

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

NUMBER: PD/POP-3.1.9

DATE: 08/17/18

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SUPERSEDES: 04/30/07

SUBJECT: PERSONAL IDENTIFICATION CARD AND DRIVER LICENSE REQUIREMENTS FOR CLIENTS

AUTHORITY: BOARD OF PARDONS AND PAROLES ORDER 98-10.01; TEXAS GOV'T. CODE §§ 508.044 AND 508.045; TEXAS ADMIN. CODE (TITLE 37, PART 5, SUBCHAPTER B, RULE 145.27)

PURPOSE: To require clients who are released on parole or mandatory supervision, supervised in Texas, and subject to the jurisdiction of the Parole Division, to obtain, carry, and maintain a current Texas Department of Public Safety (DPS) personal Identification Card or Driver License.

PROCEDURES:

I. REQUIREMENTS

- A. All clients subject to the jurisdiction of the Parole Division are required to be in possession of a valid Texas DPS personal Identification Card (ID) or Driver License (DL). This includes clients supervised in Texas under the Interstate Compact Agreement.
- B. At the time of their release, clients should receive a document packet from the Reentry and Integration Division (RID) that contains important documents to assist in their reentry into society. The document packet may include a Social Security card, DPS ID or DL, birth certificate, and military discharge paper (DD-214), if applicable.
- C. In the event the RID ordered documents while the client was incarcerated and received those documents after the client's release date, the RID will forward those documents to the client's assigned district parole office (DPO). Documents, along with a receipt for the client to sign, will be sent to the attention of the RID Case Manager located in that DPO or the parole supervisor for DPOs not staffed with a RID Case Manager.
- D. Clients released with a DPS ID or DL shall be instructed during their initial report to the DPO to update the address on the DPS ID or DL within 30 calendar days to reflect the current address.

- E. Clients who did not receive the packet from the RID or who are released to an agency-contracted Residential Reentry Center (RRC) shall be given ninety (90) calendar days to obtain a DPS ID or DL.

II. INITIAL REPORT

During the initial report upon release from the Correctional Institutions Division (CID), the supervising parole officer or duty officer shall inform the client of the following:

- A. The client has thirty (30) or ninety (90) calendar days to update or obtain a DPS ID or DL (see Section I, D–E).
- B. After obtaining the initial ID or DL, any changes that require updating the DPS ID or DL shall be accomplished within thirty (30) calendar days of change, including any approved address changes.
- C. The Texas DPS ID or DL shall be kept in the client’s possession at all times and shall be presented to law enforcement and TDCJ officials upon request.
- D. A copy of the client’s most recent DPS ID or DL shall be attached to the release certificate in the client’s field file, scanned to the client’s file in OnBase, and documented in the Demographics section of the Offender Information Management System (OIMS).
- E. Failure to comply with this policy shall be considered a violation of release, as outlined in Parole Division policy 4.1.1, *Processing Violations of the Rules and Conditions of Release*. If a client cannot obtain a DPS ID or DL for the reason cited in the note below, the parole officer shall ensure that all reasonable effort is made to pay any fines or costs. Failure to comply may result in imposed interventions until payment or a payment schedule is made.

Note: Under Texas Transportation Code § 706.002, the DPS is authorized to contract with political subdivisions to deny renewal of an individual’s DL for failure to appear or failure to pay or satisfy a judgment ordering payment of a fine and cost, in a matter involving an offense in which a court has jurisdiction under the Code of Criminal Procedure, Chapter 4.

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