

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

NUMBER: PD/POP-3.2.11

DATE: 10/16/18

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SUPERSEDES: 09/14/10

SUBJECT: REFERRALS TO SPECIALIZED CASELOADS

AUTHORITY: TEXAS GOV'T CODE ANN. §§ 508.146, 508.185, 508.315, 508.316, 508.318

PURPOSE: To establish procedures for referring clients to specialized caseloads.

PROCEDURE:

I. REVIEWING CASES FOR REFERRAL

Within five (5) business days of receipt of any newly released or newly assigned case, the parole officer shall review the client case file for specialized caseload eligibility. The parole officer shall review PD/POP-3.1.1, *Initial Interview and Final Summary* and PD/POP-2.2.25, *Imposing Mandated Special Conditions*, to include specific case file material information in the Offender Information Management System (OIMS)/OnBase for a comprehensive review of specialized caseload eligibility, as appropriate. If no referral is needed, the review date and a comment that the client is not eligible for placement on a specialized caseload shall be entered into the Comments section of the Contacts screen in the OIMS.

II. REFERRING CASES TO SPECIALIZED CASELOADS

A. When referring cases to specialized caseloads, the parole officer shall:

1. Review the criteria required for placement on a specialized caseload by referring to the specific Parole Division policies;
2. Staff the case with his respective unit supervisor to determine if the client meets the criteria for placement on a specialized caseload; and
3. Request that the Board of Pardons and Paroles (BPP) impose the special condition in accordance with PD/POP-3.2.7, *Imposition and Withdrawal of Special Conditions Through Offender Information Management System (OIMS)*. The request for imposition shall be submitted in the OIMS.

Note: Requests for imposition of special conditions “X” (Sex Offender Program), “M” (Sex Offender Registration), “O.33” (Sex Offender Counseling), and “P” (Mental Health/IDD/Special Needs) must be reviewed by the appropriate Specialized Programs staff for a recommendation before submitting the request to the BPP.

- B. If the BPP approves the special condition, the parole officer shall update the Caseload screen in the OIMS by clicking on “Add Caseload” and selecting the applicable specialized caseload. The parole officer shall justify the referral in the Comments section and submit the request. The request will transfer to the unit supervisor to forward to the specialized caseload unit supervisor, as appropriate.

III. PROCESSING SPECIALIZED CASELOAD REFERRALS

The request is sent to the appropriate unit supervisor’s Inbox in the OIMS as “Caseload Change Decision Request.” The request for caseload change remains in the Pending section of the All Caseloads screen. The specialized caseload unit supervisor shall accept or reject the request.

- A. If the specialized caseload unit supervisor rejects the request, the supervisor shall enter the rationale in the Comments section, where the pending caseload change moves to the Caseload History screen in the OIMS. The specialized caseload unit supervisor may reject the request only if there is credible justification (e.g., incomplete assessment, incomplete work items, etc.) for the rejection, and BPP action is not required to proceed.

The parole officer shall review the OIMS Notification email that indicates the reason for the rejection, address required actions, and transfer the case within three (3) business days.

- B. If the supervisor accepts the case, the caseload type will automatically become active.

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