

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

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DATE: 3/8/00

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SUPERSEDES: 5/29/97

SUBJECT: RELEASE OF OFFENDERS AFTER PRE-REVOCAION WARRANT WITHDRAWAL

AUTHORITY: N/A

PURPOSE: To establish guidelines for Central Office Review and Release Processing staff in processing the case files of offenders incarcerated in the TDCJ-Institutional Division who are eligible for release after the withdrawal of pre-revocation warrants.

PROCEDURE:

- I. Review and Release Processing staff shall fax copies of the white warrant and the original release certificate along with any attachments to the Release Coordination Unit.
- II. Case Analysis staff shall review the revocation packet for a release plan for the offender. If a plan is not available, an email message shall be sent to the Institutional Parole Office requesting that the offender be contacted for a proposed plan.
- III. If the offender submits an in-state plan, Case Analysis staff shall send a request for investigation of the plan by email, followed by case material, to the appropriate District Parole Office.
- IV. If the offender submits an in-state plan, Case Analysis staff shall notify Huntsville Specialized Programs to request placement and reporting instructions.
- V. If the offender submits an out-of-state plan, Case Analysis staff shall submit a request for supervision by the other state and notify Huntsville Specialized Programs to arrange Halfway House placement for the offender pending a response from the other state.
- VI. Upon plan approval, Review and Release Processing staff shall notify the Release Coordination Unit of reporting instructions and any additional special conditions imposed.

Victor Rodriguez
Director, Parole Division