

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND OPERATING
PROCEDURE**

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DATE: 7/15/97

PAGE: 1 of 2

SUPERSEDES: 1/8/96

SUBJECT: OFFENDER ORIENTATION

AUTHORITY: N/A

POLICY: To outline procedures for preparing offenders for participation in community service programs.

PROCEDURE:

- I. Offenders must be adequately prepared for participation in community service. An interview with the offender conducted by the supervising parole officer can be used to identify the offender's skills, interests, and abilities, as well as any circumstances which may interfere with placement of the offender. In addition, any misconceptions that the offender may have can be cleared up and the offender can be motivated to complete community service successfully.

- II. The supervising parole officer shall conduct an interview to orient offenders assigned to the community service program. The interview shall take place prior to assignment to a participating organization.

- III. In the interview with the offender, the parole officer shall cover the following topics:
 - A. The purpose of the community service requirement;
 - B. Nature of community service and assignment options;
 - C. Expectations and responsibilities of the Parole Division, the offender, and the participating organization;

- D. The offender's interests and skills;
- E. Address, location, time, duties, and contact person at the participating organization.

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