

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

NUMBER: PD/POP-2.1.11

DATE: 7/25/97

PAGE: 1 of 3

SUPERSEDES: 7/21/95

SUBJECT: PRE-RELEASE (PLACEMENT) INVESTIGATION

AUTHORITY: ACA 2-3166

PURPOSE: To establish requirements for investigations of residence prior to prisoner release to supervision. This process applies only to Texas cases; refer to the Interstate Compact Section for information regarding interstate placements.

PROCEDURE:

- I. Prior to the release of a prisoner to parole or mandatory supervision, Review and Release Processing shall mail to the appropriate District Parole Office the offender's case file material, including the proposed release plan. Review and Release Processing shall enter the proposed release plan on the CAPS Parole Plan Update Screen.
 - A. Parole cases: Parole case assignments will appear on the INFOPAC report, "PDPPR12 – Placement Investigation Summary – Parole," seven days following posting the parole release plan on the CAPS Parole Plan Update Screen.
 - B. Mandatory Release cases: Mandatory release case assignments will appear on the INFOPAC report, "PDPPR22 – Placement Investigation Summary – Mandatory," seven days following posting on CAPS.
 1. Case assignments of offenders with a minimum expiration date within 30 days will appear on INFOPAC the next day following CAPS update.
 - C. Individual case assignments will appear on the INFOPAC reports, "PDPPRLE12 – Placement Investigation Letters – Parole" and "PDPPRLE22 – Placement Investigation Letters – Mandatory."
- II. The officer shall complete a placement investigation within seven working days of receipt of an assignment. The officer shall conduct a face-to-face contact with the requested placement provider. If the release of an inmate is imminent, less than seven days, telephonic verification of the release plan is authorized.

- III. The "Pre-Release Placement Investigation Worksheet" shall be completed by the officer while conducting the investigation with the requested placement provider. The worksheet may be handwritten. Based upon an analysis of the information gathered during the investigation, the officer shall approve or deny the plan.
- IV. The officer shall clearly document reasons for denial for the proposed plan on the worksheet. Consideration for placement into a halfway house shall be regarded as a *last-resort* option and shall not be recommended unless:
 - A. The victim of the instant offense resides in the residence listed on the offender's home plan;
 - B. The family or occupants of the residence listed on the offender's home plan will not accept the offender; or
 - C. The plan violates any other special condition of release.

If none of the above criteria applies to the proposed plan but other potentially inappropriate circumstances exist (for example, the victim lives next door to the listed residence or no appropriate treatment facilities are available within a reasonable distance), then alternate plans shall be considered and developed in order to serve the best interests of the community and the offender.

- V. Before denying a proposed plan and requesting a Halfway House placement, the investigating officer shall:
 - A. Thoroughly review the case summary and visitors list for additional possible release plans;
 - B. Investigate all leads including but not limited to calling directory assistance when necessary to acquire telephone numbers not listed in the case summary or the visitors list;
 - C. Review the Parole Plan Browse Screen to determine if previous plans that were investigated failed for reasons listed Section III above;
 - D. Inquire about other potential sponsors (relatives, friends, etc.) and follow up appropriately when a potential sponsor has indicated that he/she does not wish to sponsor the offender; and
 - E. Attempt to make placement in a non-contract facility before requesting Halfway House placement.
- VI. In addition to the thorough investigation of the proposed plan, the officer shall refer it to the Unit Supervisor for review. The Unit Supervisor shall forward it to the Parole Supervisor for final approval and request for Halfway House placement.
- VII. The officer shall place the worksheet and all file material in the pre-release placement investigation folder.

VIII. The officer shall document in the chronological record when the investigation request was received, when the contacts with placement providers were made, all other contacts that were completed during the investigation, and the date the plan was approved or denied.

IX. The officer shall enter the results of the investigation on the Parole Plan Update screen on the TDCJ mainframe computer system.

A. Secondary or alternative plans developed shall include:

1. Updating the PPI screen to reflect that the plan is a second or other alternate plan;
2. Updating the PPI screen to reflect the correct county, region, and district codes;
3. Placing a statement in the "Comments" section indicating that the initial plan failed and why; and
4. Forwarding available file material to the new district.

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