

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

NUMBER: PD/POP-2.1.4

DATE: 3/8/00

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SUPERSEDES: 5/29/97

SUBJECT: SORTING BOARD VOTED CASES

AUTHORITY: TEX. GOV'T CODE ANN. § 508.141

PURPOSE: To describe how cases voted by the Parole Board are distributed for subsequent staff action.

PROCEDURE:

- I. Files that have been voted upon by the Parole Board are returned to the Review and Release Processing Section in Central Office by courier on a regular schedule. These files shall be sorted by Review and Release Processing staff into the following categories: Serve All (SA), Further Investigation (FI), Next Review (NR), Deny Mandatory Supervision (DMS), and Release to Mandatory Supervision (RMS).
- II. Cases returned from the Board shall be sent to the Case File Processing Unit and shall be processed as follows.
 - A. The files are scanned incoming and separated by Board vote (NR, SA, and FI).
 - B. FI and SA-voted cases with release dates beyond six months are returned to File Hold for placement in the Regular Cabinets.
 - C. NR, FI, and SA cases with release dates beyond six months are returned to File Hold for placement in the Regular Cabinets.
 - D. DMS and RMS cases are distributed for subsequent staff action.
 - E. All files are scanned to their destinations.
- III. Cases with transmittals returned from the Board shall be scanned to the author. Deliveries are made to the Review and Release Processing staff and Approved Tracking. All other sections are scanned to File Hold for distribution.

- IV. Status letters informing offenders that they have received a Serve All, Next Review, or FI vote from the Parole Board shall be printed by the Institutional Parole Office on INFOPAC Report PDKAR008AA and distributed to wardens at the facilities where the offenders are located. The wardens shall send the status letters to the offenders in the manner deemed appropriate by the warden.

Victor Rodriguez
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