

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

NUMBER: PD/POP-4.3.2

DATE: 6/3/08

PAGE: 1 of 3

SUPERSEDES: 7-15-97

SUBJECT: REGIONAL ISF COORDINATOR

AUTHORITY: TEX. GOV'T CODE §§ 508.118, 508.119

PURPOSE: To establish basic guidelines and procedures for the administrative processing of offenders voted by the Board of Pardons and Paroles to be sent to an Intermediate Sanction Facility (ISF) or Substance Abuse Felony Punishment Facility (SAFPF). To provide guidance, direction, and uniform consistency in the coordination of offender movement between county jails, transportation sites, and ISF's.

PROCEDURE:

I. REGIONAL JAIL ISF/SAFPF COORDINATION

- A. All Regional ISF Coordinators are responsible for the coordination of all ISF activity for their designated areas of responsibility. These responsibilities include:
1. Maintaining a pool of offenders for transport to an ISF/SAFPF;
 2. Screening potential candidates for ISF/SAFPF eligibility, which shall include being medically/mentally suitable for transfer to an ISF/SAFPF;
 3. Coordinating transport schedules with county jail designees and vendors;
 4. Verifying a release plan has been entered for investigation or one has been approved in the Offender Information Management System (OIMS). If the offender does not have an approved plan to release, prior to departing for ISF, the field officer, after making a diligent effort to secure a home plan which shall include use of the Approved Alternate Housing list, will enter a request for halfway house placement in OIMS indicating the origin of the offender is ISF.
 5. Forwarding the appropriate documentation to the Program Specialist I, Central Coordination Unit (CCU), ensuring that the documentation is completed properly and that all information provided is accurate (e.g., county of residence, medical status, status of any pending charges).

6. Upon identification of an offender not eligible for ISF/SAFPF transfer, coordinate with CCU for withdrawal of Board Action.

B. Field Officer Responsibility

Field officers shall present cases designated for transfer into an ISF/SAFPF to their Regional ISF Coordinator or designee. A packet shall be prepared for all cases.

1. Packet shall consist of the following before PAVR goes live:
 - a. Administrative Hearing Report (HS-135);
 - b. Pre-revocation warrant (BPP-FS-50);
 - c. Copy of Parole Case Summary (needed only if it has not been imaged);
 - d. Parole Certificate (needed only if it has not been imaged);
 - e. All medical information updated in the medical screen of OIMS;
 - f. Any other information or documentation requested by the Regional ISF Coordinator or Program Specialist I, CCU.
2. Packet shall consist of the following after PAVR goes live:
 - a. Copy of Parole Case Summary (needed only if it has not been imaged);
 - b. Parole Certificate (needed only if it has not been imaged);
 - c. All medical information updated in the medical screen of OIMS;
 - d. Any other information or documentation requested by the Regional ISF Coordinator or Program Specialist I, CCU.

C. Coordination with Central Coordination Unit

1. Regional ISF Coordinators shall maintain constant lines of communication with the Program Specialist I, CCU, and the field officer to ensure that all cases are consistent with ongoing procedures.
2. Unless otherwise instructed or required by special circumstances, all cases shall be coordinated through the Regional ISF Coordinator or designee.

3. Under special circumstances and/or necessity, case activity may be directly coordinated between the field officer or designees and the Program Specialist I, CCU. The Regional ISF Coordinator shall be notified of any special circumstances which necessitate direct communication between the field officer and Program Specialist I, CCU, at the earliest opportunity.
4. Any deviation from established procedures shall require prior approval from the Central Coordination Unit.

Stuart Jenkins
Director, Parole Division