

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

NUMBER: PD/POP-4.1.6

DATE: 07/03/2020

PAGE: 1 of 3

SUPERSEDES: 02/28/2018

SUBJECT: NATIONAL CRIME INFORMATION CENTER (NCIC)/TEXAS CRIME INFORMATION CENTER (TCIC)/EXTRADITION AND CAUTION DETERMINATION

AUTHORITY: NCIC 2000 OPERATING MANUAL, WANTED PERSON FILE, TEXAS CODE OF CRIMINAL PROCEDURES SECTION 508.251 AND 508.254

PURPOSE: Provide criteria for placing Texas Department of Criminal Justice–Parole Division (TDCJ-PD) warrants in the NCIC/TCIC databases, assigning caution codes, and determining extradition codes.

PROCEDURE:

I. PUBLISHING A WARRANT

- A.** The Command Center - Program Specialist I or the Region Warrant Specialists (RWS) are responsible for the following:
1. Publishing warrants into the NCIC/TCIC databases;
 2. Determining bond eligibility status in accordance with PD/POP 4.1.1, *Processing Violations of the Rules and Conditions of Release*; and
 3. Determining caution codes and extradition status.
- B.** The Texas Law Enforcement Telecommunications Systems (TLETS) operators are responsible for the following:
1. Modifying the warrant to ensure all offender identifying information is placed in the NCIC/TCIC database, including, but not limited to, the following:
 - a. Name, date of birth, Social Security number, and aliases.
 - b. Driver license and State identification number (SID); and
 - c. Demographic information.

2. Reviewing bond eligibility status to ensure criteria is in accordance with PD/POP 4.1.1, *Processing Violations of the Rules and Conditions of Release*; and
3. Ensuring caution codes and extradition status are accurate.

II. REPUBLISHING A WARRANT

- A. The parole officer is responsible for notifying the Warrants Section, via AUTLETS@tdcj.texas.gov, when an offender is:
 1. Released from custody without approval; or
 2. Released on bond and is no longer eligible for bond in accordance with PD/POP 4.2.1, *Pre-Hearing and Hearing Process*.
- B. The TLETS operators are responsible for republishing a warrant within one (1) calendar day of receipt.

III. CAUTION CODES

- A. The Command Center - Program Specialist I, RWS, or TLETS operators shall use “caution codes” when publishing/republishing a warrant in the NCIC/TCIC databases, indicating to law enforcement offenders who present a possible danger.
- B. The Command Center - Program Specialist I, RWS, and/or TLETS operators must use the following caution codes:
 1. “00” for an offender who is considered armed and dangerous.
 - a. If the offender has a prior/current offense, in which a weapon was used or displayed; or
 - b. The offender is a confirmed security threat group or gang member.
 2. “05” for an offender who has a prior/current offense or a current allegation of an offense that indicates violent tendencies.
 3. “25” for an offender who has a prior/current escape from law enforcement custody, escape from a correctional facility, or has been ineligibly released from the custody of the Texas Department of Criminal Justice-Correctional Institutions Division (TDCJ-CID).

IV. EXTRADITION

The Command Center - Program Specialist I, RWS, and/or TLETS operators will enter full extradition determinations into the NCIC/TCIC databases for all parole warrants.

Rene Hinojosa
Director, Parole Division