

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND OPERATING
PROCEDURE**

NUMBER: PD/POP-3.11.4

DATE: 1/08/96

PAGE: 1 of 2

SUPERSEDES: 1/03/95

SUBJECT: ORIENTATION OF THE PARTICIPATING ORGANIZATION

DISCUSSION: Participating organizations shall be given sufficient information about the Parole Division's community service referral program which established that the Division has credible offender screening criteria, the Division provides for appropriate offender monitoring, and which outlines the Division's expectations of the organization.

AUTHORITY: N/A

POLICY: At the time of the initial site visit, the Regional Director or designee shall orient the participating organization to the purposes of the Division's community service program.

PROCEDURE:

- I. The Regional Director's designee shall provide the representative of the participating organization with the following information:
 - A. The definition of community service and an overview of the Parole Division community service program;
 - B. The screening criteria used to refer offenders to community service;
 - C. The requirements for participating organizations to keep records on the hours worked by offenders and report that information, along with information about the offender's conduct, to the Parole Division;
 - D. The requirement to provide a work project description to the Parole Division on each offender;
 - E. The name of the contact person in the local office; and
 - F. The rules of administrative release and PD supervision practices.

- II. The Regional Director's designee shall arrange with the appropriate representative of the participating organization to provide an discuss with the participating organization/agency, the issues related to the types of work projects assigned to offenders. While it may appear obvious to Parole division staff that offenders should not be allowed to work in projects where they come into unsupervised contact with children or are involved in handling money, the inappropriateness of these types of projects may not be obvious to everyone. In addition, offenders should not be involved in projects which may present a danger to the offender's health or safety, e.g., using machinery or tools with which the offender is unfamiliar or a situation in which there is a well-defined health hazard like working with dangerous chemicals. To facilitate the orientation process, each participating organization/agency will be provided with the Parole Division orientation document containing the name, address and telephone number of the designated representative of the Division.

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Director, Parole Division