

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND OPERATING
PROCEDURE**

NUMBER: PD/POP-3.11.3

DATE: 1/08/96

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SUPERSEDES: 1/03/95

SUBJECT: RECRUITING

DISCUSSION: Ongoing efforts shall be made to recruit the participation of appropriate organizations and agencies.

AUTHORITY: N/A

POLICY: Each Parole Division Regional Director shall assign a designee in each district office to recruit the participation of on-profit organizations or governmental agencies in the PD Community Service Program.

PROCEDURE:

- I. Each designee shall survey participating organizations and agencies that serve each district office within the region. Designees may be assigned in each office, where appropriate. Agencies may be identified through such sources as: the yellow pages in the telephone directory, listings maintained by local Community Supervision and Corrections Departments, the United Way directory of participating organizations, volunteer clearinghouse publications, and parole officer contacts in the area.
- II. The Regional Director's designee shall arrange with the appropriate representative of the participating organization to provide an orientation to the PD community service program and accomplish an agreement with the participating organization.
- III. A resource guide, listing organizations and sites that have been approved by the Division, shall be maintained in the parole offices served by that organization. Each separate site operated by an organization shall be approved by the Division.

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