

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

NUMBER: PD/POP-3.2.20

DATE: 8/16/05

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SUPERSEDES: 03/16/00

SUBJECT: OFFENDER DISCHARGE

AUTHORITY: TEXAS GOV'T. CODE § 508.155; TEXAS CODE OF CRIMINAL PROCEDURES art. 43.13

PURPOSE: To provide administrative procedures when an offender discharges his sentence.

PROCEDURE:

- I. The Classification and Records Office of the TDCJ-Correctional Institutions Division is responsible for issuing a discharge certificate for offenders who complete their imposed sentences. The certificate is routed through the Central File Coordination Unit Discharge Section (CFCU) to the Regional Directors.

The discharge certificate attachments include a statement explaining the offender's restoration of voting rights and a voter registration card.

II. UPON RECEIPT OF THE DISCHARGE CERTIFICATE

- A. If the officer receives the discharge certificate prior to the discharge date, the officer shall inform the offender that the discharge certificate has been received and, on the day of the offender's discharge, instruct the offender to report to the District Parole Office and receive the certificate in person.
- B. If the discharge certificate is received after the offender's discharge, the Parole Officer shall contact the offender's last known address and have him report to the District Parole Office to pick up the certificate. The officer shall make every diligent effort to contact the offender so that the certificate may be presented in person.
- C. If the offender has an outstanding pre-revocation warrant or if the discharge certificate is undeliverable, the discharge certificate shall be returned to CFCU with a cover memorandum explaining why it was undeliverable.

- III. After the certificate is delivered or returned to CFCU, as appropriate, the District Parole Office field case file material shall be retained for one (1) year.

- IV. If the discharge certificate is not received by the discharge date, the officer shall discontinue active supervision of the case once the discharge date has been verified.

Once the offender has reached the discharge date, CFCU will manually close the offender's Offender Information Management System (OIMS) records by updating the Status screen in OIMS.

V. RESTORATION OF VOTING RIGHTS

Chapter 11.002 of the TEXAS ELECTION CODE provides that any person convicted of a felony who has fully discharged their sentence, including any term of incarceration, parole, or supervision; or any person who has completed a period of probation ordered by any court; or any person who has been pardoned, is qualified to vote, as long as the person meets the other necessary qualifications.

When the offender is given the discharge certificate, the Parole Officer shall advise the offender of the restoration of voting rights.

Bryan Collier
Director, Parole Division