

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

NUMBER: PD/POP-4.3.12

DATE: 06/10/15

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SUPERSEDES: 12/27/12

SUBJECT: SUBSTANCE ABUSE FELONY PUNISHMENT FACILITY

AUTHORITY: TEXAS GOVERNMENT CODE § 493.009; BPP-POL. 146.251

PURPOSE: To establish criteria and procedures related to SAFPF placements.

PROCEDURE:

I. BOARD ACTION RESULTING IN SAFPF

A. Clients shall be placed in a Substance Abuse Felony Punishment Facility (SAFPF) as a result of Board of Pardons and Paroles (BPP) Action for SAFPF placement pursuant to:

1. A conditional waiver of the Revocation Hearing process, Notice of Alternate Action form (PSV-48A) or;
2. The Revocation Hearing process, to include a Waiver Processing Sheet (PSV-67).

Note: Refer to Parole Division policy 4.2.1, *Pre-Hearing and Hearing Process*.

B. At the time of the BPP vote for SAFPF, a special condition requiring participation in the SAFPF will be imposed.

C. For eligibility criteria, refer to the *TDCJ Substance Abuse Treatment Operations Manual*, SATOM 03.03, "SAFPF Eligibility Requirements for Parole Eligible/Parole Modification Offenders," located on the Texas Department of Criminal Justice (TDCJ) Intranet of the TDCJ website within Manuals and Publications.

http://itd.tdcj.texas.gov/TDCJ_Intranet/docs/satom_docs/SATOM_0303.pdf

II. COORDINATION FOR PLACEMENT

The region Intermediate Sanction Facility (ISF) coordinator or designee, shall:

- A. Complete and approve the ISF/SAFPP work item in the Offender Information Management System (OIMS) within three (3) business days of the BPP decision. In the event the BPP vote for SAFPP is a result of a summons hearing, the work item shall be suspended in the work pool and shall not be forwarded until the client is in custody.
- B. Ensure all medical and/or psychological information (e.g., conditions, medication, frequency, etc.) is properly recorded in the OIMS.
- C. Notify the Central Coordination Unit (CCU) ISF Program Supervisor I or CCU Parole Officer III by email of any cases requiring alternative BPP Action due to a medical reason, active detainer, bench warrant, or new charge.
- D. Review the transportation list provided by the CCU ISF Program Supervisor I, and notify the CCU Program Supervisor I or CCU Parole Officer III immediately of all clients on the transportation list who were unable to transport and the associated reason.

III. DUTIES OF THE ASSIGNED PAROLE OFFICER

While the client remains in the SAFPP facility, the assigned district parole officer shall:

- A. Update and maintain client information in the OIMS, in accordance with existing policy.
- B. Monitor the client's progress and participation as a Treatment Team member in accordance with the requirements outlined in the SATOM.
- C. Notify the CCU ISF Program Supervisor I or CCU Parole Officer III by email of any behavioral or medical issues that result in a recommendation to the Rehabilitation Programs Division (RPD) for a removal from the program.
- D. Notify the CCU ISF Program Supervisor I or Parole Officer III by email of any new detainees filed by a law enforcement agency.

IV. PROGRAM REMOVALS AND VIOLATIONS

A. Behavioral Removals

1. Violations while in the SAFPF shall be addressed through the Treatment Team in accordance with the SATOM. Should the violation result in a request for a Behavioral Removal, RPD Intensive Services is responsible for reviewing the removal request to determine if appropriate. In the event RPD concurs with the recommendation for Behavioral Removal, notice will be provided to the assigned district parole officer and the CCU Parole Officer III.
2. Upon receipt of the concurrence from RPD, the assigned district parole officer shall process the removal as a new violation in accordance with Parole Division policy 4.2.1, *Pre-Hearing and Hearing Process*. Recommended Behavioral Removals are not an authority to remove the client from the program, as the facts surrounding the removal must be reviewed by the BPP for final action through the revocation process.
3. The assigned district parole officer shall provide notice to the CCU Parole Officer III immediately upon notification of the BPP Action.
4. The CCU Parole Officer III shall monitor the case to ensure timely processing.

B. Medical Removals

1. Upon notice from RPD Intensive Services of a recommendation for Medical Removal, the CCU Parole Officer III shall gather all pertinent information relative to the medical condition and coordinate with the Texas Correctional Office on Offenders with Medical or Mental Impairments (TCOOMMI) for any continuity of care issues requiring their assistance.
2. The CCU Parole Officer III shall notify the assigned district parole officer of receipt of the request for removal from RPD and, if appropriate after consultation with TCOOMMI, request the parole officer to interview the client for a home plan and initiate the home plan investigation.
3. If TCOOMMI has determined the client is not appropriate for return to a private residence due to severity of the medical or mental condition, appropriate housing will be secured through coordination with TCOOMMI.
4. Once an appropriate residence has been established, the CCU Parole Officer III shall submit a transmittal to the BPP requesting to withdraw SAFPF.

V. SAFPF TERMS

- A. An SAFPF placement is an indeterminate term of confinement in a treatment setting generally lasting six (6) months for regular needs clients or nine (9) months for special needs clients.
- B. The SAFPF term shall begin the date the client is received and completes intake at the assigned SAFPF.
- C. SAFPF confinement and treatment is only part of the Therapeutic Community Continuum of Care and is followed by placement into one of the following program tracks for up to 90 calendar days:
 - 1. Phase I aftercare Transitional Treatment Center; or
 - 2. Phase 1-B alternative outpatient program.

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