

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PAROLE DIVISION**



**POLICY AND  
OPERATING PROCEDURE**

**NUMBER: PD/POP-2.2.17**

**DATE: 3/8/00**

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**SUPERSEDES: 5/29/97**

**SUBJECT:** ISSUING PAROLE AND MANDATORY RELEASE CERTIFICATES

**AUTHORITY:** N/A

**PURPOSE:** To establish procedures to be followed by Central Office Review and Release Processing staff in issuing parole and mandatory release certificates.

**PROCEDURE:**

- I. An offender approved for parole or mandatory release shall be issued a release certificate when the Case Analysis Unit confirms that a placement plan has been approved by field staff. Offenders with approved plans are identified through a report generated from the Parole Plan Update screen on the mainframe computer. The case files of the offenders appearing on this report are reviewed by the Review and Release Processing staff to confirm that each offender is eligible and has been approved for release. If an offender's mandatory release date arrives before a parole release can be effected, the offender shall be released to mandatory supervision rather than parole.
- II. Prior to issuing a parole certificate, a Notice to the County of Release (NCR) shall be sent if the county of release is different from the county of conviction. (An NCR is generated automatically by Data Services when a mandatory supervision certificate is issued.)
- III. Designated Review and Release Processing staff are authorized to issue parole and mandatory release certificated. Certificate issuance is accomplished by these staff through data entry on the CAPS/Minutes System – Certificate Issuance screen on the mainframe computer as follows.
  - A. Enter "X" next to "Regular" if a parole certificate is to be issued.
  - B. Enter "X" next to "Mandatory" if a mandatory supervision certificate is to be issued.
  - C. For mandatory releases only, enter "Y" next to "Violent Offender Program" if the offender qualifies for placement in this program in accordance with PD/AD-2.2.9.
  - D. Enter "X" next to PPT if the offender is in a Pre-Parole transfer (PPT) facility.

- IV. When an offender has a detainer and is not in a TDCJ or PPT unit, the Case Analyst staff shall send an email message to the Institutional Parole Office, Release Coordination Unit (RCU), providing the name and address of the detaining authority.
  
- V. In cases where new information is received that changes special conditions or reporting instructions, two options are available to staff. If the erroneous certificate has been issued and printed on the same day that the offender is to be released, the assigned Case Analysis staff member shall cause the certificate to be reprinted and shall notify the RCU by email immediately. In cases where the offender is to be released n a day subsequent to the day that the certificate was issued and printed, the certificate shall be voided and a new certificate shall be issued.
  
- VI. If no plan is available in a mandatory supervision case, a Halfway House placement shall b arranged.

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