

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PAROLE DIVISION**



**POLICY AND  
OPERATING PROCEDURE**

**NUMBER: PD/POP-3.9.5**

**DATE: 08/19/13**

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**SUPERSEDES: 12/03/12**

**SUBJECT:** RESIDENTIAL REENTRY CENTER (RRC) OUTPLACEMENT PROCEDURES

**AUTHORITY:** TEXAS GOVERNMENT CODE §§ 508.118, 508.181

**PURPOSE:** To establish procedures for processing Residential Reentry Center (RRC) clients out of the center.

**PROCEDURE:**

**I. RESIDENCE PLAN DEVELOPMENT**

- A. The supervising officer shall complete the initial interview in accordance with Parole Division policy 3.1.1, *Initial Interview*, within two (2) business days of the client's arrival at the Residential Reentry Center (RRC). The offender shall be questioned as to an alternate residential plan and potential sponsors reviewed from the inmate "Visitors List" accessed from the Texas Department of Criminal Justice (TDCJ) mainframe, as applicable. Contacts shall be completed in accordance with assigned caseload type and documented in the Offender Information Management System (OIMS).
- B. Weekly face to face contacts for the purpose of home plan development, verification of client's activities, and monitoring compliance with RRC regulations shall be completed until a plan is developed and submitted for investigation. If the plan investigation results in denial, weekly in-person contacts with the client will resume until a new plan is developed and submitted for investigation.
- C. Proposed residence plans shall be entered into the OIMS, noting sponsor name, address, and telephone number.
- D. For approved residence plans outside of the client's Legal County of Residence, the supervising officer shall obtain Texas Board of Pardons and Paroles (BPP) approval in accordance with Parole Division policy 3.1.4, *Residency Requirements for Offenders*, prior to transfer of the client's records to the new district parole office.
- E. If utilizing Alternate Housing sites, locations must be on the approved Alternate Housing list.

## II. RESIDENCE PLAN INVESTIGATION

- A. RRC residence plan investigations shall be completed by the assigned officer within two (2) business days of assignment. All failed plans shall be reviewed by the parole supervisor for appropriateness of the action before the plan is failed in the OIMS.
- B. The investigating officer and unit supervisor shall confirm that the residence plan meets the requirements for specialized supervision cases.

## III. OFFENDER FINANCIAL MANAGEMENT

- A. The supervising officer shall monitor clients' compliance with any applicable RRC policy regarding savings accounts maintained by the center. These funds shall be used for helping clients relocate out of the RRC. District management will approve all withdrawals of these funds from the savings accounts as designated by the Region Director. Staff shall use the Request for Exemption, Reduction, and Withdrawal (RRC-11) for this purpose (form on the Parole Division Document Library).
- B. District Management will review available financial records submitted by RRC staff to determine clients' ability to relocate based on personal savings (e.g., SSI benefits, VA benefits, or in-kind support by relatives and friends).
- C. RRC clients will be referred to the Texas Workforce Commission on a weekly basis and weekly contact with the Texas Workforce Commission staff shall occur to determine client compliance. Super-Intensive Supervision Program (SISP) clients and sex offenders will be allowed out for verified authorized activity by the supervising officer.

## IV. RELEASES FROM THE RESIDENTIAL REENTRY CENTER (RRC)

- A. Once a residence plan is approved and, as applicable, a transmittal for change of County of Residence approved, the supervising officer will expedite the transfer. If a bus voucher is required to assist an indigent client, officers are to contact the Central Coordination Unit (CCU).
- B. RRC officers are required to review cases for special condition(s) compliance in the transfer process. All specialized cases will require documentation and communication between districts to confirm that all special conditions are addressed.
- C. SISP and Electronic Monitoring (EM) RRC transfer cases require an email between management communicating the coordination of the plan, equipment identification, and client arrival time to ensure continuous monitoring.

## V. MANAGEMENT OVERSIGHT

District Management responsible for supervision of clients in the RRC shall:

- A. Review the Daily Release list that is forwarded to Region Management daily;
- B. Assign RRC cases according to caseload type in order to ensure equal caseload distribution;
- C. Follow up weekly with RRC officers to confirm cases have been interviewed within the week to develop residence plans, to include review of the approved Alternate Housing List;
- D. The Parole Supervisor shall visit the RRC as needed, but not less than twice a month;
- E. Comply with Parole Division policy 1.3.13, *Oversight Responsibilities of Region Management for Parole Officer Duties*;
- F. Ensure all clients are drug tested once per month; and
- G. The Region Director should maintain monthly contact with the RRC, visiting the facility as well as directing management, on an as needed basis, to visit the facility to ensure sound RRC operational management is occurring.

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