

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

NUMBER: PD/POP-2.2.28

DATE: 8/25/99

PAGE: 1 of 3

SUPERSEDES: N/A

SUBJECT: REHABILITATION TIER PROGRAM PAROLE VOTES

AUTHORITY: N/A

PURPOSE: To establish procedures for Review and Release Processing staff in the Rehabilitation Tier Program parole vote process.

PROCEDURE:

I. Regional Institutional Parole Office Responsibilities/Actions

- A. The Regional Institutional Parole Offices and designated site locations shall produce parole status letters on a daily basis. The Rehabilitation Tier Votes (FI-R) shall be identified and separated.
- B. The Individualized Treatment Plan (ITP) coordinator of the unit for which the FI-R votes are listed shall be notified by email of receipt of the FI-R vote within 24 hours of printing.
- C. Regional Institutional Parole Officer (IPO) for the unit/facility who is responsible for the FI-R vote should contact the ITP coordinator and schedule an FI-R/ITP committee team meeting within seven to 10 working days of the receipt of the FI-R vote. (Note: The meeting should be conducted sooner if the FI-R vote is a shorter vote and placement needs to be made.)
- D. The IPO shall meet with the unit ITP committee in an FI-R/ITP committee meeting. Established Treatment/Classification guidelines shall be followed in the screening of the offender's proper eligibility. The IPO shall be responsible for delivering and explaining the status letter. In the instance that the IPO is performing the screening/delivery at a facility that has no ITP committee, the IPO shall follow the above-mentioned Treatment/Classification guidelines that identify such activities.
- E. Transfers of offenders prior to the delivery of the FI-R status letters may occur. The IPO responsible for producing the FI-R status letter should ensure the transfer of the status letter as quickly as possible by one of the following three methods: 1) Utilize batch print screen CAPS 11 – screen #6 to reprint the Infopac report; 2) Print directly to the receiving IPO telex

printer number; or 3) fax document. IPO's should use available listings and records to ensure the delivery of all FI-R status letters within the seven to 10 working day time frame.

- F. Offenders refusing to participate in the ITP programs required of them shall be required to complete a "Request for Parole Denial" form (RRP-09). The IPO shall witness and assist the offender in the completion of the document. The results of such request shall clearly be explained by the IPO. The completed form shall be forwarded to the Senior Analyst, Review and Release Processing, Central Office, for transmittal to a Parole Panel.
- G. The Regional Institutional Parole Office shall be notified by email from unit FI-R/ITP teams of FI-R offenders in disciplinary status and of the minimum dates (PRD) that are earlier than the calculated FI-R dates. The email should be reviewed for accuracy and transferred to the Senior Analyst, Review and Release Processing, Central Office, for transmittal to a Parole Panel.

II. Central Office Procedures

- A. Central Office Review and Release Processing staff shall use the daily parole list to identify Rehabilitation Tier (FI-R) voted cases that are within 90 days of their target release dates. Once identified, the cases shall be reviewed for the following:
 - 1. The target release date shall be equal to the specified date (month/year) plus the vote type (3, 6, 9, or 18) as reflected on the Board Minutes Sheet. For example, the target release date for a vote of FI-6R (6-99) on the Board Minutes Sheet is 12-1-99. This date should also concur with the "specified release date" reflected on the Review and Parole Processing (RAPP) inquiry screen of the mainframe computer's Clemency and Parole System (CAPS).
 - 2. The Participation fields of the Rehabilitation Tier programs located under transaction #12 – Individualized Treatment Plan (ITP) of the Unit Classification Inquiry screen (UCR) shall be reviewed for program enrollment (PE) or program completion (PC) codes.
- B. All Rehabilitation Tier (FI-R) voted cases that are within 90 days of their target release dates shall have file material mailed and a plan investigation initiated when a review of the ITP screens indicate they have a:
 - 1. Program Enrollment (PE) code entered in the Participation field of at least one of the Rehabilitation Tier programs with an estimated completion date within 90 days indicated in the "NREV" date field for that program; OR
 - 2. Program Completion (PC) code entered in the Participation field of one of the Rehabilitation Tier programs other than the Pre-Release/Voyager Program; OR
 - 3. Program Completion (PC) code entered in the Participation field of one of the Pre-Release/Voyager Program with no Program Enrollment (PE) code entered in any other Rehabilitation Tier programs.

- C. An offender approved for parole with a Rehabilitation Tier (FI-R) vote shall be issued a parole release certificate in accordance with PD/AD-2.2.17 when a placement plan has been approved, as reflected on the Parole Plan Update (PPU) screen, and when a review of the ITP screens indicates they have one of the following:
 - 1. A Program Completion (PC) code entered in the Participation field of one of the Rehabilitation Tier programs other than the Pre-Release/Voyager Program; OR
 - 2. A Program Completion (PC) code entered in the Participation field of one of the Pre-Release/Voyager Program with no Program Enrollment (PE) code entered in any other Rehabilitation Tier programs.

- III. Under no circumstances shall a Rehabilitation Tier (FI-R) voted case ever have a parole release certificate issued without a Program Completion (PC) code appearing in the Participation field of at least one of the Rehabilitation Tier programs.

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