

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PAROLE DIVISION**



**POLICY AND  
OPERATING PROCEDURE**

**NUMBER: PD/POP-2.1.15**

**DATE: 09/01/2011**

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**SUPERSEDES: 06/10/2010**

**SUBJECT:** NOTICE TO TRIAL OFFICIALS/ NOTICE TO COUNTY OF RELEASE

**AUTHORITY:** TEXAS GOVERNMENT CODE §§ 493.025, 499.026 (d), 499.051 (a), 508.115

**PURPOSE:** To establish guidelines for sending Notice to Trial Officials/Notice to County of Release when the offender enters into the Parole Review Process and to verify all notices have been sent in accordance with the Texas Government Code.

**DEFINITIONS:**

Trial Official – Prosecuting Attorney, District Judge, County Sheriff, Police Chief, Administrative Judge and District Clerk.

Notice to Trial Officials (NTO) - Notification provided to trial officials located in the county(ies) where the offender was convicted. Notification is provided, not later than the 10th day before the date on which a parole panel proposes to release an inmate on parole.

Notice to County of Release (NCR) - Notification provided to trial officials located in the county(ies) where the offender was convicted and to the county where the inmate will be released to. Notification is provided not later than the 11<sup>th</sup> day before the date a parole panel orders the release of parole of an inmate.

**PROCEDURE:**

**I. NOTICE TO TRIAL OFFICIALS**

- A. The Notices to Trial Officials (NTO) shall be generated automatically in an electronic format and placed on the TDCJ Website ([www.tdcj.state.tx.us](http://www.tdcj.state.tx.us)), under the trial official notification Quick Links section, for every offender listed on the Weekly Casepull. An electronic notification will be delivered to the trial official daily, or as applicable, when new information is available for review for their jurisdiction.
- B. If a trial official does not have e-mail capability the NTO will be generated and printed by Information Technology Division (ITD) at the Central Office in Austin daily. Central File Coordination Unit (CFCU) staff shall sort the NTO and prepare for mailing. CFCU shall mail the NTO to the appropriate trial officials each day.

1. Every offender is automatically added to the weekly casepull six (6) months prior to the offender's initial parole eligibility date.
  2. If applicable, an offender will be added to the weekly casepull, on any/every subsequent parole review(s), four (4) months prior to the Next Review (NR) month or Placed In Mandatory Review (PIMR).
- C. If the NTO is not delivered to the designated trial official, it will bounce back to a universal electronic mail box. This electronic mail box is monitored daily by the CFCU Administrative assistant IV (AAIV). The CFCU administrative assistant IV shall verify the e-mail address and resend the electronic NTO. If the electronic email bounces back a second time, CFCU staff shall contact the Information Technology Division for assistance. If the NTO is returned in the U. S. Mail, the CFCU administrative assistant IV shall verify the mailing address in the mainframe system and contact the trial official via the telephone to verify the mailing address.

## II. NOTICE TO COUNTY OF RELEASE

- A. The Notices to County of Release (NCR) are generated automatically in an electronic format and placed on the TDCJ website ([www.tdcj.state.tx.us](http://www.tdcj.state.tx.us)), under the trial official notification Quick Links section, for every release eligible offender upon plan approval. The NCR's are generated no later than the eleventh (11<sup>th</sup>) day before the date the BPP orders the release of an offender to supervision. An electronic notification will be delivered to the trial official daily, or as applicable, when new information is available for review for their jurisdiction.
- B. If a trial official does not have e-mail capability the NCR will be generated and printed by Information Technology Division at the Central Office in Austin daily. Central File Coordination Unit (CFCU) staff shall sort the NCR and prepare them for mailing. CFCU shall mail the NCR to the appropriate trial officials each day.
- C. If the NCR is not delivered to the designated trial official, it will bounce back to a Universal electronic mail box. This electronic mail box is checked daily by the CFCU administrative assistant IV. The CFCU administrative assistant IV shall verify the e-mail address and resend the electronic NCR. If the electronic e-mail bounces back a second time CFCU administrative assistant IV shall contact the Information Technology Division for assistance. If the NCR is returned in the U.S. Mail the CFCU administrative assistant IV shall verify the mailing address in the mainframe system and contact the trial official via the telephone to verify the mailing address.

## III. ADMINSTRATOR RESPONSIBILITIES

- A. The CFCU administrative assistant IV shall monitor and ensure all trial officials with current e-mail addresses are receiving all applicable electronic notifications (NTOs and NCRs) daily or as applicable.
- B. The CFCU administrative assistant IV shall maintain trial official user-id's and reset trial official passwords as necessary and when requested by the trial official.
- C. The CFCU administrative assistant IV shall maintain the "TPcourt Officials" screen in the TDCJ mainframe system. Trial official contact information shall be updated as needed.

#### IV. ERROR REPORT

On a weekly basis the CFCU program supervisor I (PSI) shall print the Parole Review NCR/NTO Error Report (PDKAR009EA), the Parole Review NCR/NTO Error Report Approved Release Plan (PDKAR009ED) and the NTO/NCR Invalid LCOR Error Report (PDKAR009ER). These reports identify all NTOs and NCRs that were not generated and/or not corrected since the last reporting period. These NTOs and NCRs shall be requested through the mainframe system and e-mailed as described in Section I- Notice to Trial Officials and/or Section II- Notice to County of Release. The CFCU PSI is responsible for reviewing this report to determine what the error was that caused the NCR/NTO not to be generated. The findings of this review shall be resolved in the following manner:

- A. The CFCU PSI shall correct the error internally if possible; i.e. updating the Trial Official Notification database.
- B. If the error is based on incorrect information on the mainframe system, State Classification in Huntsville shall be notified, via Lotus Notes, of the error so that the information on the TDCJ mainframe can be corrected.
- C. If the error is a computer program issue Information Technology shall be notified, via Lotus Notes, so that the error can be corrected.

In addition, the Error Report Review shall be sent to the assistant section director of Review and Release Processing (RRP) for review. The assistant section director shall ensure all identified errors on the report have been corrected and the NTO/NCR's have been generated on a weekly basis.

#### V. PROTEST LETTERS

Protest letters that are received in response to a generated NTO and NCR, shall be forwarded to the RRP Protest Desk. Protest letters are handled in accordance with PD/POP-2.1.7 *Protest Mail from Trial Officials*.

#### VI. ANNUAL VALIDATION

Annual Validations of trial officials shall be conducted by March of each calendar year.

#### VII. HUNTSVILLE PLACEMENT AND RELEASE UNIT (HPRU) PROCESSING OF NCR

The Huntsville Placement and Release Unit (HPRU) is responsible for placement of offenders in Residential Reentry Centers (RRCs) and Transitional Treatment Centers (TTCs). Placements are made for offenders who may originate from the TDCJ-Correctional Institution Division, County Jails, other states' prisons, Federal prisons, Intermediate Sanction Facilities or Field Supervision.

#### VIII. REVIEW AND RELEASE PROCESSING (RRP) REQUEST

When RRP staff determines that an NTO was not generated, the CFCU PSI shall be notified via email.

The CFCU PSI shall have an NTO electronically generated as described in Section I. B of this policy. The CFCU PSI shall investigate why the NTO was not generated on the weekly case pull list and/or why the issue was not resolved during the weekly error report review. The findings of this investigation shall be reported to the assistant section director within five (5) business days of notification by RRP staff that an NTO was not generated. The assistant section director shall take appropriate action to eliminate future occurrences of these incidents.

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Stuart Jenkins  
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