interview* and Parole Division policy 2.2.25, *Imposing Mandated Special Conditions* for specific case file material information to review, ensuring a comprehensive review for a specialized caseload eligibility, as appropriate. If the offender is not qualified for placement on a specialized caseload at that time, the review date and a brief statement to the effect that he is not eligible for placement on a specialized caseload shall be entered into the Comments section of the Contacts screen in the Offender Information Management System (OIMS).

**II. REFERRING CASES TO SPECIALIZED CASELOADS**

A. The officer shall review the criteria required for placement in a specialized caseload by referring to the specific Parole Division policies. The officer shall staff the case with the specialized caseload parole officer or specialized unit supervisor to determine if the offender meets the criteria for placement on a specialized caseload. The parole officer shall request that the Board of Pardons and Paroles (Board) impose the special condition in accordance with Parole Division policy 3.2.7, *Imposition and Withdrawal of Special Conditions*. The request for imposition shall be submitted in OIMS.

Note: Requests for imposition of special conditions "X", "M", "O.33", and "P" must be reviewed by the appropriate Specialized Programs staff for a recommendation before submitting the request to the Board.

- B. If the Board approves the special condition, the parole officer shall update the Caseload screen in OIMS by clicking on “Add Caseload” and selecting the applicable specialized caseload. The officer shall justify the referral in the Comments section and submit the request. The request will transfer to the unit supervisor who will forward it to the Specialized Caseload unit supervisor as appropriate.

### III. PROCESSING SPECIALIZED CASELOAD REFERRALS

The request is sent to the appropriate unit supervisor’s INBOX in OIMS as “Caseload Change Decision Request.” The request for caseload change remains in the Pending section of the All Caseloads screen. The Specialized Caseload unit supervisor has the options of Accepting or rejecting the request.

- A. If the Specialized Caseload unit supervisor rejects the request, the supervisor shall enter his rationale in the Comments sections, where the pending caseload change moves to the Caseload history screen in OIMS. The Specialized Caseload unit supervisor may reject the request only if there is credible justification for the rejection and Board action is not required to proceed.
- B. If the supervisor accepts the case, the caseload type will automatically become active.

---

Stuart Jenkins  
Director, Parole Division