

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PAROLE DIVISION**



**POLICY AND  
OPERATING PROCEDURE**

**NUMBER: PD/POP-4.3.10**

**DATE: 12/23/12**

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**SUPERSEDES: 5/27/98**

**SUBJECT:** PREPARATION FOR RELEASE FROM AN INTERMEDIATE SANCTION FACILITY/SUBSTANCE ABUSE FELONY PUNISHMENT FACILITY (ISF/SAFPF)

**AUTHORITY:** TEXAS GOVERNMENT CODE § 508.119

**PURPOSE:** To establish guidelines and procedures for the release and transportation of offenders to and from an ISF/SAFPF.

**PROCEDURE:**

**I. TRANSPORTATION TO AND FROM ISF/SAFPF**

- A. Central Coordination Unit (CCU) is responsible for coordinating transportation of offenders from participating counties to their designated transport sites.
- B. The Program Supervisor I, or designee, CCU, is responsible for coordinating the transportation of offenders from the transport site to the designated ISF/SAFPF.
- C. Offenders may be transported by the vendor, the participating County Sheriff, or the Transportation Department, Texas Department of Criminal Justice-Correctional Institutions Division (TDCJ-CID).
- D. Offenders releasing to a residential plan or placed in a Residential Reentry Center (RRC) may be issued a bus voucher for public transportation.

**II. TRANSPORT LIST**

The transport list is used to notify the region ISF coordinator, or designee, the facility parole officer, and the ISF transport officers of offenders who are authorized for transport. Under no circumstances shall an offender be transported unless the offenders' name appears on the transport list.

- A. Each name on the transport list shall be accompanied by an ISF/SAFPF packet to be given to the transport officer the day of transport.

- B. If offenders are added or removed from either list, the ISF Program Supervisor or designee shall update the Transport List with the revision and notify the region ISF coordinator, the facility parole officer and the appropriate ISF of the changes.

### III. TRANSFER OF OFFENDERS WITHIN THE ISF/SAFPF PROGRAMS

A resident may be considered for transfer from an ISF/SAFPF to another, on a case-by-case basis, with the approval of the Program Supervisor V, CCU.

### IV. RELEASE PLANS

#### A. ISF Release Plans

1. Release plan development begins when the offender is notified of the ISF/SAFPF Board action. The field parole officer should obtain a plan from the offender during the notification of Board decision. The facility parole officer shall terminate any current active residence plan. The facility parole officer shall obtain and enter the plan in the Offender Information Management System (OIMS) as proposed. If the plan has already been verified and the Legal County of Residence approval is not required, the plan can be entered as passed.
2. Upon learning of a potential release plan failure after the offender has arrived at the ISF, the facility parole officer shall interview the offender weekly to obtain another release plan. The facility parole officer shall also utilize the visitors list, Alternate Housing list, etc. A contact shall be entered in OIMS each visit with offender and efforts taken to secure a residence plan should be noted in comments.
3. The facility parole officer is responsible for completing all necessary documentation/transmittals related to the offender's release plans.

#### B. Release Plans to a Transitional Treatment Center (TTC)

1. The placement analyst, Huntsville Placement and Release Unit (HPRU), shall place offenders from a SAFPF into a TTC upon receipt of notice from the Rehabilitation Programs Division.
2. To request placement in a TTC, the facility parole officer shall complete the Residential Reentry Center Request (CMS-42) and fax it to the placement analyst 30 days prior to the Program Completion Date. The facility parole officer shall enter the Substance Abuse Program Request into the OIMS.
3. The placement analyst, HPRU, shall obtain and process all necessary documentation/transmittals prior to the resident's scheduled release date.

### C. RRC Placement

1. RRC placement shall be requested only after all efforts have been made by the facility parole officer to develop a release plan.
2. To request the placement, the facility parole officer shall complete the Residential Reentry Center Placement Request (CMS-42) and email it to the Placement Analyst, HPRU, no less than thirty (30) days prior to the scheduled release date. The facility parole officer shall enter the CMS-42 into the OIMS.
3. The facility parole officer shall request RRC placement on the OIMS residence screen and indicate the origin of the offender as ISF.
4. When HPRU confirms that bed space is available, the CCU will schedule the offender for release. If bed space is not available, CCU will delay the offender's release until HPRU notifies CCU that a placement has been made.
5. The facility parole officer shall fax a Release Report (SSS-9801) to HPRU no later than 10:00 a.m. each day identifying all residents placed in an RRC who are scheduled for release that day.
6. Should a release be scheduled or canceled after the SSS-9801 has been faxed, the facility parole officer shall immediately fax a corrected report SSS-9801 to the HPRU.

### V. NOTIFICATION OF RESIDENTIAL REENTRY CENTER CANCELLATION

If an RRC placement is no longer required, the facility parole officer shall immediately notify HPRU and CCU via email so that the placement can be canceled.

**NOTE:** Only HPRU has the ability to cancel RRC placements or requests in the OIMS.

### VI. DEPARTURE LIST

- A. The departure list is used to notify the facility parole officers, region ISF coordinators, and the facility staff of the offenders who are authorized for release. Offenders shall not be released from a facility unless they appear on the departure list.
- B. For each facility, the Program Supervisor I, or designee, CCU, shall schedule the release dates for offenders eligible for release. CCU shall update the ISF/SAFPF screen in the OIMS.

- C. The Program Supervisor I, or designee, CCU, shall notify the sending/receiving ISF coordinators and facility parole officers that all departures have been scheduled for the following week. Facility parole officers will provide a copy of the list to appropriate facility staff.
- D. Upon receiving the departure list, the facility parole officer shall review the lists to determine if any offender should be removed from the list. An offender can be removed for any reason determined by the facility parole officer, to include but not limited to, the following:
  - 1. Pending disciplinary action
  - 2. To satisfy punishment imposed as a result of disciplinary action
  - 3. Pending placement
  - 4. Pending action by the Texas Board of Pardons and Paroles
- E. If an offender is removed from the departure list, the facility parole officer shall notify CCU by email prior to the scheduled release date. If the offender is an Electronic Monitoring (EM) or Super Intensive Supervision Program (EM/SISP) case, the facility parole officer is responsible for notifying the receiving district parole office.
- F. Anytime a change is made, CCU shall update the ISF/SAFPF Departure list in accordance with Section VI. B and C above.

## VII. PREPARATION FOR THE RELEASE OF AN OFFENDER

- A. The facility parole officer shall provide a copy of the departure lists to the appropriate facility staff within 24 hours of notification that all departures have been scheduled for the following week.
- B. The facility parole officer shall ensure that all applicable screens in the OIMS have been updated to include, but not limited to, the following:
  - 1. All contacts;
  - 2. Medical screen (shall include any current medical issues, if applicable);
  - 3. EM/SISP equipment (if applicable);
  - 4. Reporting Instructions have been completed in the OIMS and the case transferred to the appropriate field office;
  - 5. Status code;

6. Caseload type; and
  7. Indicators (if applicable).
- C. The facility parole officer shall notify sex offenders of their registration obligation and ensure the offender signs the Pre-Release Notification Form (CR-32). Upon confirmation that the offender has left the facility, the facility parole officer shall fax the completed form to the Department of Public Safety (DPS) office indicated on the back of the form and to the supervising field parole officer.
  - D. Upon confirmation that the offender has left the facility, the facility parole officer shall update the facility custody screen in the OIMS within 24 hours of the offender departing the facility.
  - E. Upon confirmation that the offender has left the facility, the facility parole officer shall submit a warrant closure in the OIMS and shall verify warrant closure via the OIMS.

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