

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PAROLE DIVISION**



**POLICY AND  
OPERATING PROCEDURE**

**NUMBER: PD/POP-2.2.5**

**DATE: 09/03/18**

**PAGE: 1 of 4**

**SUPERSEDES: 08/22/06**

**SUBJECT:** MEDICALLY RECOMMENDED INTENSIVE SUPERVISION

**AUTHORITY:** TEXAS GOVERNMENT CODE ANN. § 508.146

**PURPOSE:** To establish procedures for the Review and Release Processing (RRP) Section and the Parole Division in Medically Recommended Intensive Supervision (MRIS) cases.

**PROCEDURE:** Texas Government Code provides that offenders, other than those serving sentences of death or life without parole, may become eligible for MRIS earlier than the date otherwise calculated, if they are identified as being elderly, in need of long-term care, physically handicapped, terminally ill, mentally ill, or having an intellectual disability.

Offenders serving sentences for an offense described in Article 42A.054 of the Code of Criminal Procedure, may only be considered if they have been diagnosed as terminally ill or requiring long-term care.

Offenders with a reportable conviction or adjudication under Chapter 62, Code of Criminal Procedure (Sex Offender Registration Program) or have a pending felony detainer for a sex offense, may only be considered if in a persistent vegetative state or being a person with an organic brain syndrome with significant to total mobility impairment.

The processing of MRIS cases requires a cooperative effort between the Texas Correctional Office for Offenders with Medical or Mental Impairment (TCOOMMI) and the Parole Division.

**I. TCOOMMI RESPONSIBILITIES FOR MRIS REFERRALS**

A. TCOOMMI shall screen all MRIS referrals received upon receipt to determine program eligibility. TCOOMMI shall complete the following for all offenders meeting MRIS eligibility criteria:

1. Determine the location of the Parole Division file and send a request via email to the Parole Division Central File Coordination Unit (CFCU) or the Huntsville Institutional Parole Office Worksheet (HVIPO WS) Administrative Assistant III (AA III), or appropriate Institutional Parole Office (IPO).

If the case is processed in the Offender Information Management System (OIMS), TCOOMMI shall review and print the appropriate screens to create a temporary hard file that will be presented to the Board of Pardons and Paroles (BPP).

2. Screen Parole Division files to determine if a new case summary is needed. If an offender does not have a current case summary, email the MRIS contact person at the appropriate region IPO and provide the following:
    - a. Offender's full name,
    - b. TDCJ-Correctional Institutions Division (CID) number, and
    - c. Copy of the TDCJ-CID medical summary.
  3. Forward the Parole Division file to the MRIS contact person at the appropriate region IPO requesting an updated case summary. OIMS summary requests shall be submitted via email to the appropriate IPO.
  4. Submit a Mainframe request for a Notice to Trial Officials (NTO).
  5. Send an email to Victim Services staff to serve as notification of possible offender release.
  6. The Parole Division file shall be forwarded, along with a copy of the case summary, BPP minute sheet and transmittal, for release consideration.
- B. For offenders approved for MRIS, within one (1) business day, TCOOMMI shall notify RRP staff and Victim Services of the BPP approval.
1. The BPP shall ensure the release decision is appropriately entered on the mainframe computer.
  2. Once TCOOMMI has obtained appropriate placement, TCOOMMI will notify RRP of the address.
- C. For offenders denied MRIS, TCOOMMI shall return the Parole Division files to the:
1. Appropriate IPO MRIS contact person, if the offender is in normal parole review;  
or
  2. CFCU, if the offender is not in the normal parole review process.

## II. PAROLE DIVISION STAFF RESPONSIBILITIES

### A. CFCU Responsibilities

The CFCU staff shall review TCOOMMI requests for Parole Division files. If a Parole Division file exists, and the offender is not in the normal parole review process, the CFCU shall forward the file to the TCOOMMI Program Specialist within one (1) business day and advise TCOOMMI, via email, that the file has been sent.

### B. HVIPO WS AA III Responsibilities

The HVIPO WS AAIII shall:

1. Review TCOOMMI requests for Parole Division files.
2. Create a file and forward it to the TCOOMMI Program Specialist within one (1) business day, if no Parole Division file exists.
3. Email the TCOOMMI program specialist advising that the file has been sent.

### C. IPO Staff Responsibilities

1. IPO staff shall review TCOOMMI requests for Parole Division files. If the offender is in the normal parole review process, the IPO MRIS contact person shall forward the Parole Division file to the TCOOMMI Program Specialist within one (1) business day.
2. After review by the TCOOMMI Program Specialist, the MRIS contact person shall review the offender file to determine if all necessary file material is present. The MRIS contact person shall email or telephone the HVIPO WS AA III and request any missing file material to include new commitment information.

The appropriate Institutional Parole Supervisor or designee shall assign the MRIS Case Summary to an officer at the IPO and ensure it is completed.

3. A desk review of the MRIS Case Summary shall be completed for offenders:
  - a. Incarcerated in remote county jails or TDCJ-CID units.
  - b. Incarcerated in federal correctional institutions.
  - c. Who are unconscious, incapacitated, or unable to be interviewed due to medical conditions.
  - d. With a history of frequent transfers from units of assignments to medical facilities.

4. Upon completion of the MRIS Case Summary, the appropriate Region IPO shall forward the Case Summary and Parole Division file to the TCOOMMI Program Specialist who shall deliver the entire packet to the MRIS Board Panel.
5. The IPO staff shall complete this process within four (4) business days.

D. RRP Central Staff Responsibilities

1. Within one (1) business day of receipt of notification from TCOOMMI that the offender has been approved for MRIS, RRP Central staff shall:
  - a. Image all necessary file material, to include the MRIS transmittal, into OnBase.
  - b. Upon receipt, place the proposed residence plan under investigation and identify the plan as “MRIS Alert”; and
  - c. Notify the appropriate district parole office (DPO) and Region Director that the MRIS proposed residence plan request has been entered.
2. Within one (1) business day of approval of residential plan by the DPO, the parole certificate shall be issued.
3. RRP staff shall ensure the NTO was appropriately generated and that appropriate time has passed to allow trail officials to protest per Government Code 508.
4. The responsible program specialist shall inform the TCOOMMI program specialist, the CID Classification and Records Office, and releasing unit by email that the parole certificate has been issued with the date of issuance and the appropriate NTO expiration date, if applicable.

E. District Parole Office Responsibilities

1. DPO management shall assign the proposed MRIS residence investigation to a Special Needs Offender Program (SNOP) parole officer for completion within twenty-four (24) hours. The SNOP parole officer shall enter the results of the residence plan investigation and notify RRP Central of the results the same day it is completed.
2. Once the offender’s release date is confirmed, the assigned SNOP parole officer shall advise the vendor contracted for continuity of care of the release date.

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