

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

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DATE: 10/04/12

PAGE: 1 of 2

SUPERSEDES: 03/01/06

SUBJECT: TRANSFER INVESTIGATIONS

AUTHORITY: TEXAS GOVERNMENT CODE § 508.181

PURPOSE: To establish procedures for transferring cases intrastate and within a city.

DISCUSSION: A transfer request may be made if the offender has verifiable employment, will enter a residential treatment program, or has family support that would warrant a transfer.

A transfer request shall not be submitted if an offender is unable to provide a reasonable basis for transfer or is unable to provide a complete transfer plan, including residential address.

All offenders released on supervision are subject to the statutory residency requirements described in TEXAS GOVERNMENT CODE § 508.181 and Parole Division policy 3.1.4, *Residency Requirements for Releasees*. Offenders shall not be allowed to proceed to the new location until approval of the proposed plan and, if applicable, the Texas Board of Pardons and Paroles (BPP) approval for change in county of residence.

However, in extreme situations (e.g., treatment bed availability, public safety, medical emergencies), an offender may be given permission upon approval by the Region Director to proceed with a change in county of residence before BPP Panel approval. The rationale for allowing the offender to move prior to BPP Panel approval shall be staffed at the parole supervisor level and noted in the Comments section of the Offender Information Management System (OIMS). If the BPP Panel denies the request, the offender shall return to his previous residence as soon as possible, but may delay no longer than one (1) week. Offenders with pending charges shall be considered for transfer only upon approval by parole supervisors.

PROCEDURE:

I. IN-OFFICE TRANSFER

Transfer of an offender from one parole officer to another in the same district parole office (DPO) shall be accomplished as outlined in the OIMS procedure guidelines, available in the OIMS Document Library in Lotus Notes. The reasons for the transfer, if other than to balance a caseload, must be staffed by the unit supervisors and both parole officers. Results of the staffing shall be entered in the Comments section of the OIMS.

II. IN-CITY TRANSFER

Transfer of an offender from one DPO to another within the same city shall be accomplished by requesting a transfer investigation in the OIMS. The requesting parole officer shall have unit level approval before submitting the request for an in-city transfer investigation.

The receiving parole officer shall investigate the transfer within two (2) business days. The investigating parole officer shall complete the OIMS "All Residences" screen, and if the plan is approved, shall enter reporting instructions into the OIMS.

The offender shall be given reporting instructions and the field file shall be forwarded to the receiving parole officer. Unit supervisors shall review the information regarding the offender in the OIMS, as well as the field file material. Any deficiencies shall be resolved prior to sending the file to the receiving parole officer.

III. IN-STATE TRANSFER

The sending parole officer shall update the residence screen in the OIMS by providing sponsor information. This information is sent to the receiving DPO for investigation.

The investigating parole officer shall complete the investigation within two (2) business days. After the investigation has concluded, the parole officer shall complete the requirements for updating the OIMS as stated in Section II.

The sending parole officer shall submit a transmittal to request imposition of County of Residence Change in accordance with Parole Division Policy 3.1.4, *Residency Requirements for Releasees*.

The parole officer's unit supervisor will review the offender's OIMS file and field file. The field file will be forwarded to the receiving DPO within three (3) business days.

Stuart Jenkins
Director, Parole Division