

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND OPERATING
PROCEDURE**

NUMBER: PD/POP-3.2.15

DATE: 10/30/18

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SUPERSEDES: 05/16/05

SUBJECT: INFORMANT REVIEW PROCESS

AUTHORITY: BOARD OF PARDONS AND PAROLES GENERAL CONDITION OF RELEASE NO. 7

PURPOSE: To provide instruction for review of clients to be used by law enforcement agencies as informants.

- I. All informant requests should be referred to the Parole Division Director.

- II. A required Informant Checklist and letter outlining the activities of the informant shall be submitted to the Division Director or designee by each law enforcement agency requesting a client as an informant.

- III. If the informant violates any term or condition of release, the informant status may be terminated at the discretion of the Division Director or designee.

- IV. At the discretion of the Division Director or designee, local management responsible for the supervision of the client may be contacted to make a recommendation concerning the client's informant status approval.
 - A. If the local management is contacted, the client's activity as an informant shall not be entered into the client records; and
 - B. The local management shall verbally notify the Division Director or designee if a situation develops that affects the client's informant status.

- V. The Division Director or designee reserves the right to refuse to disclose to anyone the identity of a client who has assisted law enforcement officials or provided information relating to the investigation of criminal activity if she believes the best interests of the agency or the safety of the client may be compromised.

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Director, Parole Division