

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

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SUPERSEDES: 04/28/16

SUBJECT: INITIAL INTERVIEW AND FINAL SUMMARY

PURPOSE: To establish requirements for the parole officer's first contact with the client after release that familiarizes the client with the parole officer, conditions of release, and the requirements of supervision. Requires the submission of a final summary of the client's performance upon discharge from supervision.

PROCEDURE:

I. THE INTERVIEW

- A. The unit supervisor shall review the file material located in the Offender Information Management System (OIMS) or OnBase imaging (e.g., case summary, admission summary, pre-sentence investigation report, offense report, Texas Risk Assessment System [TRAS], etc.) prior to assigning the new arrival. The unit supervisor shall ensure the client is assigned to the receiving parole officer by the end of the next business day after the client's scheduled release, to include transfer of the OIMS record to the assigned parole officer. Specific attention will be made to reviewing the Texas Department of Criminal Justice (TDCJ) Case Summary to check compliance with the legal county of residence. The client's file is to be reviewed to determine the need for imposition of special conditions.
- B. In order to verify the client has been approved for release, the unit supervisor, at the time the client reports, shall compare the client's release certificate information with the Mainframe Board Minutes Screen before adding the client to supervision in the OIMS. Once it has been confirmed the client's release from the TDCJ-Correctional Institutions Division (CID) has not been in error, the unit supervisor or management shall "Add [the client] to Supervision" in the OIMS, if the OIMS record is not already open.
- C. In the event the client does not report upon release, an investigation shall be initiated in accordance with PD/POP-4.1.1, *Processing Violations of the Rules and Conditions of Release*.

- D. During the initial interview with the client, the supervising officer or duty officer shall:
1. Review file material located in the OIMS record (e.g., case summary, admission summary, pre-sentence investigation report, offense report, TRAS, etc.). A National Crime Information Center/Texas Crime Information Center (NCIC/TCIC) request shall be submitted if no file material is available.
 2. Schedule the next office contact with adequate time to complete the TRAS process to include completing the interview, case plan, and/or trailers.
 3. Review TRAS for any assessments completed prior to release on supervision. If a Supplemental Reentry Tool (SRT) or Reentry Tool (RT) was completed within the last year and did not score LOW, a case plan will be required to be completed during the next scheduled office visit.
 4. Review the Veterans Re-entry Search Service (VRSS) and Public Assistance Reporting Information System (PARIS) fields on the Demographic screen in the OIMS to verify the client's military service. The parole officer may also verify military service through discharge documents (DD-214).
 - a. Determine if the client meets the qualifications to receive services from the Veterans Affairs.
 - b. Determine if the client's needs could be addressed through Veteran Services by obtaining the following:
 - i. Compensation and/or pension benefits;
 - ii. Medical benefits to include mental health and substance abuse treatment;
 - iii. Home loan benefits; and/or
 - iv. Education benefits.
 5. Update special condition components if any of the following conditions were imposed: "C" (Prohibited Financial Activities), "O.08" (No Gang Activity), "P" (Special Needs Offender Program), "S" (Substance Abuse Treatment), "SISP" (Super-Intensive Supervision Program), or "X" (Sex Offender Program).
 6. For clients with Special Condition "P," check the Reentry folder in imaging for a Texas Correctional Office on Offenders with Medical and Mental Impairments (TCOOMMI) Continuity of Care (COC) referral, if the client has a priority diagnosis (Schizophrenia/Schizoaffective Disorder, Bipolar Disorder, Major Depressive Disorder, Psychotic Disorder, Delusional Disorder, or Post-Traumatic Stress Disorder). If imaged, advise the client of the appointment date, time, and location. If no referral is imaged and the client is unaware of an appointment, complete the TCOOMMI COC referral form, which can be located in the SharePoint Document Library, and submit it to TCOOMMI@tdcj.texas.gov.

Reference PD/POP-3.7.1, *Special Needs Offender Program (SNOP)* for further information regarding the COC referral process.

7. Complete referrals for all special conditions or justify program excused per PD/POP-3.2.6, *Special Conditions Requiring Program Referral*, as appropriate. All program referrals shall be completed during the initial office visit or no later than five (5) business days of the client's initial report day or special condition imposition and entered in the OIMS within three (3) business days of the referral.
8. Document the review of the file for referral to specialized caseloads in the Comments section of the New Arrival Contact section within three (3) business days of the review as referenced by PD/POP-3.2.11, *Referrals to Specialized Caseloads*. If no referral is needed, a comment shall be placed in the caseload Comment section in the OIMS.
9. Conduct an alcohol and drug urinalysis and enter the results in the OIMS within three (3) business days as outlined in PD/POP-3.2.10, *Drug and Alcohol Testing Administrative Guidelines*.
10. Make a referral to the Texas Workforce Commission for employment assistance.

Note: Maintaining employment is an important step in a client's successful reentry into the community. Office hours should be adjusted to meet this requirement.
11. Advise the client of Supervision fees, Crime Victim Fund fees, Post-Secondary Education Reimbursement fees, Sexual Assault fees, or if applicable, any other fees, including Restitution and the method of payment. Clients are to be advised that **Restitution fees are the primary fee**, and that Supervision fees will be applied to Restitution until the restitution balance is paid in full. Refer to PD/POP-3.1.6, *Restitution/Post-Secondary Education Reimbursement/Fees/Collection Process*, Section I.B.10, when addressing deferral of supervision fees to pay restitution. Advise the client that failure to pay fees is a violation of the conditions of release and may result in interventions per PD/POP-4.1.1, *Processing Violations of the Rules and Conditions of Release*.
12. Instruct the client to pay any fees, court costs, or fines to the clerk of the court of conviction as outlined in PD/POP-3.1.6, *Restitution/Post-Secondary Education Reimbursement/Fees/Collection Process*. The parole officer shall provide the court cost from the Payment of Court Costs form (PDFO-0501) for the client to take to the court of conviction and, at the next office visit, bring verification of payment or the scheduled payment plan from the court clerk's office.
13. Authorize gate money if the client is eligible to receive a gate check as outlined in PD/POP-3.1.2, *Release Payment ("Gate Money")*. Document "Gate Money Issued" in the Comments section of the New Arrival Contact section in the OIMS.
14. Schedule and conduct a home verification within 15 business days of the initial visit as outlined in PD/POP-3.2.34, *Contact Standards*.

The home verification shall be entered in the OIMS as “Home Verification,” even if the parole officer makes face-to-face contact with the client. When entering this contact, a home verification option is chosen from the drop-down menu on the OIMS Contacts Screen.

15. Read and discuss HIV/AIDS information and provide written HIV/AIDS information for the client’s reference.
16. Review the OIMS fact sheet and identify if DNA collection is complete. If DNA collection is incomplete, the parole officer shall collect the required DNA from the client prior to the client leaving the office and in accordance with the collection procedures identified in PD/POP-3.2.2, *Offender DNA Specimen Collection in Intermediate Sanction Facilities, Substance Abuse Felony Punishment Facilities and District Parole Offices*.
17. Advise the client of county of residence requirements as outlined in PD/POP-3.1.4, *Residency Requirements for Releasees*. Clients shall be required to reside in the legal or approved county of residence as indicated by the Board of Pardons and Paroles (BPP) vote. The client’s legal county of residence is defined as the county in which the client was residing at the time of the instant offense. If the client was residing out of state, the legal county of residence is defined as the county in which the instant offense occurred. Normally, the client will be released to his legal county of residence, but with BPP panel approval, the client may be released from the TDCJ-CID to a county other than his legal county of residence.
18. Instruct the client to obtain either a Texas Department of Public Safety (DPS) driver license (DL) or identification (ID) card within 30 to 90 calendar days of release from the TDCJ-CID. In accordance to PD/POP-3.1.9, *Personal Identification Card and Driver License Requirements for Clients*, clients have thirty (30) days to obtain a DL or ID, if they received identification documents when released, and ninety (90) days to obtain a DL or ID, if they did not receive identification documents when released.

The client shall be informed that he is required **by law** to carry his DPS DL or ID at all times and must present it upon request by parole officers and law enforcement officials.

19. Schedule the client to attend the next available Substance Abuse Counseling Program (SACP) Level I relapse prevention class, if the client has Special Condition “S” for substance abuse, and refer the client to a community-based support group, in accordance with PD/POP-3.8.25, *Substance Abuse Counseling Program Administrative Guidelines*.
20. Take photographs of the client for the client file. Photographs of exposed tattoos and suspected gang tattoos shall be made in accordance with PD/POP-3.2.33, *Special Procedures for the District Parole Officer and Office Concerning Gang Members*.

- a. New photographs should be taken every six (6) months while the client is under supervision and when changes occur in the client's appearance, if he is a gang member.
 - b. New photos should be taken at least bi-annually for all other clients.
 - c. All photos will be forwarded to management for uploading in the OIMS, per established procedure.
21. Provide the client with specific, written reporting instructions including the date, time, and location for monthly reporting and for the next contact.
 22. Review the release certificate with the client to include requirements of special conditions.
 23. Review applicable Parole Division Policy and Operating Procedures—Offender Office and Home Contacts required with the client. All clients are to sign the Advisement Form (PSV-42), and a copy shall be placed in client's file.

Procedures outlined in this section also apply to cases received under Interstate Compact. (Refer to PD/POP-3.10.4, *Supervision Procedures for Interstate Compact Offenders*.)

II. UPDATING OIMS ENTRIES

- A. The parole officer shall ensure that the OIMS entries are updated in a timely manner. Ideally, the updating should be accomplished during the initial interview, but shall be completed no later than three (3) business days after the initial office contact. Further delays in updating the OIMS shall be discussed with the parole officer's unit supervisor.
- B. The following items shall be updated in the OIMS:
 1. INDICATORS (Click Add Indicator and submit.)
 2. CASELOAD TYPE
 3. STATUS (Select Active Normal.)
 4. SUPERVISION LEVEL
 - a. If an SRT or RT was completed prior to release, the supervision level is determined based upon that score, unless a supervision override is required based on Policy/Board Directive or Specialized Assessment Results (Static 99R). Refer to Section II.B.4.c.
 - b. If an SRT or RT was not completed prior to release, the supervision level will be high until the TRAS assessment is completed.

- c. Reference PD/POP-3.2.5, *Case Assessment*, for additional information on reviewing, processing, and completing the TRAS assessment, and determining supervision levels.
5. NEW ARRIVAL CONTACT
6. NEXT VISIT DATE/SCHEDULE
7. WORKFLOW (Check to see if the case is assigned and no work items need to be completed.)
8. RESIDENCE (Make residence active.)
9. CONTACT (Enter contact.)
10. DRUG TESTING (Complete and enter drug test results.)
11. PROFILES
12. PROGRAM REFERRALS (Enter and make all referrals active.)
13. ADVISEMENT FORM (Provide client instructions for referrals made to include address and phone numbers of referrals, next office and home contacts, etc.)
14. FEES
15. INCOME
16. NEXT OF KIN (Enter contact persons that will have knowledge of whereabouts.)
17. DEMOGRAPHICS (Add all required information.)
18. EMPLOYMENT
19. GANGS
20. SPECIAL CONDITIONS (Complete the Notice of Special Conditions form. Have the client sign and date the form. Reference PD/POP-3.2.6, Special Conditions Requiring Program Referral.)
21. NCIC/TCIC (Run a full rap sheet and wanted persons check to determine if the client has any outstanding warrants.)
22. EDUCATION (Check Educational Achievement [EA] score, and if 6.9 or below, make the appropriate referral.)

23. MEDICAL (Review CID medical information and document any medication[s].)

24. VEHICLES

C. The parole officer shall make an OIMS entry within three (3) calendar days of the client's discharge date, summarizing the performance of the client during the entire period of supervision.

D. The following items shall be indicated in the final summary OIMS entry:

- Release/discharge date
- Special condition compliance
- Violation and warrant histories
- Drug and alcohol history
- Employment status
- Fee compliance
- Risk level
- Statement of overall adjustment

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