

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PAROLE DIVISION**



**POLICY AND  
OPERATING PROCEDURE**

**NUMBER: PD/POP-4.3.2**

**DATE: 07/02/20**

**PAGE: 1 of 5**

**SUPERSEDES: N/A**

**SUBJECT:** INTERMEDIATE SANCTION FACILITY - UNIT TEAM MEETING GUIDELINES

**AUTHORITY:** TEXAS GOVERNMENT CODE § 493; BOARD OF PARDONS AND PAROLES POLICY 145.267

**APPLICABILITY:** State and privately-operated Intermediate Sanction Facilities (ISFs)

**PURPOSE:** To establish guidelines for ISF Unit Team Meetings (UTMs).

**DEFINITIONS:**

**Intermediate Sanction Facility (ISF):** A fully secured facility used for clients who violate their conditions of community supervision or parole/mandatory supervision. ISFs are utilized by a Community Supervision and Corrections Department (CSCD) for community supervision clients and by the Parole Division for supervised clients.

**Master Treatment Record (MTR):** An individual file created within 24 hours (excluding weekends and holidays) of a client's date of enrollment into the ISF program. This file is used to document treatment notes and is maintained confidentially by the unit program staff.

**Unit Team Meeting (UTM):** A multi-disciplinary team made up of members who meet regularly to deliberate on a client's program participation, behavioral standards and expectations, and progress evaluation.

**PROCEDURES:**

**I. INITIAL UTM**

Within 24 hours of a client's arrival at an ISF (excluding weekends and holidays), an initial UTM shall occur to acclimatize the client to the program.

**A.** The initial UTM members shall include, but are not limited to the:

**1.** Warden, Major or Captain;

2. Treatment proponent from either the Rehabilitation Programs Division, a private contractor, or Windham School District participant (this is typically the program director);
3. Parole officer (PO); and
4. Client.

B. During the initial UTM, the PO shall:

1. Ask appropriate questions of the client that assist in the assessment of the client's needs;
2. Review the hearing/waiver packet and results for current ISF Board action with client.
3. Obtain a Residential release plan from the client. If the client does not have a home plan at the time of the initial UTM, the ISF PO shall meet with the client weekly until a home plan has been secured. A Residential Reentry Center (RRC) placement request shall only be submitted after all other proposed home plans have been exhausted and documented in the Offender Information Management System (OIMS). The RRC shall be requested no later than ten (10) days prior to Program Completion (PC).

C. During the initial UTM, topics of discussion shall include, but not be limited to:

1. Program details and requirements (to include length, frequency and program expectations);
2. Behavioral standards and expectations;
3. Consequences for non-compliance;
4. Prison Rape Elimination Act (PREA) screening;
5. Heat/Cold/Safe Prisons/PREA and Suicide Prevention Flyer;
6. Custody Assignment;
7. Job Assignment; and
8. Emergency Contact Information.

## II. PROGRESS UTM

During progress UTMs, discussions shall address the client's progress in the program, including any achievements or needed improvements.

- A. A progress UTM shall occur midway through the program.

<b>Program Type</b>	<b>Mid-Point</b>
45-Day Program	22 days
90-Day Program	45 days

- B. The progress UTM members shall include, at a minimum:

1. Program staff, such as the primary counselor, educational instructor, or cognitive case manager;
2. Parole Officer; and
3. Client.

- C. Upon the client's successful completion of the program, a progress UTM may be held to recognize the client's positive achievement. This may occur individually or within a group.

### III. INTERVENTION UTM

- A. An intervention UTM shall be scheduled through the Chief of Classification or Warden designee no later than two (2) business days, if any of the following occurs:

1. A client has a major disciplinary conviction;
2. A client has a psychological or medical concern; or
3. A meeting request may be initiated by program staff, a PO, or unit administration to discuss areas such as a client's lack of participation, behavioral issues, or overall engagement.
4. Other

- B. The intervention UTM members shall include the:

1. Warden or Major;
2. Program staff, such as the primary counselor, educational instructor, or cognitive case manager;
3. Parole officer;
4. Client; and
5. Any other staff with relevant information, as determined by the Warden.

- C. During intervention UTMs, the team shall address alternative program interventions and/or be used to request administrative action, if warranted.

#### IV. ALTERNATIVE PROGRAM INTERVENTIONS

The final authority for imposing alternative program interventions is determined by a majority or consensus vote of UTM members who must consider the severity of a violation and previous violations.

- A. Intervention UTM staff members shall have the authority to impose alternative program interventions in an attempt to modify the client's behavior to become compliant. These interventions may include:
  - 1. Additional program homework;
  - 2. Additional job duties;
  - 3. Additional group hours;
  - 4. Program extensions; and/or
  - 5. Requesting parole administrative action for possible removal or revocation.
  
- B. Alternative program interventions are progressive in nature, based on seriousness of offense.
  - 1. Program extensions shall be imposed in increments of 15 days, with the exception of major disciplinary convictions, which may be in increments of 30 days.
  - 2. Program extensions shall not exceed the maximum time allowed in an ISF (180 days from Board vote), nor go beyond the client's established discharge date from supervision.

#### V. MEDICAL AND MENTAL HEALTH REFERRALS

A client with a medical or mental health condition of such severity that prevents participation in the treatment program shall be referred to the Texas Correctional Office on Offenders with Medical or Mental Impairments (TCOOMMI) for aftercare treatment services, in order to provide continuity of care services by linking them with community-based interventions and support.

#### VI. DOCUMENTATION

The minimum information to be included on the UTM form will be as follows:

- 1. Date of the UTM
- 2. Attendees names
- 3. Reason for UTM (Initial, Progress/mid-point or Intervention)
- 4. Notes
- 5. Final Disposition

The management of the UTM form will be as follows:

1. A copy of the UTM form shall be maintained in the MTR for each client.
2. Another copy shall be forwarded to the Central Coordination Unit (CCU) in Austin via the universal mailbox [CCU\\_UTM@tdcj.texas.gov](mailto:CCU_UTM@tdcj.texas.gov).
3. Additionally, a contact shall be entered in OIMS for the UTM (Initial, Progress/ mid-point, or Intervention) and residence planning as outlined in PD/POP 3.2.34, *Contact Standards*.

---

Rene Hinojosa  
Director, Parole Division