

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PAROLE DIVISION**



**POLICY AND  
OPERATING PROCEDURE**

**NUMBER: PD/POP-2.1.11**

**DATE: 10/30/19**

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**SUPERSEDES: 07/11/19**

**SUBJECT:** PRE-RELEASE PLACEMENT INVESTIGATION (PPI)

**AUTHORITY:** TEXAS GOVERNMENT CODE § 508.181; TEXAS CODE OF CRIMINAL PROCEDURE § 62.064

**PURPOSE:** To establish requirements for pre-release placement investigations for offenders preparing to release to parole supervision. This process applies only to Texas cases. Refer to PD/POP-3.10.3, *Interstate Transfer Investigations*, for information regarding procedures for completing transfer requests to another state.

**DEFINITIONS:**

**Legacy Case:** A case in which a physical parole file was originally created and maintained at the Central File Coordination Unit (CFCU) in which initial processing is completed in the mainframe system.

**Offender Information Management System (OIMS) Case:** A case in which only an electronic parole file was created, and residential plan information is processed solely in the OIMS system.

**PROCEDURE:**

- I. Prior to the release of an offender to parole or mandatory supervision, Review and Release Processing Section (RRP) shall image the case file material into OnBase, in accordance with PD/POP 2.1.13 *Case Processing for Release*. RRP Section staff shall enter the proposed residential release plan for all Legacy cases on the TDCJ Mainframe Clemency and Parole System (CAPS) Parole Plan Update (PPU) Screen. All Pending Legacy residential release plan investigations are listed on the following reports:
  - A. Parole cases: Legacy case-parole PPI assignments are available on the OnBase report, "PDPPR12—Placement Investigation Summary—Parole," one (1) day following the residential plan being placed under investigation on the TDCJ Mainframe CAPS PPU Screen.
  - B. Mandatory Release cases: Legacy case-mandatory PPI assignments are available on the OnBase report, "PDPPR22—Placement Investigation Summary—Mandatory," one (1) day following the residential plan being placed under investigation on the TDCJ Mainframe CAPS PPU Screen.

- C. Individual PPI assignments are available on the OnBase reports, “PDPPRLE12—Placement Investigation Letters—Parole” and “PDPPRLE22—Placement Investigation Letters—Mandatory.”
  - D. OIMS PPI Assignments: Residential release plans are entered on the OIMS Residence screen by Institutional Parole Office (IPO) staff during parole review and appear in the appropriate District Parole Offices’ (DPO) OIMS in-box for assignment by the Unit Supervisor or Assignment Clerk.
  - E. The Unit Supervisor shall obtain PDPPRLE12 – Placement Investigation Letters and PDPPRLE22 – Placement Investigation Letter – Mandatory from the OnBase Reports and the OIMS residential release plans from the District Parole Office’s inbox every business day for assignment to the investigating parole officer with a due date to complete the investigation within five (5) business days.
- II. The “Pre-Release Placement Investigation (PPI) Worksheet” shall be completed by the investigating parole officer while conducting the PPI with the requested residential release sponsor/provider. The worksheet may be handwritten. Based upon an analysis of the information gathered during the investigation, the investigating parole officer shall approve or deny the plan in accordance with Section III and IV of this policy.
- A. For regular supervision cases or clients who may be referred to the Special Needs Offender Program or District Reentry Center caseloads, the investigating parole officer can verify the PPI over the phone with the proposed sponsor without traveling to the physical location if they are able to verify the residence address is legitimate using online services such as mapping software or county tax records. If the address cannot be located using internet options, or if the sponsor cannot be reached via phone, the investigating officer is required to travel to the residence to conduct the PPI.
  - B. For all other specialized caseloads, the PPI requires physically traveling to the location to verify the plan is conducive to supervision requirements for the caseload and to complete any needed paperwork with the sponsors.

**NOTE:** PPIs for Specialized caseloads, shall be completed by a parole officer who has completed specialized training for the caseload the client will be placed upon release. In situations where a client may be dually supervised due to an electronic monitoring condition, EM/SISP officers can complete the PPIs to ensure the proper EM/SISP forms are completed and explained.

- C. If an offender, subject to sex offender registration, is requesting to reside on the campus of a public or private institution of higher education, the sex offender trained parole officer shall verify the offender's numeric risk level is one (low) based on the Static 99 or Static 99R screening tool located in OnBase. The offender's score is also located on the Texas Risk Assessment System (TRAS) Web Portal and the Sex Offender Treatment (SOTP) screen of the TDCJ mainframe. If the offender's assigned risk level is low, the sex offender trained parole officer shall contact the Office of the Registrar of the institution to verify if the offender will be approved to reside on the campus. Offenders with a risk level of two (moderate) or three (high) are not eligible to reside on a public or private institution's campus.

III. The investigating parole officer shall clearly document the reasons for denial for the proposed residential release plan on the PPI worksheet. Failure of plans shall be regarded as a **last resort** as it will likely result in Residential Re-entry Center (RRC) Placement. Residential Release Plan failure shall not be recommended unless:

- A. The victim of the instant offense resides in the residence listed on the offender's residential release plan;
- B. The family or occupants of the residence listed on the offender's residential release plan will not accept the offender;
- C. The offender is requesting to reside on a public or private institution's campus and their assigned numeric risk level was above one (low) based upon an assessment using the Static 99R screening tool;
- D. The public or private institution of higher education denied the offender's request to reside on the public or private institution's campus; or
- E. The residential release plan violates any other special condition of release.

If none of the above criteria applies to the proposed residential release plan, but other potentially inappropriate circumstances exist (for example, the victim lives next door to the listed residence or no appropriate treatment facilities are available within a reasonable distance), then alternate residential release plans shall be considered and developed in order to serve the best interests of the community and the offender.

IV. Before denying a proposed residential release plan and requesting a RRC placement, the investigating parole officer shall:

- A. Thoroughly review the parole case summary, visitors list in the Mainframe (MENU/IMF/LIST) and family page (MENU/IMF/LIST/PF10 button) for additional possible residential release plans;
- B. Investigate all leads including, but not limited to, Internet searches to acquire telephone numbers not listed in the parole case summary or the visitors list;

- C. Review the TDCJ mainframe Parole Plan Browse Screen for Legacy cases or the OIMS Residence Screen History for OIMS cases to determine if a previous residential release plan(s) failed for a reason(s) listed in Section IV above; or if there are any plan options that may be able to be re-investigated.
  - D. Inquire with family members and friends about other potential sponsors (relatives, friends, etc.) not previously listed and follow up appropriately;
  - E. Refer all denials to the unit supervisor for review, after a thorough investigation of all proposed plans. The unit supervisor shall forward denials to the Parole Supervisor for final denial approval.
- V. The investigating parole officer shall place the worksheet and all file material in the PPI folder.
- VI. The investigating parole officer shall complete the PPI Worksheet in its entirety to include when contacts with proposed sponsors were made, all other contacts that were completed during the investigation, and the date the plan was approved or denied.
- VII. The parole officer shall enter the results of the investigation on the PPU screen on the TDCJ mainframe computer system for Legacy cases or on the OIMS Residence screen for OIMS cases.
- VIII. Secondary or alternative plans developed shall include:
- A. Updating the PPI or the OIMS Residence screen, as applicable, to reflect that the plan is a second or other alternate plan;
  - B. Updating the PPI or the OIMS Residence screen, as applicable, to reflect the correct county, region, and district codes; and
  - C. Placing a statement in the “Comments” section indicating the initial plan failure and the reason why as provided in Section III of this policy.

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