

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

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DATE: 05/04/07

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SUPERSEDES: 09/10/99

SUBJECT: CASE FILE ORGANIZATION (DISTRICT OFFICE)

AUTHORITY: N/A

PURPOSE: To establish a uniform method for arranging case file material within each individual case file folder and to establish a uniform system of file arrangement for each caseload.

PROCEDURE:

- I. **Responsibilities:** The assigned officer shall be responsible for case file maintenance. Clerical staff shall assist in file assembly prior to assignment to an officer, in accordance with local directives.

- II. **File Contents:** Material/information shall be arranged in the file folder as follows (from right to left, bottom to top).
 - A. The Fact Sheet shall be affixed to the right side of the file folder (inside back cover).
 - B. Offender Photos shall be fastened above the Fact Sheet.
 - C. Gate money receipts and authorization forms shall be stapled to the interior of the right side of the case file folder.
 - D. The Release Certificate, with copy of current Driver License or ID card attached, shall be placed behind the institutional file packet (Case Summary, Admission Summary, Pre-Sentence Investigation, DPS and FBI Criminal History reports, Judgments and Sentences, and fingerprints) and placed on top of the Fact Sheet.
 - E. Any documentation generated after release shall be placed next chronologically with the most recent items on top.

- III. File Storage: All file folders shall be arranged in alphabetical order and filed in the officer's desk or file cabinet. Case files shall be organized as follows:
- A. Active files shall be filed alphabetically.
 - B. 'Agent' or 'alpha' assignments shall be filed alphabetically and placed in front of the active cases. These may include incomplete investigations of any kind, completed transfer investigations (until offender arrives or transfer is withdrawn), and other similar files pertaining to cases or activities not directly supervised by the officer.
 - C. Inactive files (or those statistically closed which may still require some activity) shall be filed alphabetically behind the active files until they are closed or transferred to another file system.
 - D. Local policy may direct storage of certain files in central locations. These may include absconders, annual report cases, revoked files, placement investigations, or others.
- IV. File Security: Case files are to be secured when not in use and after normal office hours. Office managers shall ensure that office procedures are in place to maintain case file security. Case files should not be left in areas accessible to offenders or non-authorized persons. File cabinets or desks, as appropriate, should be utilized for records security.

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