

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PAROLE DIVISION**



**POLICY AND OPERATING  
PROCEDURE**

**NUMBER: PD/POP-3.11.5**

**DATE: 5/01/96**

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**SUPERSEDES: 1/03/95**

**SUBJECT: AGREEMENTS WITH PARTICIPATING ORGANIZATION**

**DISCUSSION:** Each organization or agency participating in the Parole Division community Service Program shall sign an agreement with the Division in order to establish the basic responsibilities of the organization/agency and the Division.

**AUTHORITY:** N/A

**POLICY:** An authorized representative of the participating organization or agency shall sign a community service agreement with the Parole Division (PD).

**PROCEDURE:**

- I. At the conclusion of the site visit and upon approval of the site, the Regional Director or designee shall have the authorized representative of the participating organization sign and date a community service agreement in duplicate. The PD representative will also sign and date the agreement. The participating organization shall keep one copy of the agreement and the other copy shall be maintained by the Regional Director or designee.
- II. A separate agreement shall be executed with each local representative of large non-profit organizations, e.g., an agreement with the Habitat for Humanity, International in Dallas cannot be construed to pertain to the Habitat for Humanity, International in Houston.
- III. The Regional Director or designee shall review and ensure that participating organization, agencies or other business entities shall not have a contract or pending bid with TDCJ. Careful review of contracting agencies shall guard any conflict of interest concerns.

IV. The Regional Director or designee shall review the community service agreement carefully with the participating organization/agency, so that offenders are not assigned to projects that are clearly inappropriate. The guiding principle is that the health and safety of offenders and the public not be jeopardized.

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Melinda Hoyle Bozarth  
Director, Parole Division