

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PAROLE DIVISION**



**POLICY AND  
OPERATING PROCEDURE**

**NUMBER: PD/POP-3.1.9**

**DATE: 04/30/2007**

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**SUPERSEDES: 10/01/05**

**SUBJECT: PERSONAL IDENTIFICATION CARD AND DRIVER'S LICENSE REQUIREMENTS FOR OFFENDERS**

**AUTHORITY:** BOARD OF PARDONS AND PAROLES ORDER 98-10.01 (10/7/98); TEXAS GOV'T CODE §§ 508.044, 508.045; TEXAS ADMIN. CODE, RULE 145.27.

**PURPOSE:** To require offenders who are released on parole or mandatory supervision, supervised in Texas, and subject to the jurisdiction of the Parole Division, to obtain, carry, and maintain current Texas Department of Public Safety (DPS) personal Identification Cards or Driver Licenses.

**PROCEDURES:**

**I. REQUIREMENTS**

- A. All offenders subject to the jurisdiction of the Parole Division are required to be in possession of a valid Texas DPS personal Identification Card (ID) or Driver License (DL). This includes offenders supervised in Texas under the Interstate Compact Agreement.
- B. At the time of their release, offenders should have received their document packet from the Huntsville Placement and Release Unit (HPRU) that contains important documents to assist in their reentry into society. The document packet includes a Social Security card, birth certificate, and military discharge paper (DD-214).
- C. If the offenders have those identification documents in hand when released, they shall be instructed during their initial report to the District Parole Office to obtain a DPS ID or DL within thirty (30) days or by their next office report.
- D. Offenders who did not receive the packet from the Huntsville Placement and Release Unit (HPRU) or who are released to an agency-contracted Residential Reentry Center shall be given ninety (90) days to obtain a DPS ID or DL.

## II. INITIAL REPORT

During the initial report upon release from CID, the supervising Parole Officer or duty officer shall inform the offender that:

- A. The offender has thirty (30) or ninety (90) days to obtain a DPS ID/DL (see section I above).
- B. Any changes that require updating the DPS ID or DL shall be accomplished within thirty (30) days of change, including an approved address change.
- C. The Texas DPS ID or DL shall be kept in the offender's possession at all times and shall be presented to law enforcement and TDCJ officials upon request.
- D. A copy of the offender's most recent DPS ID or DL shall be attached to the release certificate in the offender's field file and documented in the Demographics section of the Offender Information Management System (OIMS).
- E. Failure to comply with this policy shall be considered a violation of release, as outlined in Parole Division policy 4.1.1, *Processing Violations of the Rules and Conditions of Release*. If an offender cannot obtain a DPS ID or DL for the reason cited in the note below, the Parole Officer shall ensure that all reasonable effort is made to pay any fines or costs. Failure to comply may result in imposed interventions until payment or a payment schedule is made.

**NOTE:** Under the TEXAS TRANSPORTATION CODE, § 706.002, DPS is authorized to contract with political subdivisions to deny renewal of an individual's Driver License for failure to appear or failure to pay or satisfy a judgment ordering payment of a fine and cost in a matter involving an offense in which a court has jurisdiction under the CODE OF CRIMINAL PROCEDURE, CH. 4.

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