

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

NUMBER: PD/POP-2.2.16

DATE: 10/8/97

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SUPERSEDES: 7/25/95

SUBJECT: FACILITY PLACEMENT NOTIFICATION AND CANCELLATION

AUTHORITY: N/A

PURPOSE: To establish Halfway House, Multi-Use Facility, or county jail Work Release Program placement notification and cancellation procedures at Specialized Supervision, Huntsville.

PROCEDURE:

I. PLACEMENT NOTIFICATION

- A. Specialized Supervision, Huntsville, shall prepare a daily report identifying all offenders placed in a facility who are scheduled for release on that day. Toward that end, the Program Administrator II or designee at Specialized Supervision, Huntsville, shall:
1. Check with Review and Release Processing, Huntsville, to identify and verify releases from the Institutional Division scheduled for that day.
 2. Include in the report any relevant information (e.g., released, canceled, Immigration and Naturalization Service arrest, late release scheduled after 6 p.m.).
 3. Separately identify SISP cases in the report;
 4. Fax the report to all the following:
 - a. The Assistant Director of Specialized Supervision, Central, or designee at 512-406-5765.
 - b. The Section Administrative Duty Officer (SADO) at 512-451-9805.
 - c. The SADO supervisor at 512-451-9805.
 - d. The Super-Intensive Supervision Program (SISP) Program Specialist or designee at 512-406-5765.

- e. Any facility expecting an arrival on that day.

The report shall be faxed as close to 5 p.m. as possible so as to reflect the most current information.

- B. The Intermediate Sanction Facility (ISF) coordinator, Central, shall notify Specialized Supervision, Huntsville, should the release status change for any offender scheduled for release from an ISF.

II. CANCELLATION NOTIFICATION

- A. Specialized Supervision, Huntsville, may receive information that a placement should be canceled from many different sources that may include Review and Release Processing, Central; Review and Release Processing, Huntsville; transitional planning offices; a field parole officer; or mainframe review.
- B. If any scheduled release is canceled, then Review and Release Processing, Huntsville, staff shall immediately notify Specialized Supervision, Huntsville, at 406-291-7583.
- C. If cancellation occurs after hours, then releasing staff shall immediately notify the Program Administrator II at Specialized Supervision, Huntsville, by pager at 1-800-527-2431.
- D. If the cancellation is on a case scheduled for release on that day, the Program Administrator II or designee at Specialized Supervision, Huntsville, shall immediately notify the SADO and the facility of the cancellation by telephone.
- E. For all other cancellations, the Program Administrator II shall ensure that the facility is notified in a timely manner.
- F. All communications and relevant information (e.g., person notified, date, time) shall be documented in the case file and database file for future reference.

III. CANCELLATION PROCESS

- A. Whoever receives notification of a cancellation at Specialized Supervision, Huntsville, shall promptly complete a Facility Cancellation Notification (SSS-9729) and give it to the data entry operator.
- B. The data entry operator shall review the database file to determine whether a placement was made.
 - 1. If a placement was made, the data entry operator shall cancel the placement in the database file and verify that the plan was failed in the Parole Plan Update screen. The data entry operator shall give the SSS-0729 notice to the designated clerk for further processing.

- a. The clerk shall fax the SSS-9729 to the following:
 - (1) Review and Release Processing, Central;
 - (2) Facility where the releasee was placed; and
 - (3) Facility parole officer.
 - b. If the case does not require future placement, the SSS-9729 shall be filed in the case file. If the case does require future placement, the case file shall be suspended for placement at a later date.
2. If a placement was not yet made, the data entry operator shall cancel the case in the database file and give the cancellation notice to the designated clerk. The clerk shall retrieve the file material from the suspense files, attach the cancellation notice to the file material, and then place the entire packet in the inactive files.

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