

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND OPERATING
PROCEDURE**

NUMBER: PD/POP-3.11.2

DATE: 1/03/95

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SUPERSEDES: N/A

SUBJECT: PARTICIPATING ORGANIZATION SELECTION

DISCUSSION: Not all organizations are suitable for placing offenders who are required to provide community service. Some organizations have no experience with volunteers or with offenders. Some may not be serving a valid community need. Others may place offenders in positions where they are improperly utilized.

AUTHORITY: N/A

POLICY: The Parole Division shall examine organizations that wish to participate in the Division's community service program to determine if they meet Division guidelines.

PROCEDURE:

- I. The Regional Director or designee shall make a site visit to each organization/agency being considered for participation in the Division's community service program. Site visits will be repeated at participating organizations/agencies on at least a semi-annual basis.

- II. Organizations being considered shall meet the following criteria:
 - A. The organization shall be non-profit or a governmental entity and provide services to the general public that enhance social welfare and the general well being of the community.
 - B. The organizations shall not discriminate in the acceptance of offenders on the basis of race, religion, age, or sex.
 - C. The organization shall serve valid community needs and shall have a demonstrated ability to use offenders in a community service capacity.
 - D. The primary purpose of the organization shall not be to serve the economic or social needs of the members of the organizations (fraternal or social organizations).
 - E. The organization shall have a job description of the work to be performed by offenders and the performance of the job must not seriously jeopardize the health or safety of offenders or the community.

- F. The work performed must not displace paid workers and should consist of duties that would not have been otherwise performed without volunteer workers.
 - G. Churches may provide opportunities for community service, but offenders cannot be required to participate in religious observances or support ministerial functions. Neither my offenders be required to perform community service with a church except on a voluntary basis.
 - H. The organization must be politically non-partisan.
- III. In addition, the person conducting the site visit shall determine that the participating organization can meet the following conditions:
- A. Offenders will be well supervised by the participating organization.
 - B. Offenders shall not be placed in positions where, for example, they may supervise other offenders, have responsibility for funds or have unsupervised contact with children.
 - C. Offenders shall not be assigned work that may present an obvious danger to the offender's health or safety.
- IV. Organizations which meet all selection criteria may be approved by the designee of the Regional Director.
- V. At the semi-annual site visit, the Regional Director or designee will review the community service agreement and project description with the participating organization/agency to determine that all information continues to be valid. The semi-annual site review also gives the Regional Director or designee the opportunity to maintain cordial working relationships with participating organization/agency staff. In the event that there are issues to be resolved or there is staff turnover at the participating organization, more frequent site visits may be necessary.

Melinda Hoyle Bozarth
Director, Parole Division