

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND OPERATING
PROCEDURE**

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DATE: 12/8/97

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SUPERSEDES: 7/16/97

SUBJECT: COMMUNITY SERVICE STATISTICAL DATA

AUTHORITY: N/A

POLICY: To describe the statistical data pertaining to the Community Service program required to be reported each month.

PROCEDURE:

- I. Each District Parole Office shall collect statistical data on the Community Service program each month and provide the following information to the Regional Director before the fifth day of every month:
 - A. The District Parole Office identification name (e.g., Dallas V) and identification number;
 - B. The number of community service placements made during the preceding month;
 - C. The number of offenders successfully completing community service during the preceding month;
 - D. The number of offenders removed from the community service program during the preceding month;
 - E. The total number of community service hours performed during the preceding month;
 - F. The total number of community service providers (attach a list); and
 - G. The total number of active providers during the reporting period.
- II. The Regional Director or designee shall consolidate this information on a Community service Monthly Report Form, PSV-48. The consolidate regional report shall be provided to the Director of Regular Supervision before the tenth day of every month.

Carl Jeffries
Interim Director, Parole Division