

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

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SUPERSEDES: 08/15/19

SUBJECT: SUPER-INTENSIVE SUPERVISION PROGRAM (SISP)

AUTHORITY: TEXAS GOVERNMENT CODE §§ 508.227, 508.315, 508.317

PURPOSE: To establish administrative procedures and supervision guidelines for SISP.

DEFINITIONS:

Approved Residence – A dwelling in which the client is approved to reside. It does not include any other areas beyond the front or back door of the residence or beyond the zone of the property if the client is approved to reside in a Residential Reentry Center (RRC).

Authorized Activity – An approved activity in which a client may participate based on verifiable need.

Best practice – A method generally accepted because it produces results that are superior to those achieved by other means.

Daily Living Needs – Personal activities for necessities and does not include recreational or entertainment activities, hobbies, or any activity outside of obtaining basic necessities.

Exclusion Zone – An area identified by the parole officer (PO) where the client is prohibited from entering.

Field Supervising Officer (FSO) – Super-Intensive Supervision Program officer assigned to complete specific duties in the field when a team approach is used.

Global Positioning System (GPS) – A space-based navigation system that provides location and time information using GPS satellites.

GPS Tracking Device – A device worn by the client that tracks the client's locations utilizing GPS.

Home Confinement – A period of time in which the client is restricted to their approved residence.

Home Monitoring Unit (HMU) – A device placed in the client's residence that is used to charge the GPS Tracking Device and detect the transmitter.

Inclusion Zone – An area identified by the parole officer where the client is required to remain.

Office Supervising Officer (OSO) – Super-Intensive Supervision Program officer assigned to complete specific duties in the office when the team approach is used.

Transmitter – A device placed on a client’s ankle.

PROCEDURE:

I. SISP REFERRAL AND IMPOSITION

- A. Prior to release on Parole or Mandatory Supervision, clients who meet one (1) or more of the criteria identified in PD/POP 2.2.6, *Super-Intensive Supervision Program Referral Process*, shall be referred by Review and Release Processing (RRP) staff to the SISP Board Panel for possible Special Condition SISP imposition.
- B. Clients released without Special Condition SISP may be referred to Review and Release Processing in accordance with PD/POP 2.2.6, *Super-Intensive Supervision Program Referral Process* for possible imposition of Special Condition SISP if the following situations occur:
 - 1. Client was not reviewed for SISP initially; or
 - 2. New information is available that was not available during their initial review.

II. SISP TEAM APPROACH

- A. SISP Teams that consist of two officers who are responsible for all aspects of supervision and shall alternate duties monthly.

B. Below is a list of duties of the OSO and FSO:

OFFICE SUPERVISING OFFICER (OSO)	FIELD SUPERVISING OFFICER (FSO)
Conducting office contacts	Conducting Pre-Parole and Transfer Investigations
Conducting collateral contacts	Conducting home contacts
Completing Texas Risk Assessment System	Conducting surveillance contacts
Entering case notes that do not require FSO	Conducting collateral contacts
Completing violation reports	Installing and retrieving equipment
Imposing interventions	Entering case management notes for alerts they assisted investigating
Conducting and/or testifying at pre-revocation hearings	Conducting and/or testifying at pre-revocation hearings
SISP withdrawals and other transmittals	Reviewing GPS Points
	Conducting Treatment Team Meetings

* *Modifications may be made in writing by the Region Director if the team approach is maintained and the modifications meet the needs of the District Parole Office (DPO).*

- C. Clients will be assigned to the OSO in the Offender Information Management System (OIMS) and the FSO in the vendor software.
- D. There may be areas that do not use the team approach, if approved by the Division Director.

III. CASELOAD RATIOS

- A. SISP officers must supervise clients with Special Condition SISP, regardless of other special conditions. When a team approach is used, parole officers shall supervise clients using a 30:2 caseload ratio.
- B. When a team approach is not used, parole officers shall supervise clients using a 14:1 ratio.
- C. SISP clients supervised on a mixed caseload shall be supervised at a constructive maximum 75:1 ratio.
- D. Exceptional caseloads using the team approach are those clients to parole officer ratios of less than 22:2 and more than 38:2.
- E. Exceptional caseloads not using the team approach are those with client to parole officer ratios of less than 10:1 and more than 18:1.

IV. PLACEMENT INVESTIGATIONS

- A. The procedures regarding residential investigations for SISP clients are as follows:
1. Parole officers shall reference PD/POP 2.1.11, *Pre-Release Placement Investigations* and complete the following within five (5) business days of receipt of a residence investigation:
 - a) Verify the address and telephone number in person;
 - b) Explain GPS equipment and the requirements of GPS program to the householder;
 - c) Have the householder sign the Householder Memorandum of Agreement and image into OnBase under Supervision-Program Documents;
 - d) Attempt to obtain an alternate residence plan in the event effective GPS monitoring cannot take place; and
 - e) Update residence screen in OIMS or the Parole Plan Update screen in mainframe.
- B. Deny the residential placement plan if one of the following occur:
1. Electrical service is not available;
 2. Cellular and telephone technology is not available;
 3. The householder refuses to sign the Householder Memorandum of Agreement;
 4. The victim of the instant offense resides in the residence; or
 5. The proposed residence plan does not comply with current law or the terms and conditions of supervision as outlined in PD/POP 3.6.5, *Child Safety Zones*.
- C. All failed plans shall be referred to the Parole Supervisor (PS) through the Unit Supervisor (US), as required by PD/POP 2.1.11, *Pre-Release Placement Investigations*.
- D. For SISP clients identified as sex offenders who are scheduled to be released from Texas Department of Criminal Justice - Correctional Institutions Division (TDCJ-CID), an Intermediate Sanction Facility (ISF), or a Substance Abuse Felony Punishment Facility (SAFPF), refer to PD/POP 3.6.2, *Sex Offender Program Supervision Guidelines* for residential placement procedures.

V. RELEASE NOTIFICATION AND CONFIRMATIONS

- A. Release notifications and confirmations shall be sent via e-mail.
- B. Release notification for SISP clients released from TDCJ-CID, ISF and SAFPF units shall occur as follows by assigned staff:
 1. Huntsville Placement and Release Unit (HPRU) or Central Coordination Unit (CCU), as appropriate, shall email a pre-release notification no later than five (5) business days prior to the scheduled date or immediately upon becoming aware of an unanticipated release scheduled to occur.
 2. The US shall assign the case to a parole officer within one (1) business day of receipt of a pre-release notification. The parole officer shall determine if the residence plan remains acceptable and if a HMU, if applicable, may be installed at least 24 hours prior to the client's release.
 3. HPRU/CCU shall generate a post-release confirmation by close of business on the client's actual departure date indicating the expected arrival time.
 4. Pre-release notifications and post-release confirmations shall be emailed to the appropriate Assistant Region Director (ARD), PS, SISP US, Warrants Section SISP PO IV, and Command Center (warrant.command@tdcj.texas.gov).

If a client does not release from TDCJ-CID, SAFPF, or ISF as scheduled, the assigned releasing staff shall immediately notify the staff noted in Section V.A.4 of this policy, of the tentative new release date. Upon notice the PS or designee, shall immediately advise the proposed US and parole officer of the changes in the client's release status. The proposed parole officer shall make the appropriate update to the vendor software and retrieve equipment if scheduled release date is more than five (5) calendar days away.

VI. ASSIGNMENT PROCEDURES

When the client with Special Condition SISP is scheduled for release, the following actions shall take place at least one (1) business day prior to release:

1. The HPRU/CCU staff shall enroll the client in the vendor software, add the GPS transmitter and/or GPS tracking device serial number, and create an inclusion zone in the vendor's software over the client's approved residence.
2. The assigned parole officer is responsible for the following:
 - a) Making an appointment with the householder to install a HMU, if applicable, at least 24 hours prior to the client's scheduled release date, or immediately if release is anticipated to occur in less than 24 hours.

NOTE: HMUs are not required for clients using one-piece devices.

- b) Installing the HMU as a charging stand, even if a residence does not have a working landline telephone.
- c) Updating the vendor software upon receipt of pre-release notification by adding the equipment serial number(s) in the EM/SISP equipment screen, updating the schedule and creating appropriate zones, if applicable.

VII. RELEASING SITE INVENTORY

- A. HPRU staff shall maintain an inventory of GPS monitoring equipment and consumables. HPRU shall assign GPS monitoring equipment to each client utilizing established procedures.
- B. If the release occurs at a location other than Huntsville, HPRU staff shall forward the GPS monitoring equipment and consumables to the designated releasing officer at the releasing unit no later than five (5) business days prior to the scheduled release date or overnight if the release occurs unexpectedly.

VIII. PREPARING THE CLIENT FOR RELEASE

- A. When clients with Special Condition SISP are released from TDCJ-CID, the releasing staff is responsible for installing and activating GPS monitoring equipment prior to release and for sending the release notifications and confirmations.
- B. When clients with Special Condition SISP are released from county jails, detention facilities, or SAFPF, the SISP parole officer is responsible for installing and activating GPS monitoring equipment prior to release and sending email notification to the receiving US and/or PS of client's release and reporting instructions.
- C. When clients with Special Condition SISP are released from ISF, the ISF parole officer is responsible for installing and activating GPS monitoring equipment prior to release and sending the release notifications and confirmations. However, if the ISF parole officer is unavailable to complete the installation, the applicable RD or designee shall designate a local SISP parole officer to install and activate GPS monitoring equipment and the ISF US, or designee shall send the release notifications and confirmations.
- D. Prior to releasing the client, releasing staff shall read and explain the following documents to the client, obtain the client's signature, and image them into OnBase under Supervision-Program Documents:
 - 1. SISP/EM Instruction Sheet; and
 - 2. Electronic Monitoring Equipment Acknowledgement Form.

IX. GPS REFUSAL PROCEDURES

- A. If a client refuses GPS monitoring equipment, the Reentry and Integration Division releasing staff shall complete the following:
1. If the client is released on Mandatory Supervision, inform the client that refusing to allow GPS monitoring equipment to be installed will result in the immediate issuance of a Parole Division warrant;
 - a) Fill out SISP/EM Refusal Form;
 - b) Contact the Director, Warrants Section, or designee by telephone and request an emergency warrant; and
 - c) Notify the PS of the receiving DPO via email advising a warrant has been issued and to proceed with PD/POP 4.1.1, *Processing Violations of the Rules and Conditions of Release*.
 2. If the client is released on Parole Supervision, inform the client that refusing to allow GPS monitoring equipment to be installed will result in the cancellation of their release.
- B. If the client is releasing from county jail or other detaining facilities and there is not a Parole Division warrant in effect, the parole officer shall complete the following:
1. Advise the detaining authority that a Parole Division warrant shall be issued for the client and request their release be delayed;
 2. Contact the Director, Warrants Section, or designee by telephone and request an emergency warrant;
 3. If the client remains in custody, have the parole warrant executed; and
 4. Proceed with PD/POP 4.1.1, *Processing Violations of the Rules and Conditions of Release*; and/or
 5. If the client has been released, notify the PS of the receiving DPO via email advising a warrant has been issued and to proceed with PD/POP 4.1.1, *Processing Violations of the Rules and Conditions of Release*, and notify law enforcement of warrant and request assistance apprehending client.

X. CONTACT STANDARDS

- A. Reference PD/POP 3.2.34, *Contact Standards*, Section VII.D, for SISP contact standards.
- B. Parole officers shall work a minimum of two (2) weekend days per month, which may coincide with the sex offender requirements referenced in PD/POP 3.2.34, *Contact Standards*, Section VII.C, to ensure compliance with the scheduled deviations and/or to review GPS points.
- C. If a client is released from custody on or after the 15th of the month, only three (3) face-to-face contacts and two collateral contacts will be required during the first month of release.

XI. INITIAL CONTACT

- A. The parole officer shall update the vendor software to allow the client enough time to report to the DPO and conduct a face-to-face contact within one (1) business day after release from any correctional facility or institution.
- B. In addition to the requirements set forth in PD/POP 3.1.1, *Initial Interview and Final Summary*, the parole officer must:
 - 1. Update the client's enrollment date and Assigned Equipment screen in OIMS.
 - 2. Ensure the proper level of GPS monitoring is assigned to the client.
 - a) High-risk sex offenders, clients with Special Condition O.58, and designated Special Bulletin cases must be monitored on active GPS monitoring.
 - b) All other clients are placed on passive GPS monitoring.
 - c) The RD or designee can approve the use of alternate equipment or level of GPS monitoring on a case-by-case basis.
 - 3. Ensure the client's GPS tracking device is properly fitted, installed and operational;
 - 4. Read, explain, and obtain the client's signature on the below forms.
 - a) Electronic Monitoring Equipment Acknowledgement Form;
 - b) Terms and Conditions of Global Positioning System; and
 - c) Daily Activity Schedule.
 - 5. Provide a copy of each form to the client; and

6. Image the documents in OnBase.

XII. SPECIAL CONDITIONS RELATIVE TO THE SISP CASELOAD

A. Sex Offenders with Special Condition T

1. SISP parole officers shall supervise clients identified as sex offenders with Special Condition T. The parole officer shall utilize all policies relative to the supervision of sex offenders, as well as supervising the client in accordance with SISP policy.
2. The parole officer shall utilize contact standards in accordance with PD/POP 3.2.34, *Contact Standards*, for sex offenders with Special Condition T.
3. The parole officer shall follow PD/POP 3.5.1, *Electronic Monitoring Program*, Section XXI, Withdrawal of Special Condition T, as it relates to the client's term of supervision and utilize the Daily Activity Schedule .

B. Special Condition O.58

The SISP parole officer shall supervise clients with Special Condition O.58 by utilizing this policy (except for the Daily Activity Schedule and curfew) and all policies relative to the special conditions of each client. This includes reviewing points and resolving case management notes referenced in Section XIV of this policy.

The parole officer must utilize contact standards for the specialized caseload for which the client meets criteria. Reference PD/POP 3.2.34, *Contact Standards*, for contact standards for specialized caseloads.

1. The parole officer must utilize the contact standards for Electronic Monitoring if the client does not meet criteria for a specialized caseload. Reference PD/POP 3.2.34, *Contact Standards*, for contact standards for Electronic Monitoring.
2. If the client has Special Condition O.58, the parole officer must update the caseload type in the OIMS to the specialized caseload for which client meets criteria.
3. If the client has Special Condition O.58, the parole officer must update the caseload type to Electronic Monitoring in the OIMS system if the client does not meet criteria for a specialized caseload.
4. Clients with Special Condition O.58 imposed upon release and identified as a sex offender will remain on GPS for the duration of their supervision period.
5. Clients with Special Condition O.58 imposed upon release and not identified as sex offender may be reviewed annually.

6. Reference PD/POP 3.6.2, *Sex Offenders Program Supervision Guidelines* for placing sex offenders on a home confinement schedule.

C. Specialized Caseloads

1. Clients with Special Condition SISP shall be assigned to the most restrictive caseload, regardless of other special conditions or identifiers.
2. The parole officer shall comply with other policies specific to the client's special conditions, however, shall utilize contact standards used for clients with SISP imposed, in accordance with PD/POP 3.2.32, *Contact Standards*.

XIII. HOME CONFINEMENT- Phases I and II

A. All SISP clients will comply with home confinement.

1. Clients will remain on home confinement unless they have an authorized activity as per approved on the Daily Activity Schedule .
2. Parole officers shall use the GPS system to determine clients' compliance with home confinement requirements and travel to and from authorized activities.
3. Program hours are Monday-Friday from 7 a.m.-7 p.m.
4. The parole officer shall authorize all activities outside program hours with the exception of daily living needs/supportive activities. The US shall approve any daily living need/supportive activity that occurs outside program hours as referenced in XIII.B.2.d. below.

B. Scheduling Authorized Activities – Phases I and II

1. Clients are required to schedule all activities in advance and provide the activity, date, time, complete address, phone number and contact name to the parole officer.
2. The parole officer shall:
 - a) Complete the Daily Activity Schedule with the client according to the form instructions at the initial contact and for every authorized activity thereafter, except verified medical emergencies.
 - b) Not allow travel to a location without sufficient information to document on the form, or if it is not an authorized activity.
 - c) Be familiar with the client's intended destination in order to ensure travel time is appropriate.

d) Allow clients time away from their residence or RRC facility only for the following verifiable activities:

i. Seek or maintain employment;

NOTE: Employment occurring outside program hours does not require US approval. If a client's employer requires travel to more than one location and can provide the specific location information in advance, the SISIP parole officer shall enter each location on the Daily Activity Schedule.

ii. Attend required counseling or education programs;

iii. Attend religious services;

iv. Attend to daily living needs/supportive activities;

NOTE: The US shall only approve daily living needs occurring outside program hours and other activities that support the client's successful reintegration by signing and dating the Daily Activity Schedule.

v. Attend medical or dental appointments;

a. Medical emergencies involving clients or members of the client's household may occur but shall be verified by parole officers.

b. If the client is in a hospital more than 24 hours, the parole officer shall consider the hospital a temporary residence and complete the following:

1. Place the client on a one-piece device and provide a charger;

2. Create an inclusion zone and add a home confinement schedule in the zone rule; and

3. Take steps to ensure alert notifications are received by the parole officer and Command Center. Do not suspend notifications.

c. If GPS monitoring is not possible while in the hospital or medical/mental health professionals do not permit it, the US shall obtain approval from the RD or designee to unassign equipment in the vendor software. The parole officer shall:

1. Monitor the client while at the hospital daily; and

2. Re-activate the GPS equipment prior to discharge from hospital.

vi. Attend legal appointments;

vii. Appointments at the DPO.

- e) Update the client's schedule in the vendor software to reflect the new leaves and returns prior to the schedule taking effect.
- f) Provide the client with a signed copy of the Daily Activity Schedule.
- g) Instruct the client to follow the Daily Activity Schedule and to contact his/her supervising parole officer immediately by phone if schedule deviations result from unforeseen events.
- h) Image the schedule into OnBase under Supervision-Program Documents.
- i) Place the original schedule in the client's district case file until date is no longer valid.
- j) Document all revisions on the Daily Activity Schedule and update the schedule in the vendor software.

C. Phase II

1. The supervising parole officer and US shall review clients for progression to Phase II after a minimum of three (3) months. Clients must meet the following criteria to progress to Phase II:
 - a) May not be a "Special Bulletin" case;
 - b) May not be residing in an RRC;
 - c) May not be identified as a sex offender;
 - d) Compliant with the rules of supervision, including Terms and Conditions of GPS Monitoring for the past three (3) months;
 - e) Maintain a private residence for a minimum of thirty (30) consecutive days;
 - f) Maintain stable employment/source of income or attendance at a college/vocational school for a minimum of thirty (30) days;
 - g) Compliant with program referrals;
 - h) Current on all fees from current supervision (exclude past supervision);
 - i) No positive drug or alcohol tests or admissions in the past three (3) months and successful completion of Level I B or Level II SACP (if applicable); and

- j) Criminal history check for no active warrants or new offenses within the past three (3) months.

2. Additional Authorized Activities- Phase II only

The parole officer may allow Phase II clients to be away from their residence for recreational activities up to eight (8) hours one time a week, and an additional eight (8) hours for all nationally recognized holidays; the eight (8) hours shall include travel time.

US approval is required for the weekly recreation activities. US approval is not required for nationally recognized holidays. Given below is the list of nationally recognized holidays:

New year's Day	President's Day	Independence Day	Columbus Day	Thanksgiving Day
Martin Luther King, Jr.'s Birthday	Memorial Day	Labor Day	Veteran's Day	Christmas Day

XIV. TRANSFERS

A. Transfers to RRCs

- 1. The parole officer shall request placement in accordance with PD/POP 3.9.1, *Residential Reentry Center Placements*.
- 2. Clients in RRCs are required to wear a one-piece device.

B. In-Office, In-City, and In-State Transfers

The parole officer assigned to investigate the proposed transfer plan shall follow guidelines established in PD/POP 3.2.17, *Transfer Investigations*, and in Section IV.A of this policy.

C. Upon receipt of a transfer request from a private residence or RRC, the sending and receiving DPOs shall coordinate the following:

- 1. The sending parole officer is responsible for the following upon approval of the transfer:
 - a) Providing the client written reporting instructions as determined by the receiving officer and forwarding them to the receiving parole officer.
 - b) Providing the client with a Daily Activity Schedule for at least one week after

scheduled report date and image it into the client's record in OnBase.

- c) Conducting a visual check of the client's transmitter and/or GPS tracking device to ensure it is properly fitted and installed and operational prior to transfer;
- d) Updating all demographic information, hardware information, zones, and curfew schedule in the vendor software; and
- e) Contacting the vendor to transfer the client's record to the receiving DPO in the vendor software the same day the client departs.

2. The receiving parole officer is responsible for the following:

- a) Installing the HMU, if required;
- b) Notifying the sending parole officer of the date and time for client to report;
- c) Ensuring the client is placed on the proper GPS Tracking Device upon arrival, if changes are required; and
- d) Conducting a visual check of the client's transmitter and/or GPS tracking device to ensure it is properly fitted and installed and operational upon arrival.

3. The receiving US is responsible for the following:

- a) Notifying the sending unit supervisor, the actual date and time of the HMU installation; and
- b) Ensuring the parole officer completed the required tasks noted above.

4. The sending US is responsible for the following:

- a) Emailing the receiving US, the date of the client's transfer, mode of transportation, route, estimated time of arrival, and the exact reporting instructions given to the client; and
- b) Ensuring the parole officer completed the required tasks noted above and transferring the client's profile in the OIMS.

D. Interstate Compact transfers

- 1. If an SISP client requests to transfer out of state, the receiving state shall supervise the client in accordance with its standards. If the receiving state cannot comply with GPS monitoring, the parole officer must cancel the interstate transfer request. If the receiving state can comply with GPS monitoring, the client must wear a GPS tracking device while travelling to the sending state and the following must occur:

- a) The sending parole officer/Interstate Compact staff shall verify client's arrival (visible by viewing vendor software);
 - b) The receiving state shall remove the GPS equipment and return it to Texas and place its own GPS equipment on the client. The Texas Interstate Compact Division shall contact the receiving state to coordinate retrieval and return of equipment;
 - c) The sending parole officer/staff shall disable the record in the vendor software.
 - d) Refer to PD/POP 3.10.4, *Supervision Procedures for Interstate Compact Offenders* for further instruction.
2. If Texas accepts a client under Interstate Compact and the client requires GPS monitoring per the sending state's parole certificate, the Board of Pardons and Paroles does not need to impose a special condition indicating GPS. At the initial contact, the PO shall complete the following in addition to the requirements set forth in PD/POP 3.1.1, *Initial Interview and Final Summary*:
- a) Place the client on GPS equipment; read and explain the following documents, obtain the client's signature, and provide a copy to the client:
 - i. Electronic Monitoring Equipment Acknowledgement Form and
 - ii. Terms and Conditions of Global Positioning System.
 - b) Complete the Daily Activity Schedule, obtain the client's signature, and provide a copy to the client:
 - c) Reference PD/POP 3.2.34, *Contact Standards* to supervise the client according to the imposed special condition requiring electronic monitoring.
 - d) After scanning the sending state's parole certificate, email the Warrants Section SISP PO IV to add the requirement for electronic monitoring to OIMS.
 - e) Complete a Compact Action Request to remove the condition by the sending state at the timeframe indicated by the sending state, if it differs from the time frame indicated in this policy.

If the sending state defers the removal of the condition to Texas, contact Texas Interstate office for guidance.
 - f) Upon removal of the condition by the sending state, email the Warrants Section SISP PO IV to remove the requirement for electronic monitoring from OIMS and follow the instructions set forth in Section XVI.I of this policy.

3. If a SISP client returns to Texas, the parole officer must verify the SISP condition and follow instructions set forth in Section XII of this policy. The SISP US must ensure that the client is supervised by an SISP officer.

XV. NOTIFICATION AND INVESTIGATION OF ALERTS

- A. During regular business hours, Monday-Friday 8:00 a.m.-5:00 p.m., the vendor's monitoring center shall notify the assigned parole officer and the US of any alerts. The Command Center will receive alerts from the vendor after hours Monday-Friday, weekends, and holidays, and shall enter all investigative responses into the vendor software. See the vendor's help documents for alert definitions and troubleshooting.

NOTE: Parole officers must investigate all alerts received after-hours when they return during normal business hours.

- B. Upon notification of an alert, the parole officer must complete the following:
 1. Acknowledge the alert within 30 minutes after notification is sent by the vendor. By acknowledging the alert, the parole officer is recognizing an alert has occurred and is committing to investigating its cause.
 2. Investigate the alert thoroughly by the end of the same business day or no later than the end of the next business day for alerts that require a more lengthy investigation.
 - a) If the parole officer receives a strap alert, they must conduct a face-to-face contact with the client and complete an investigation within four (4) hours of the alert to inspect the strap and determine if there is evidence of a tamper.
 - i. Regardless if there is evidence of a tamper, the parole officer must change the strap.
 - ii. If the client's whereabouts are unknown and/or the parole officer cannot contact the client, or there is evidence to support that the client tampered with the strap, the parole officer shall complete a violation report in accordance with PD/POP 4.1.1, *Processing Violations of the Rules and Conditions of Parole*. Request an emergency warrant within the four (4) hour investigation time period if a violation has occurred. Issuance of an emergency warrant shall be determined by the Warrants Section.
 - b) If the parole officer receives an alert indicating the GPS tracking device cannot detect the transmitter, the parole officer must complete an investigation to clear the alert and resolve the alert in the vendor software within four hours.
 - i. The client's whereabouts may be unknown and/or the parole officer may not be able to determine the client's whereabouts while they were away from the GPS tracking device.

- ii. The parole officer shall complete a violation report in accordance with PD/POP 4.1.1, *Processing Violations of the Rules and Conditions of Parole* and request a warrant.
 - c) If the parole officer receives an alert indicating the GPS tracking device cannot communicate location data or alerts to the vendor monitoring center, the parole officer must attempt to locate the client and clear the alert within four hours.
 - d) If the parole officer receives a device tamper alert, they must conduct a face-to-face contact no later than one (1) business day to inspect the device and determine if there is evidence of tampering.
 - i. Regardless if there is evidence of a tamper, the parole officer must change the device and return it to the vendor due to tamper alert.
 - ii. If the parole officer determines the client tampered with the equipment, the parole officer shall complete a violation report in accordance with PD/POP 4.1.1, *Processing Violations of the Rules and Conditions of Parole* and request a warrant.
 - e) If the parole officer receives a transmitter battery alert and the equipment is still monitoring the client, the parole officer must conduct a face-to-face contact with the client no later than three (3) business days, replace the transmitter, and return it to the vendor due to a battery alert.
 - f) Parole officers shall not compromise their personal safety when investigating alerts after hours and must follow procedures set forth in PD/POP 4.1.8, *Safety Guidelines for Non-Standard Business Hour Investigations*.
 - g) In the event a parole officer is away from his/her assigned headquarters for the day, the US shall assign backup responsibilities. The US or the assigned backup parole officer(s) shall assume the essential duties of the absent parole officer.
 - h) Parole officers shall review all GPS points for the previous 24 hour period, to include weekends and holidays as applicable, by the end of each business day.
3. Document alerts in the vendor software by resolving case management notes.
- a) Proper resolution of case management notes require documenting the cause of the alert and how the parole officer addressed the alert.
 - b) The parole officer shall ensure case management notes that have been entered into the vendor software are uploaded into the offender management system.
 - i. If case management notes are not uploaded into the offender management system, the PO shall contact TDCJ Information Technology Division (ITD) to notify them of the issue

- ii. The parole officer shall enter case management notes into the offender management system if they are not uploaded
- c) It is best practice for the parole officer to review the points and resolve case management notes before conducting activities that include, but are not limited to installations, investigations and troubleshooting alerts.

XVI. INTERVENTIONS, WARRANTS, AND PRE-REVOCAION STATUS

A. Interventions

1. Upon investigation, if the parole officer determines the client caused an alert to occur or violated a term and condition of parole, they must exhaust graduated interventions prior to requesting a warrant.
 - a) If a Phase II client commits a Type I violation, the client must return to Phase I for a minimum of thirty (30) calendar days.
 - b) If a Phase II client commits a Type II violation, the client may remain in Phase II at the discretion of the US; however, the SISIP parole officer must use graduated sanctions. The SISIP parole officer may use phase reversal for continuous Type II violations.
2. The parole officer shall utilize interventions identified in PD/POP 4.1.1, *Processing Violations of the Rules and Conditions of Release*.

B. Warrants

1. The parole officer must follow PD/POP 4.1.1, *Processing Violations of the Rules and Conditions of Release*, when requesting a warrant.
2. If a warrant is issued after hours by the Command Center, the parole officer must investigate the cause and determine if the warrant shall remain in effect.
 - If the parole officer and the US concur to withdraw the warrant, the parole officer must submit a warrant closure no later than the next business day following the issuance of a warrant in accordance with PD/POP 4.2.2, *Warrant Closure/Return to Supervision*.
3. If a warrant is issued and GPS software can be used to determine the client's location, the parole officer must coordinate with law enforcement to apprehend the client.

NOTE: The parole officer should unassign equipment in the vendor software upon arrest or if it is no longer providing information on the client's location.

C. Pre-revocation Process

1. A GPS trained parole officer shall retain the case and follow it throughout the entire pre-revocation process.
2. Revocation hearings shall be processed in accordance with PD/POP 4.2.1, *Pre-Hearing and Hearing Process*.

XVII. WITHDRAWAL OF SPECIAL CONDITION SISP

A. The parole officer shall submit the SISP Special Condition Decision Memorandum/Transmittal through their chain of command to request Special Condition SISP be withdrawn for all clients as follows:

1. Annually, for all Phase I clients.
2. After six (6) months on Phase II or annually (whichever comes first) and every six (6) months thereafter.
3. At the directive of Parole Division leadership.
4. Anytime due to chronic, severe, and permanent physical or mental impairment or intellectual developmental disability (IDD) (reference Section C below).

B. The parole officer shall submit the SISP Special Condition Decision Memorandum/Transmittal with the following documentation:

1. Documentation of compliance/completion and payment status of any counseling/treatment program(s);
 - a) Polygraph exam (Sex Offender only);
 - b) Documentation verifying stable full-time employment; disability/retirement income (if disabled); or full-time attendance at a college/vocational school;
 - c) Pre-revocation warrant history while on SISP to include date of warrant, reason for warrant issuance and reason for withdrawal and local intervention taken or decision of hearing/waiver;
 - d) OIMS Drug Testing results for the last year;
 - e) Documentation of Supervision fee; Crime Victim Fund fee, Post-Secondary Education Reimbursement (PSER), or Restitution payments and balances; and
 - f) Results of current National Crime Information Center/Texas Crime Information Center (NCIC/TCIC) wanted persons and criminal history checks.

- C. If the parole officer submits a SISP Special Condition Decision Memorandum/Transmittal due to the client's chronic, severe, and permanent physical or mental impairment or intellectual or developmental disability (IDD) the following must be attached to the SISP Special Condition Decision Memorandum/Transmittal:
1. Letter from the treating physician or Local Mental Health Authority (LMHA) summarizing the client's diagnosis, prognosis, and the physician or LMHA's recommendation regarding withdrawal of Special Condition SISP.
 2. Documentation of the client's eligibility for and/or receipt of disability or retirement benefit income.
 3. Pre-revocation warrant history while on Special Condition SISP to include the date of warrant, reason for issuance, and reason for withdrawal and local intervention taken or decision of hearing/waiver.
 4. Results of current NCIC/TCIC wanted persons and criminal history checks.
- D. Each reviewer shall review and document their recommendation on the SISP Special Condition Decision Memorandum/Transmittal and submit to their chain of command within two (2) business days of receipt and document in OIMS.
- E. The Regional Director (RD) or designee shall submit to the CCU.
- F. Upon receipt of the SISP Special Condition Decision Memorandum/Transmittal, CCU shall send notice within two (2) business days to the Victim Services Division (VSD) advising them of the Parole Division's intent to submit the review for removal of the SISP Special Condition.
1. If there is a victim registered with VSD, CCU shall suspend the SISP Special Condition Decision Memorandum/Transmittal for forty-five (45) calendar days to allow the victim a chance to provide a statement.
 2. Upon completion of victim notification process, CCU shall forward the SISP Special Condition Decision Memorandum/Transmittal and attachments to the Deputy Director of Support Operations.
- G. CCU shall request Special Condition O.58 be withdrawn. First, CCU shall email the supervising parole officer requesting information about to the client's compliance. The parole officer is required to respond to CCU's request within one (1) business day. If no response is received, CCU shall review OIMS to determine compliance and proceed with the withdrawal process, unless a warrant has been issued. The parole officer shall not request Special Condition O.58 be withdrawn.
- H. If the client's circumstances and behavior deteriorate after the SISP Special Condition Decision Memorandum/Transmittal is submitted, but before the SISP Panel reviews the case, the parole officer shall immediately send an e-mail notice through their chain of

command to the Deputy Director of Management Operations who shall notify the current reviewer to return the packet to the parole officer. The parole officer shall submit a new SISP Special Condition Decision Memorandum/Transmittal including the new information within three (3) business days of receipt.

- I. After the SISP Board Panel has withdrawn Special Condition SISP and client has no other electronic monitoring conditions the parole officer is required to complete the following within one (1) business day:
 1. Unassign equipment in the vendor software and disable the record;
 2. Update the EM/SISP Screen in OIMS to reflect end of service date and status of equipment;
 3. Retrieve equipment in accordance with PD/POP 3.15.11, *Global Positioning System (GPS) Administrative Guidelines*, Section III, Inventory; and
 4. Update the Caseload type in OIMS.

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