

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

NUMBER: PD/POP-2.1.18

DATE: 05/05/20

PAGE: 1 of 5

SUPERSEDES: 02/04/2020

SUBJECT: ALTERNATE HOUSING RESOURCES

PURPOSE: To provide procedures for the application process in the development of alternate housing resources.

DEFINITIONS:

Alternate Housing Resource (AHR): A community residential resource where two (2) or more unrelated clients reside, owned by an individual, private entity, non-profit or faith-based organization, with the intent to provide a transitional living environment to clients on supervision who lack other residential resources. The Texas Department of Criminal Justice (TDCJ) has no contracted agreement with the AHRs. AHR providers must not be on community supervision, parole, or mandatory supervision and cannot have any pending charges or outstanding warrants.

Alternate Housing Directory: A list of all approved and non-approved AHRs maintained by the Huntsville Placement and Release Unit (HPRU) and posted to the Parole Division SharePoint Document library that is available to staff to assist clients with residential release plan development.

PROCEDURE:

I. Approval Process for AHRs

- A. Potential alternate housing providers must complete an AHR Application (RRP-01) and approval process prior to placement on the Alternate Housing Directory. The RRP-01 is located at the end of this policy. All completed RRP-01s shall be forwarded to the HPRU as indicated on the document.
- B. The HPRU shall complete a background check on the proposed provider.

The HPRU shall forward the RRP-01, background check, and other applicable provider submitted documents to the Region Director (RD) responsible for supervision in the county where the site is located.

C. The RD or the designated Assistant Region Director (ARD) or parole supervisor (PS) shall investigate the potential AHR within ten (10) business days by:

1. Conducting a physical site inspection of the facility;
2. Ensuring the facility is at least 1,000 feet from any existing AHR sites;
3. Verifying the site is in compliance with the applicable zoning regulations;
4. Verifying the site is in compliance with applicable local ordinances, to include obtaining required permits;

NOTE: If applicable, contact the Specialized Programs Parole Officer IV (PO IV), Sex Offender Program, regarding local ordinances on sex offenders in the proposed AHR site.

5. Completing the AHR Checklist (RRP-02) found on the Parole Division SharePoint Document library;
6. Ensuring the AHR houses no more than two (2) clients per room;

NOTE: Dormitory-type facilities will be staffed with a Deputy Director prior to RD approval.

7. Listing the number of additional AHR providers currently approved in the proposed site zip code;
8. Returning a copy of an approval or denial letter sent to the provider along with any other relevant documents, to include the approved or denied RRP-02, to the HPRU.

D. The HPRU shall update the appropriate portion of the Alternate Housing Directory (approved or non-approved) with the RD's decision and maintain a current version of the Alternate Housing Directory posted on the Parole Division SharePoint Document library.

E. Previously approved AHRs will be required to resubmit an AHR application when there is a:

1. Change in ownership status;
2. Change in location; and/or
3. Parole Division request.

F. Site Review—Quarterly and Annually

1. The RD or designated staff will make quarterly and annual site visits to ensure the AHR continues to be an appropriate residential resource.
2. The three (3) quarterly site visits shall be documented by completing the AHR Quarterly Checklist (RRP-03) and emailing it to the HPRU, indicating the date, time, staff that conducted the site visit, number of current residents, and recommendations to continue or delete the site from the AHR list.

Current residents shall include probation, parole, Local Mental Health Authority (LMHA), or private citizens.

NOTE: Any changes in owner or location must be processed in accordance with Section I.E of this policy.

3. Annual site visits shall be documented by the RD by completing the RRP-02 and forwarding it to the HPRU to ensure the Alternate Housing Directory is updated with any changes to such items as telephone numbers, types of clients accepted, or costs to the clients for each facility. The HPRU will ensure the new information is placed on the Alternate Housing Directory and posted to the Parole Division SharePoint Document library.

II. Use of Alternate Housing Directory to Assist in Residential Plan Development

A. Texas Board of Pardons and Parole Institutional Parole Officers (IPOs) and Reentry and Integration Division (RID) case managers

1. The Alternate Housing Directory is available to the IPOs and RID case managers to assist offenders currently in the Correctional Institutions Division (CID), when no other residential plans are available.
2. The offender shall review the Alternate Housing Directory to obtain the addresses of AHR in which he meets the acceptance criteria.
3. The offender shall write to the AHR and request an acceptance letter from the facility.
4. Once the acceptance letter is received, the offender shall provide it to the IPO who will image it into the OnBase imaging system and initiate the residential release plan approval process in coordination with Review and Release Processing (RRP).

B. District Parole Officers (DPOs)

1. DPOs shall utilize the Alternate Housing Directory to transition clients from the Residential Reentry Centers (RRC) to the community.
2. For clients currently residing in the community who become homeless and/or must obtain another place to reside, the Alternate Housing Directory must be reviewed in an effort to utilize community resources prior to requesting RRC placement for a client.

C. Investigation of an AHR Plan

1. As applicable, the IPO, RRP staff, or district parole office staff, will enter the Alternate Housing Plan on the Parole Plan Update (PPU) Mainframe screen or on the OIMS Residences screen for investigation.

NOTE: When proposing or approving an AHR plan, it is important to verify the AHR provider name and address matches the information on the current approved AHR Directory on the Parole Division SharePoint Document library to ensure clients are not allowed to reside at an unapproved location. If the provider is not an approved AHR, the plan shall be denied.

- a. When entering an AHR plan on the PPU screen, the staff will place the plan under “Investigate Status” under the facility name, enter the relationship as “FACILITY/TREATMENT,” and mark the ALT/THAP field as “Y,” so it is evident the plan is for an Alternate Housing Facility.
 - b. When entering an AHR plan on the OIMS, the staff will choose “Alternative Housing” as the type of residence from the drop-down box on the OIMS Residence screen, and place the plan in the Proposed status under the facility name, so it is evident the plan is for an Alternative Housing Facility.
2. The DPO shall be responsible for the investigation of any AHR residential release plans that are placed under ‘Investigate’ status on the PPU screen or the OIMS Residences screen. The DPO shall:
 - a. Verify the AHR provider is on the current approved AHR Directory from the Parole Division SharePoint Document library.
 - b. Contact the proposed AHR provider to verify the residential release plan is valid and the offender is approved to reside at the facility.
 - c. Enter the AHR plan as “passed” or “failed” on the OIMS Residences screen or the PPU screen as appropriate.

- III. RRP/HPRU Responsibilities in Certificate Issuance and Release to Alternate Housing Sites from CID
- A. Once an AHR residential release plan is approved, the offender's release certificate shall be issued and printed in accordance with PD/POP-2.2.17, *Issuing Parole and Mandatory Release Certificates*. Prior to RRP staff issuing a release certificate to an Alternate Housing plan, the Alternate Housing Directory will be checked to ensure the provider is currently on the approved provider directory.
 - B. Prior to release of the certificate, HPRU staff shall contact the AHR to verify a bed is currently available for the offender.
 - C. HPRU staff shall request the CID Classification and Records Office schedule the offender's release to the AHR based on bed availability.
- IV. The HPRU shall produce and maintain monthly and yearly statistics of offenders released from CID to an AHR. These statistics shall be posted to the Parole Division SharePoint Document library. In addition, Quarterly Population Statistics will be generated by the 5th working day after the end of each quarter, to reflect the population of each AHR as reported on the Quarterly site review for the preceding quarter.

Pamela Thielke
Director, Parole Division



**Texas Department of Criminal Justice
Parole Division**

ALTERNATE HOUSING RESOURCE (AHR) APPLICATION

FACILITY

Facility Name: _____ Phone Number: _____
Include Area Code

Physical Location: _____
Street Address

City/County/State _____ Zip Code

Mailing Address: _____
Street Address

City/County/State _____ Zip Code

SPONSOR INFORMATION

Sponsor Name: _____

Date of Birth: _____ Social Security Number: _____

Driver's License # _____

Address: _____
Street Address

City/County/State _____ Zip Code

Phone Number: _____ Email: _____
Include Area Code

ALTERNATE CONTACT

Sponsor Name: _____

Date of Birth: _____ Social Security Number: _____

Driver's License # _____

Address: _____
Street Address

City/County/State _____ Zip Code

Phone Number: _____ Email: _____
Include Area Code



**Texas Department of Criminal Justice
Parole Division**

ALTERNATE HOUSING RESOURCE (AHR) APPLICATION

REQUIRED DOCUMENTATION

In addition to this application, the following documentation must be provided:

Documentation from local planning/zoning office showing compliance with appropriate zoning regulations and/or local ordinances for the city and/or county in which the facility is located.

A history of law enforcement calls for service to the facility within previous six (6) months, obtained from local law enforcement offices.

Failure to include the required documentation will result in the request being denied without further action. Please provide a **copy** of the required documentation; documents will **not** be returned. The completed application form and required documentation shall be sent to:

HPRU-Alternate Housing Resources
1022 Veterans Memorial Pkwy, Ste. C
Huntsville, Texas 77340

Your request will be forwarded to the appropriate Region Director for your area. The Region Director will assign the request to the local parole staff for site visit and assessment. When the assessment has been completed, you will be notified by the Region Director of the approval or denial.

By signing this request you are authorizing a representative of TDCJ to conduct a background investigation of you and the AHR.

Printed Name

Signature

Date

Alternate Contact Printed Name

Signature

Date