

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

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DATE: 7/14/97

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SUPERSEDES: 8/2/95

SUBJECT: PRE-REVOCATION UNIT

AUTHORITY: N/A

PURPOSE: To consolidate the pre-revocation functions to ensure timely processing and tracking of offenders through the pre-revocation process from arrest warrant issuance to final disposition.

PROCEDURES:

- I. The regional jail coordinator shall report directly to the assistant regional director and shall be assigned overall management responsibility for the pre-revocation unit.
 - A. The unit supervisor shall be assigned by the regional director and is responsible for the daily operation and supervision of the pre-revocation unit. The unit supervisor shall be under the direct supervision of the regional jail coordinator.
 - B. The parole officer shall be assigned by the regional director and is responsible for the daily supervision of the assigned unit supervisor. The parole officer shall be assigned all cases that are in the pre-revocation process and shall be responsible for all actions from initial interview to final disposition of the case.
- II. Case files of all offenders for whom a pre-revocation warrant has been issued shall be forwarded to the pre-revocation unit. All forms and reports shall be completed and included in the file prior to forwarding to the pre-revocation unit.
 - A. Identification of offenders in custody on pre-revocation warrants shall be accomplished through review of the Daily In-Custody reports on INFOPAC or by local means such as jail rosters or family contact.
 - B. The pre-revocation unit shall be responsible for all case processing in accordance with directives following receipt of the case file.

Carl Jeffries
Director, Parole Division