

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

NUMBER: PD/POP-2.1.16

DATE: 3/8/00

PAGE: 1 of 2

SUPERSEDES: 5/29/97

SUBJECT: STATE IDENTIFICATION NUMBERS AND PAROLE IN ABSENTIA

AUTHORITY: N/A

PURPOSE: To provide a standardized procedure to identify State-Ready jail offenders for parole processing. The State Identification Number is utilized by the Texas Department of Public Safety and the Texas Department of Criminal Justice – Institutional Division Records State-Ready system as the identifying number.

PROCEDURE:

- I. Parole in Absentia (PIA) offenders that are State-Ready (SR) and within parole processing guidelines shall appear on a Casepull listing. This Casepull listing is generated from the TDCJ-ID SR computer system. The Casepull activates the PIA Tracking System (PATS), which is a tracking system for PIA candidates. The Casepull and PATS utilize the State Identification (SID) number as the main identifier.
- II. Offenders identified as technical supervision violators or violators with new sentence(s) shorter in length than the amount of calendar time left on the original sentence(s) shall retain the PIA or TDCJ-ID number previously assigned. Return violator statements shall be utilized as indicated in RRP/RM-01.
- III. Case processing staff shall produce a Department of Public Safety Criminal History and/or NCIC/TCIC criminal history under this SID number. Offender demographic information shall be used to verify that the offender is the person assigned the SID number. The demographic identifiers used as follows.
 - A. Date of Birth
 - B. Place of Birth
 - C. Social Security Number

- D. Common Arrests
- E. Present Offense Arrests
- F. Race, Sex, Weight, Height, Hair Color, Eye Color
- G. FBI Number
- H. Alias Name
- I. Driver's License Number

IV. Duplicated and non-matching SIS numbers shall be resolved by contacting the detaining authority. The corrected SID numbers shall be provided to the TDCJ-ID Records Office.

Note: Staff shall cease case processing until SID identification problems are corrected and accurately reflected on the SR computer system.

Victor Rodriguez
Director, Parole Division