

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

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DATE: 3/8/00

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SUPERSEDES: 5/29/97

SUBJECT: CENTRAL OFFICE TRACKING AND SCANNING OF FILE FOLDERS

AUTHORITY: ACA 2-3086

PURPOSE: To establish procedures for Review and Release Processing staff when moving file folders from File Hold Stations.

PROCEDURE:

- I. All file folders moved from a File Hold Station to another location shall be processed through the Bar Code scanning equipment attached to the mainframe computer.
- II. File folders that have been tagged to be sent to a particular person or location shall be scanned to that location. If the receiving person or location is within the same office as the staff member assigned to scan the files, that staff member shall deliver the file folders.
- III. File folders that have not been identified and tagged to be sent to a particular location or person shall be processed by the assigned staff in the following manner.
 - A. The files shall be sorted by the first letter of the offender's last name.
 - B. The minute sheet shall be checked in each case file to determine the location to which the file shall be scanned. The locations are as follows:
 1. Further Investigation (FI) and Serve All (SA) – Within six months of release, scan to Approved Tracking Cabinets in Central;
 2. Next Review Date (NR), SA, and FI – More than six months until release, scan to File Hold Regular File Cabinets in Central;
 3. Mandatory to Parole Certificate issued – Scan to Approved Tracking until a signed certificate is received and then the PC File Hold Station in Central;

4. Revoked cases – File Hold Regular File Cabinets in Central;
5. Warrant issued – PC Warrant cabinets in Central.

II. All files going to File Hold Regular File Cabinets in the Central Office shall be alphabetized, scanned, and placed in boxes to await pick-up by a courier.

Victor Rodriguez
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