

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

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DATE: 08/12/09

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SUPERSEDES: 12/17/07

SUBJECT: RESIDENTIAL REENTRY CENTER PLACEMENTS

AUTHORITY: TEX. GOV'T CODE ANN. §§ 508.118, 508.181

PURPOSE: To provide procedures for the placement of parole and mandatory supervision offenders into Residential Reentry Centers (RRC's), formerly known as Halfway Houses (HWH's) and County Jail Work Release Programs.

PROCEDURE:

- I. The Huntsville Placement and Release Unit (HPRU) shall screen and authorize all placements of offenders into the Residential Reentry Centers in accordance with established criteria.
 - A. HPRU shall process cases for intake after all other resources have been investigated and exhausted for those offenders who have been referred for facility placements from the following:
 1. Austin Review and Release Processing is responsible for:
 - a. Texas Department of Criminal Justice – Correctional Institutions Division (TDCJ-CID) offenders being released on parole and mandatory supervision;
 - b. Parole in Absentia (PIA) offenders being released from county jails and other correctional facilities; and
 - c. Texas Youth Commission (TYC) offenders being transferred to adult parole supervision.
 2. Central Coordination Unit (CCU) is responsible for:
 - a. State Jail offenders being released; and
 - b. Detainer cases (offenders being released from detainers).

3. For offenders being released from an Intermediate Sanction Facility (ISF), the requesting ISF Officer shall fax the Request for Placement (CMS-42) to HPRU. In addition, a copy of the offender's case summary and a copy of the offender's release certificate shall be faxed to HPRU if these documents are not on the Offender Information Management System (OIMS). The officer shall enter the request for placement into OIMS.
 4. The District Parole Officer shall obtain approval from the Parole Supervisor to request a facility placement. The Parole Supervisor shall verify that the offender is "Homeless" and does not have a physical address and all other housing options, to include the alternate housing list, have been exhausted prior to granting the approval. The Parole Supervisor shall sign the Request for Placement (RRC-10) which indicates that all other possible resources have been exhausted and that the DPO has approval to fax the RRC-10 to HPRU. The requesting Parole Officer shall fax the RRC-10 to HPRU. In addition, a copy of the offender's case summary and a copy of the offender's release certificate shall be faxed to HPRU if these documents are not on OIMS. The officer shall enter the request for placement into OIMS. If the placement request is for a homeless sex offender the RRC-10 shall be marked by the requesting officer as an "EMERGENCY PLACEMENT". The requesting officer shall also call HPRU and provide the duty analyst with advance notice of the emergency placement. HPRU shall make a facility placement for the offender immediately upon receipt of the request.
- B. HPRU clerical staff shall print the necessary screens from the mainframe and the case summary from OIMS, enter the case summary information into the placement database, and create the placement worksheets for the Placement Analyst's review of the offender's case file.
1. The Placement Analyst shall:
 - a. Review each offender's case file and, if the offender has a medical or mental issue, refer the offender to the Texas Correctional Office on Offenders with Medical and Mental Impairments (TCOOMMI) for possible aftercare service. This procedure is applicable to:
 - (1) Severe medical and mental impairment cases requiring placement in facilities other than Residential Reentry Centers;
 - (2) Cases with a MEDI screen alert code of 4 in any of the columns of the PULHES or 2, 3, or 4 in the S column of the PULHES; or
 - (3) Any other cases where the case summary reflects medical/mental issues that may prevent the offender from gaining employment.
 - b. Request a Texas Uniform Health Status Update form from the medical or psychiatric staff of the assigned unit for any case with a 4 in any of the columns of the PULHES or 2, 3, or 4 in the S column of the PULHES. Any other case may be referred at the Placement Analyst's discretion.

- c. Review the offender's case file to obtain the offender's Legal County of Residence and to review special conditions placed by the Board of Pardons and Paroles. In selecting the appropriate facility, the following guidelines shall be followed:
 - (1) Offenders shall be placed in a facility in their Legal County of Residence. If an offender's Legal County of Residence is not in Texas, then the offender shall be placed into a facility in the county of conviction.
 - (2) If there is not a facility in the offender's Legal County of Residence or County of Conviction (for out of state offenders), the offender shall be placed in the facility nearest to the offender's County of Residence or County of Conviction (for out of state offenders) that has an available bed and that has a placement criteria that will accommodate the offender's placement.
 - (3) If the Board of Pardons and Paroles has imposed a special condition (noted as a "Z" condition) that prohibits an offender from entering a particular county, the offender shall not be placed in that county.

II. The Placement Analyst at the HPRU, in order to place an offender at a Residential Reentry Center, shall follow the procedure below.

- A. Identify the appropriate RRC for the offender;
- B. Complete the HPRU placement worksheet, which is provided to the Administrative Assistant for entry into the HPRU placement database;
 - 1. The Administrative Assistant shall enter the placement information into the placement database for the purpose of tracking, billing, and generating the necessary forms and statistical reports.
 - 2. If a County of Residence transmittal is required and the placement information is to be entered on the Parole Plan Update (PPU) Screen in the mainframe computer, the Administrative Assistant shall produce the transmittal, which is sent to the duty Parole Board Panel for approval.
 - 3. The Administrative Assistant shall also produce a Placement Notice, which contains the offender's name and demographic information.
 - a. The Placement Notice and a copy of the offender's file material shall be sent to the receiving facility.
 - b. The Placement Notice and a copy of the offender's file material, if not in OIMS, shall be sent to the Parole Officer assigned to supervise the offender. If the file material is in OIMS, only the Placement Notice will be sent after it has been stamped 'File Material on OIMS'.

- C. Enter the placement information either into the TDCJ mainframe on the PPU screen or enter into OIMS in the Residence section.
 - 1. If a County of Residence transmittal is required and the placement information is to be entered in OIMS, the Placement Analyst shall submit an E-Transmittal through OIMS to a Parole Board Panel for approval and enter the placement status as “pending Board approval.”
 - 2. Once Board approval is received, placement status shall be changed to “passed” in OIMS.
 - D. For field placements, an email containing the placement information shall be sent to the requesting parole officer, the officer’s unit supervisor, and the RRC parole officer for placement notification.
 - E. For ISF placements, a report (ISF Placed Not Released) containing the placement information is sent to CCU to schedule a release date.
- III. When a RRC placement is no longer required, the placement shall be cancelled in the following manner:
- A. The Placement Analyst shall complete the Cancellation Request form and attach the documentation for the cancellation reason.
 - B. The Placement analyst shall fail the plan on the PPU screen or cancel the placement on the residence section of OIMS.
 - C. The Administrative Assistant shall:
 - 1. Enter the cancellation information into the HPRU placement database.
 - 2. Produce a cancellation notice which is faxed to the RRC and the Parole Officer assigned to supervise the offender.
- IV. The Duty Analyst shall produce a Daily Arrival Report that shall be faxed at close of business each day to the Residential Reentry Centers, responsible District Parole Offices, and the Command Center. The report shall consist of an alphabetical listing of offenders, their assigned facilities, and the estimated arrival time of the offender if they had an electronic monitoring device attached at release.
- V. Cases shall be tracked from intake through termination from the assigned facility. Files shall be

maintained for one (1) year after termination from the facility.

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