

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

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SUPERSEDES: 03/16/00

SUBJECT: OFFICE ARREST PROCEDURE

PURPOSE: To establish procedures for the expeditious arrest of clients in district parole offices (DPOs) that takes into account the maximum safety for individual parole officers.

PROCEDURE:

I. ARRESTS

- A. When a client with a pre-revocation warrant in effect reports to a DPO, the parole officer shall notify the unit supervisor or designee and escort the client to an office. An interview with the client may occur until law enforcement arrives. If the parole officer's unit supervisor is not in the building, the officer shall notify any other unit supervisor or the next level in the chain of command.
- B. The unit supervisor or a designee shall ensure the client has an active pre-revocation warrant listed in the National Crime Information Center/Texas Crime Information Center (NCIC/TCIC). If the warrant is in the system, the unit supervisor shall contact local law enforcement and request the client be arrested.
- C. If the warrant is **not** in the system, the unit supervisor shall call the Warrants Section and speak to a program administrator to verify the status.
 1. The program administrator shall examine the client's Central Office file to see if the warrant is active.
 2. If the warrant is active, the program administrator shall ensure that the warrant is published in the NCIC/TCIC system.
- D. The unit supervisor shall inform the receptionist when arresting officers are in route.
- E. The unit supervisor or designee shall meet the law enforcement representatives and escort them to the location of the client.

- F. The unit supervisor shall involve only enough staff to ensure the arrest proceeds smoothly and without distraction. At a minimum, the unit supervisor and the parole officer shall be available during the arrest. All other staff shall leave the immediate area during the arrest. At no time shall staff members pursue a client if he chooses to flee.

II. EXPEDITING ARREST

- A. The arrest shall be processed in an expeditious manner.
- B. The parole officer and the unit supervisor shall escort the arresting authority to an exit as quickly as possible, preferably through a non-traffic area or as predetermined by each office.
- C. The unit supervisor shall inform the client that he has a pre-revocation warrant in effect and that all questions will be answered at the jail.
- D. Assisting Law Enforcement Officers
 - 1. While it is not in the realm of parole office staff to arrest or detain clients, it is the responsibility of all personnel to ensure office and staff safety is maintained within the purview of the Parole Division during an office arrest. Therefore, office staff shall be utilized as appropriate.
 - 2. In any other instance, employees shall maintain a “hands-off” approach in any and all situations, provided the arresting officer(s) does not request or require any assistance.
 - 3. In some instances, an arresting officer may be unable to request assistance during an arrest, at which time the parole officer on the scene shall use his own judgment. Parole staff who provide physical assistance to law enforcement shall submit a written report to the unit supervisor detailing the activity performed during the arrest.
 - 4. Each DPO shall have an office arrest procedure approved and maintained by the Region Director and safety coordinator.
 - a. Training on the office arrest procedures shall be mandated and documented at least every six (6) months.
 - b. The office arrest procedures shall be reviewed annually to ensure the procedures are still applicable.
- E. The receptionist, using a predetermined code, shall inform office staff when the arrest is in progress and when law enforcement officials have left the premises.

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