

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

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DATE: 3/8/00

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SUPERSEDES: 3/9/99

SUBJECT: FILE FOLDER COMPOSITION

AUTHORITY: ACA 2-3086

PURPOSE: To establish procedures for Review and Release Processing staff in composing offender file folders.

PROCEDURE:

- I. As the names of offenders appear on a Casepull list produced by Data Services, new files are created by clerical staff in Central Office Review and Release Processing Section and the Huntsville Institutional Parole Office's New Receive Section. Central Office is responsible for creating and assembling files for subsequent cases and technical violators, as well as all mandatory supervision cases within 90 days of minimum expiration dates. Huntsville is also responsible for creating file folders for all new receives on discretionary mandatory supervision (House Bill 1433) cases; Central Office converts file folders for all previously established House Bill 1433 cases.
 - A. Materials for assembling new files are received weekly from Data Services and include:
 1. Casepull list
 2. Bar code labels
 3. Orange name labels
 4. Minute Sheet form
 5. White name labels
 6. Essential Document Checklist form
 - B. An inquiry shall be made on the mainframe computer terminal to determine if the offender has a prior TDCJ-ID number or PIA number. If there is a prior number, assigned clerical staff shall locate the file with the prior number and supervisory staff shall be consulted to determine if the files shall be combined.
 - C. File folders are sometimes created, by request, before offender names appear on a Casepull list.

File folders are created in these cases in accordance with this directive. The names on this list shall be compared with the Casepull list. If names appear on both lists, the additional name and Bar Code labels produced in conjunction with the Casepull list shall be destroyed to prevent the creation of duplicate files.

- D. A file folder shall be retrieved for each name on the Casepull list. The following procedures shall be used for preparing a new file folder:
 - 1. Affix the Bar Code label.
 - 2. Affix a Name label (orange), with the name above the SID and TDCJ-ID number, to the top edge of the file folder.
 - 3. Affix another Name label (orange), with the TDCJ-ID number above the name, to the side tab of the file folder.
 - 4. Affix a Name label (white) to the Minute Sheet directly above the name and affix the Minute Sheet to the inside/front of the file folder.
 - 5. Affix a Name label (white) to the Essential Document Checklist form and affix the Essential Document Checklist to the inside/back of the file folder.
 - 6. Affix color-coded letters representing the first three letters of the offender's last name to the file folder.

- II. Documents placed in the file shall be date-stamped. They shall be fastened in the file, at the top of the appropriate file folder divider, with two-pronged, 4¼-inch, center-to-center metal fasteners.
 - A. Internal Review requests shall be submitted in writing and shall specify the Directorate, Section, Region, District Office, Unit, or employee to be examined.
 - B. Internal Review requests shall specify the parole or mandatory supervision policy area(s) to be examined.
 - C. Deputy Directors shall submit requests to the administrator of Internal Review.
 - D. Section Directors shall submit requests to the administrator of Internal Review through the Parole Division's Deputy Director for Support Services.
 - E. Regional Directors shall submit requests for an internal review to the administrator of Internal Review through an Internal Review staff person assigned to their region.
 - F. The administrator of Internal Review shall:

- III. The file folder is divided into six sections with different colored cardboard tags labeling each section and its contents. Section A, labeled "Minute Sheet only" on the colored tag, is fastened to the inside

front cover of the case file. Section B, labeled “Summary,” is fastened to the back of the first divider in the case file. Section D, labeled “Victim/Protest/Restitution,” is attached to the front of the second divider in the case file. Section E, labeled “Revocation,” is attached to the back of the second divider. Section F, labeled “Miscellaneous,” is attached to the inside of the back cover of the case file.

The order and sequence in which case file material is placed in new files is as follows:

- A. Section A – Parole Board Minute Sheet only;
- B. Section B (Summary) – in bottom to top sequence: Offense report, Psychological/Medical reports, Pre-sentence investigation, Case History notes, Admission Summary, Board notes, Consent form, Case Summary, Parole Score Data sheet, Board transmittals, and Parole Certificate.
- C. Section C (Judgment and Sentence) – in bottom to top sequence: DPS/FBI reports (most recent), Judgment and Sentence/Bill of Indictment, and Commitment Data.
- D. Section D (Victim/Protest/Restitution) – in bottom to top sequence: Restitution information, Victim information, and protests.
- E. Section E (Revocation) – these packets are left “as is.” If a revocation Packet has been separated, material shall be put in date order as follows: White warrant, Hearing Section Board transmittals, HS 135/PSV67, Preliminary report/Go To Revocation checked, PSV48-4 pages, and a copy of the Parole Certificate. Attachments include: Affidavit, Exhibit A to Z or numbers, Witness list, ROV, Blue warrant, Notice of Arrest, Adjustment Statement, Commitment Data, Absconder Declaration, and Request/Wanted notice.
- F. Section F (Miscellaneous) – in chronological order, by date on the document, from top to bottom: Telephone slips, TCIC/NCIC teletypes, Correspondence, Pardons, Fingerprints, Notices to Trial Officials, Disciplinarys, GED certificates, FCI information and/or Progress reports, Detainers, Fee affidavits, email, etc.

Victor Rodriguez
Director, Parole Division