

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PAROLE DIVISION**



**POLICY AND  
OPERATING PROCEDURE**

**NUMBER: PD/POP-2.1.15**

**DATE: 08/14/20**

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**SUPERSEDES: 09/01/2011**

**SUBJECT:** NOTICE TO TRIAL OFFICIALS/ NOTICE TO COUNTY OF RELEASE

**AUTHORITY:** TEXAS GOVERNMENT CODE §§ 493.025, 499.026 (d), 499.051 (a), 508.115

**PURPOSE:** To establish guidelines for sending Notice to Trial Officials/Notice to County of Release when the offender enters into the Parole Review Process and to verify all notices have been sent in accordance with the Texas Government Code.

**DEFINITIONS:**

**Trial Official** – Prosecuting Attorney, District Judge, County Sheriff, Police Chief, Administrative Judge and District Clerk.

**Notice to Trial Officials (NTO)** – Notification provided to trial officials located in the county(ies) where the offender was convicted. Notification is provided, not later than the 10th day before the date on which a parole panel proposes to release an inmate on parole.

**Notice to County of Release (NCR)** – Notification provided to trial officials located in the county(ies) where the offender was convicted and to the county where the inmate will be released to. Notification is provided not later than the 11<sup>th</sup> day before the date a parole panel orders the release of parole of an inmate.

**PROCEDURE:**

**I. NOTICE TO TRIAL OFFICIALS**

A. The Notices to Trial Officials (NTO) shall be generated automatically in an electronic format and placed on the TDCJ Website ([www.tdcj.texas.gov](http://www.tdcj.texas.gov)), under the online services. An electronic notification will be delivered to the trial official as applicable when new information is available for review for their jurisdiction.

1. Offenders are automatically added to the weekly casepull six (6) months prior to the offender's initial parole eligibility date.

2. If applicable, an offender will be added to the weekly casepull, on any/every subsequent parole review(s), four (4) months prior to the Next Review (NR) month or Placed In Mandatory Review (PIMR).
- B. If the NTO is not delivered to the designated trial official, it will route to a universal electronic mailbox. This electronic mailbox is monitored daily by the CFCU Administrative Assistant IV (AA IV). The CFCU AA IV shall verify the e-mail address and resend the electronic NTO. If the electronic email returns a second time, CFCU staff shall contact the Information Technology Division (ITD) for assistance. If the NTO is returned in the U.S. Mail, the CFCU AA IV shall verify the mailing address in the mainframe system and contact the trial official via telephone to verify the mailing address.

## II. NOTICE TO COUNTY OF RELEASE

The Notices to County of Release (NCR) generate automatically in an electronic format and are placed on the TDCJ website ([www.tdcj.texas.gov](http://www.tdcj.texas.gov)) under the trial official notification Quick Links section. The NCR's are generated no later than the eleventh (11th) day before the date the BPP orders the release of an offender to supervision. An electronic notification will be delivered to the trial official as applicable when new information is available for review for their jurisdiction.

- A. If the NCR is not delivered to the designated trial official, it will be routed to a Universal electronic mail box. This electronic mailbox is monitored daily by the CFCU AA IV. The CFCU AA IV shall verify the e-mail address and resend the electronic NCR. If the electronic e-mail routes back a second time CFCU AA IV shall contact the ITD for assistance. If the NCR is returned in the U.S. Mail, the CFCU AA IV shall verify the mailing address in the mainframe system and contact the trial official via the telephone to verify the mailing address.

## III. ADMINSTRATOR RESPONSIBILITIES

- A. The CFCU AA IV shall monitor and ensure all trial officials with current e-mail addresses are receiving all applicable electronic notifications (NTOs and NCRs).
- B. The CFCU AA IV shall maintain trial official user-ids and reset trial official passwords as necessary and when requested by the trial official.
- C. The CFCU AA IV shall maintain the "TPcourt Officials" screen in the TDCJ mainframe system. Trial official contact information shall be updated as needed.

## IV. ERROR REPORT

The CFCU Program Supervisor I (PS I) shall print the Parole Review NCR/NTO Error Report (PDKAR009EA), the Parole Review NCR/NTO Error Report Approved Release Plan (PDKAR009ED) and the NTO/NCR Invalid LCOR Error Report (PDKAR009ER) weekly.

These reports identify all NTOs and NCRs that were not generated and/or not corrected since the last reporting period. These NTOs and NCRs shall be requested through the mainframe system and e-mailed as described in Section I - Notice to Trial Officials and/or Section II - Notice to County of Release. The CFCU PS I is responsible for reviewing this report to determine what the error was that caused the NCR/NTO not to be generated. The findings of this review shall be resolved in the following manner:

- A. The CFCU PS I shall correct the error internally if possible; i.e. updating the Trial Official Notification database.
- B. If the error is based on incorrect information on the mainframe system, State Classification in Huntsville shall be notified, of the error, via email to allow the information on the TDCJ mainframe can be corrected.
- C. If the error is a computer program issue ITD shall be notified via email to allow for correction.

In addition, the Error Report Review shall be sent to the assistant section director of Review and Release Processing (RRP) for review. The assistant section director shall ensure all identified errors on the report have been corrected and the NTO/NCR's have been generated on a weekly basis.

#### V. PROTEST LETTERS

Protest letters that are received in response to a generated NTO and NCR, shall be forwarded to the RRP Protest Desk. Protest letters are handled in accordance with PD/POP 2.1.7, *Protest Mail from Trial Officials*.

#### VI. ANNUAL VALIDATION

Annual Validations of trial officials shall be conducted by March of each calendar year.

#### VII. HUNTSVILLE PLACEMENT AND RELEASE UNIT (HPRU) PROCESSING OF NCR

The Huntsville Placement and Release Unit (HPRU) is responsible for placement of offenders in Residential Reentry Centers (RRCs) and Transitional Treatment Centers (TTCs). Placements are made for offenders who may originate from the TDCJ-Correctional Institution Division, County Jails, other states' prisons, Federal prisons, Intermediate Sanction Facilities or Field Supervision.

#### VIII. REVIEW AND RELEASE PROCESSING (RRP) REQUEST

When RRP staff determines that an NTO was not generated, the CFCU PS III shall be notified via email. The CFCU shall have an NTO electronically generated as described in Section I.

B of this policy. The CFCU PS I shall investigate and report the findings to the assistant section director within five (5) business days of notification by RRP.

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Rene Hinojosa  
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