

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PAROLE DIVISION**



**POLICY AND  
OPERATING PROCEDURE**

**NUMBER: PD/POP-3.2.17**

**DATE: September 1, 2021**

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**SUPERSEDES: August 21, 2018**

**SUBJECT:** TRANSFER INVESTIGATIONS

**AUTHORITY:** TEXAS GOV'T CODE § 508.181

**PURPOSE:** To establish procedures for transferring a case from one district parole office to another.

**DEFINITIONS:**

A transfer request may be made if a client has verifiable employment, will enter a residential treatment program, or has the support of family and friends that would merit a transfer. A transfer request shall not be submitted if a client is unable to provide a reasonable basis for transfer or is unable to provide a complete transfer plan, including a residential address.

**PROCEDURES:**

**I. STATUTORY RESIDENCY REQUIREMENTS**

A client released on supervision is subject to the statutory residency requirements described in Texas Government Code § 508.181 and PD/POP 3.1.4, *Residency Requirements for Releasees*.

- A. A client shall not be allowed to proceed to a new location until the proposed plan is approved and, if applicable, the Texas Board of Pardons and Paroles (BPP) approves a change of the client's county of residence.
- B. In an extreme situation, such as treatment bed availability, public safety, or a medical emergency, the PO may staff the case through the chain of command and, if determined appropriate, the region director (RD) may approve the client for a change in county of residence before a BPP Panel approval. The RD shall enter a contact in the Offender Information Management System (OIMS) detailing the rationale for approval.
- C. If a BPP Panel denies the request, the client shall return to their previous residence as soon as possible but no longer than one week.
- D. A client with pending charges shall be considered for transfer only upon approval by the parole supervisor.

## II. IN-CITY TRANSFER

- A. To transfer a client from one district parole office (DPO) to another within the same city, the sending parole officer (PO) shall enter a proposed residence plan in the Residence screen of the OIMS.
- B. The receiving PO shall investigate the transfer request within five business days and complete the OIMS All Residences screen.
- C. If the plan is approved, the sending PO shall enter reporting instructions in the OIMS, provide the client with reporting instructions, and submit the field file to the unit supervisor (US).
  - 1. The US shall review the information regarding the client in the OIMS and the field file material and ensure all outstanding work items are resolved before sending the file to the receiving DPO.
  - 2. The field file shall be forwarded to the receiving DPO within three business days.

## III. IN-STATE TRANSFER

- A. The sending PO shall enter a proposed residence plan in the Residence screen of the OIMS. This information is sent through the OIMS to the receiving DPO for investigation.
- B. The receiving PO shall complete the investigation within five business days and complete the OIMS All Residence screen.
- C. If the plan is approved, the sending PO shall submit a transmittal in the OIMS requesting the BPP to impose County of Residence (COR) change according to PD/POP 3.1.4, *Residency Requirements for Releasees*.
- D. If COR is approved, the sending PO shall enter reporting instructions in the OIMS, provide the client with reporting instructions, and submit the field file to the US.
  - 1. The US shall review the information regarding the client in the OIMS and the field file material and ensure all outstanding work items are resolved prior to sending the file to the receiving DPO.
  - 2. The field file shall be forwarded to the receiving DPO within three business days.

## IV. OUT-OF-STATE TRANSFER

For out-of-state transfer investigations, refer to PD/POP 3.10.3, *Interstate Transfer Investigations*.

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