

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PAROLE DIVISION**



**POLICY AND  
OPERATING PROCEDURE**

**NUMBER: PD/POP-2.1.2**

**DATE: 10/30/18**

**PAGE: 1 of 2**

**SUPERSEDES: 03/08/00**

**SUBJECT: WEEKLY CASEPULL PROCESS**

**PURPOSE:** To establish guidelines for Review and Release Processing's Central File Coordination Unit (CFCU) for processing weekly Casepull reports and transferring associated Legacy board files (LBFs) to the Institutional Parole Office (IPO).

**PROCEDURE:** The Texas Board of Pardons and Paroles (BPP) established criteria to identify offenders sentenced to the Texas Department of Criminal Justice Correctional Institutions Division (TDCJ-CID) who are eligible for parole review consideration. The Information Technology Department (ITD) developed an automatically generated process, referred to as "Casepull," to initiate the parole review process. Five (5) weekly Casepull reports are generated. They are:

1. Initial Review
2. Subsequent Review
3. Consecutive Review (CU)
4. Parole in Absentia (PIA)
5. Place in Mandatory Review (PIMR)

CFCU staff shall utilize the Casepull reports to pull LBFs and transfer them to the Institutional Parole Officers. The Institutional Parole Officers interview eligible offenders and prepare a Parole Case Summary that is presented to the BPP for decision making.

**I. RECEIVING AND PROCESSING CASEPULL REPORTS**

Weekly, designated CFCU staff shall retrieve Casepull data and transport all LBFs to the IPOs.

A Notice to Trial Officials (NTO) is generated at the time of Casepull. The notice is provided to county officials when offenders are eligible for parole or parole protest. Refer to PD/POP-2.1.15, *Notice to Trial Officials/Notice to County of Release*, for more information on NTO.

II. CREATION OF INCOMING OFFENDER RECORDS

- A. The Huntsville IPO is responsible for making new LBFs for any offender classified as Parole in Absentia (PIA).
- B. Previously incarcerated offenders whose LBF has been destroyed in accordance with record retention schedules will be processed in the Offender Information Management System (OIMS). Consecutive cases from Huntsville IPO shall continue to be processed as LBFs within the current record retention schedules.
- C. Offenders returning to the TDCJ-CID due to new convictions may receive a new TDCJ-CID identification number. In such circumstances, those LBFs will be transferred to the CFCU New Receive Barcode desk where new barcodes will be created for the LBF prior to being sent out to the IPO.

III. TRANSFERRING LEGACY PAROLE FILES TO IPOS

Each week all LBFs will be staged for delivery to the IPOs on the next scheduled courier run. Estimated box counts shall be provided to the IPOs in sufficient time for them to arrange for appropriate vehicles to transport the legacy parole files.

**Courier Run Schedule**

Monday	Beeville IPO/San Antonio BPP
Tuesday and Thursday	Tuesday—Huntsville IPO/BPP Thursday—Angleton IPO/BPP
Friday	Amarillo IPO/BPP Gatesville IPO/BPP Palestine IPO/BPP Snyder IPO

---

Pamela Thielke  
Director, Parole Division