

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

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SUPERSEDES: 11/01/98

SUBJECT: AGENT CASES

AUTHORITY: N/A

PURPOSE: To describe the responsibilities of an agent officer and the procedures to follow when an offender is arrested in a district outside the offender's approved district of supervision.

PROCEDURES:

I. AGENT OFFICERS

District Parole Officer (DPO) Managers shall assign Agent Officers (AO's) as needed for the purpose of securing documents or other information for a DPO in another area. For example, Parole Officers from one DPO may require documentation on an offender from another DPO such as court documents, court costs payments, witness statements, arrest reports, etc.

II. ARREST OF AN OFFENDER OUTSIDE HIS OFFICIAL DISTRICT

- A. If the offender is arrested on a Parole Warrant for either technical or law violations, the DPO where the offender is in custody shall assume supervision and assign one of their Parole Officers responsibility of supervising the offender. Transfer of supervision shall be completed through the Offender Information Management System (OIMS).
- B. If the offender is released from custody before warrant issuance, the original supervising Parole Officer shall apply the appropriate intervention in accordance with Parole Division Policy 4.1.1, *Processing Violations of the Rules and Conditions of Release*. The Agent Officer in the DPO where the offender was arrested shall provide information regarding the arrest.

- C. If the offender remains in custody in lieu of bond after an arraignment on a criminal charge *and* there is no Parole Warrant, the DPO where the arrest occurred shall notify the offender's resident DPO by phone or Lotus Notes within one (1) business day of the arrest. A determination on how to proceed will be agreed through staffing with the Parole Officers and a Unit Supervisor. If the decision is to transfer supervision, the receiving officer shall submit the Violation Report according to Parole Division Policy 4.1.1. If, action has been decided upon in lieu request for a warrant, the case shall not be transferred.

III. SUPERVISING PAROLE OFFICER RESPONSIBILITIES

- A. If an offender is arrested in a county or district other than his approved county of residence on a Pre-Revocation Warrant, the DPO with jurisdiction and the offender's supervising officer are notified by a Notice of Arrest via mainframe. If the offender remains in custody, supervision of the offender shall be transferred to the DPO as outlined in Section II.A.
- B. The supervising Parole Officer shall forward the Rights of the Offender in the Revocation Process (PSV-48), the Adjustment Statement (PSV-32B), and all other material needed for the hearing to the DPO the same day the supervising officer or his Unit Supervisor becomes aware of the offender's arrest on the Pre-Revocation Warrant.

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