



**Texas Department of
Criminal Justice**

**General
Information Guide
for Families of
Inmates**

**Executive Services
September 2022**

The Texas Department of Criminal Justice (TDCJ) operates the state's system of facilities for the confinement of adult felony inmates.

The mission of the TDCJ is to provide public safety, promote positive change in offender behavior, reintegrate offenders into society, and assist victims of crime.

This information guide is intended to provide the public with a brief description of principal program areas.

The agency encourages inmates to participate in activities and programs to facilitate rehabilitation and reentry. The TDCJ looks forward to friends and family members also providing support for their loved ones.



TABLE OF CONTENTS

Intake	4
Mail	4
Inmate Tablets	6
E-Messaging.....	6
Inmate Telephone System.....	7
Visitation	8
Trust Fund.....	14
Commissary.....	16
Hardship Transfers.....	17
Family Assistance.....	18
Education	20
Job Training	22
Religion.....	23
Programs and Treatment.....	24
Health	27
Recreation.....	29
Emergency Absences	30
Time Credit Calculations	32
Discipline	33
Grievances	35
PREA Ombudsman	35
Legal Assistance	37
Reentry and Integration.....	38
Release	39
Parole	40
Unit Directory	42

INTAKE

When admitted to a designated TDCJ intake facility, inmates are photographed, iris scanned, and fingerprinted as part of the identification process. Physical, dental, and eye examinations are conducted. Various tests are administered to detect medical or mental health issues and to determine educational and intelligence levels. Inmates are interviewed to gather information relevant to family structure, criminal and social behavior, drug and alcohol involvement, military and institutional experience, as well as education and employment history.

The results of the tests and interviews are the basis for classification decisions that determine the unit of assignment, the level of security supervision, housing, and job assignments. Screening and assessments during intake are conducted to identify any treatment or special needs.

More information about custody designations and time-earning status is available in the *TDCJ Offender Orientation Handbook* located on the agency website.

MAIL

Families and friends of inmates are encouraged to write often. Letters sent to inmates should include the **inmate's name, TDCJ number, and unit address** on the envelope. Unit addresses are available on the agency website and at the end of this guide. All mail for inmates must be received through authorized channels. Letters for different inmates should not be included in the same envelope. Inmates are not allowed to correspond with other inmates without meeting specific criteria stated in Board Policy BP-03.91, "Uniform Inmate Correspondence Rules."

Mail is forwarded to inmates who transfer from one unit to another within the TDCJ. Letters will be forwarded to inmates who are released from prison, if the inmate provides a forwarding address at the last unit of assignment.

Inmates may not write to minors whose parents disapprove, with the exception of an inmate's own children or stepchildren (unless the child or stepchild is the inmate's victim). The TDCJ prohibits unauthorized contact with a victim or a victim's family member by inmates if the inmate is currently serving time for committing a crime against that victim; the victim was younger than 17 years of age at the time of the offense; and written authorization for the contact was not obtained prior to the initiation of the contact. The TDCJ also prohibits the unauthorized contact of a victim by a sex offender. The courts may also prohibit an inmate from contacting, during the term of confinement, the victim of the offense for which the defendant is convicted or a member of the victim's family.

Unauthorized materials or contraband found in mail addressed to inmates will be rejected. Individuals who commit serious violations of the correspondence rules may not be allowed to write to an inmate.

Newspapers, magazines, and books may be mailed directly to inmates only by the publisher, publication supplier, bookstore, or online bookseller, subject to review and rejection in accordance with the correspondence rules. Inmates may receive reference books and other educational materials from volunteer organizations that operate the following types of programs: literacy and education, life skills, job skills, drug and alcohol rehabilitation, support groups, arts and crafts, and any other programs designed to aid inmates in the transition between confinement and society.

Inmates are prohibited from maintaining active social media accounts, including Facebook, Twitter, Instagram, and similar social media, for the purposes of soliciting, updating, or engaging others, through a third party or otherwise. Do not assist inmates in circumventing agency policy by operating social media accounts on behalf of inmates.

Social media accounts maintained by third parties that are about an inmate or discuss an inmate are not prohibited if they do not claim to be personally maintained by the inmate. For example, information about an inmate on your Facebook page or another person's Facebook page does not violate

agency policy. However, a Facebook page personally maintained by the inmate, or which appears to be personally maintained by the inmate, is a violation of agency policy.

Stationery is writing paper and envelopes, to include carbon paper. Stationery may be provided through the indigent correspondence supply program or purchased through the unit commissary by the inmate and inmate families or friends through the eCommDirect program. Items such as food, clothing, jewelry, toiletries, or any item other than books, magazines, and newspapers may not be mailed to inmates. Individuals may not mail packages to inmates. Additional information is available in BP-03.91, which is located on the agency website.

INMATE TABLETS

Inmate Tablets are becoming available to eligible inmates throughout the agency. These tablets will have access to informational, educational, and recreational applications. Some recreational applications may require fees for rental or subscription services, to be determined by the vendor and subject to change. Tablets will be made available to inmates depending on their custody level, disciplinary history, and other criteria.

E-MESSAGING

E-messages can be sent to all TDCJ inmates. To register, please visit www.jpays.com.

Electronic stamps must be purchased in order to send e-messages. Stamp prices are set by the vendor and are subject to change. The messages are completed on-line and sent to the JPAY facility interface. The messages are reviewed and, upon approval, printed and delivered to the inmate's tablet and/or to the recipient's email.

As inmate tablets become available throughout the agency, JPay eMessaging will become Securus eMessaging, providing the ability for inmates to receive incoming messages and

send outgoing messages from the inmate tablet. All eMessages are subject to approval by TDCJ unit mailroom staff.

INMATE TELEPHONE SYSTEM

The Inmate Telephone System (ITS) allows eligible inmates to make telephone calls to individuals listed on the inmate's approved calling list. Inmates with major disciplinary problems, those assigned to security detention, or those on death row do not have access to the pay telephone system, but are afforded access to telephones as described on page 8.

Before you can receive calls from a TDCJ inmate, you must first register your telephone number. To register, contact the telephone vendor at 1-866-806-7804 or through the vendor's website at <http://texasprisonphone.com>.

To register, you will be required to confirm that you are the registered owner of the telephone number and will not forward or make three-way calls received from the inmate. You must also be at least 18 years old and agree to allow the inmate to call.

The following rules apply to the ITS:

- Calls are limited in length;
- All calls, except to the attorney of record, are recorded and subject to monitoring;
- Calls may only be made to registered telephone and cell phones; no calls are allowed to unregistered pre-paid cell or international numbers;
- Inmates are only permitted to call registered telephone and cell phone numbers within the continental United States, Alaska, and Hawaii; and
- Violations may result in a temporary or permanent block placed on the account.

For more information or to voice concerns pertaining to inmate Tablets, the e-Messaging Service, or the Inmate Telephone System, please contact the following, in writing:

TDCJ – Information Technology Division
Inmate Telephone System Contract Manager
P.O. Box 4016
Huntsville, TX 77342-4016
Email: offenderphones@tdcj.texas.gov

An inmate who is not eligible for the ITS due to custody level shall be authorized access to state-owned telephones designated by the warden, if the inmate has not been found guilty of any major disciplinary violations within the last 90 days (30 days for state jail and substance abuse felony punishment inmates).

To request a telephone call, inmates shall submit an I-60, "Inmate Request to an Official" form for approval by the warden.

VISITATION

Visitation plays an important role in maintaining the association between inmates and their families and friends. However, inmates are not assigned to specific TDCJ units solely for the convenience of visitation. Copies of the I-218, *Offender Rules and Regulations for Visitation* booklet are to be prominently displayed in areas accessible to visitors. This booklet is also available in English and Spanish on the TDCJ website under "Publications."

Visitation Hours: Visits are normally conducted on Mondays, Wednesdays, and Fridays between 1:00 p.m. and 5:30 p.m. and Saturdays and Sundays between 8:00 a.m. and 5:30 p.m. The names of all visitors, 18 years and older (except the inmate's attorney), must be on the approved Visitors List, which is limited to 10 individuals.

Scheduling: All facilities now use an advanced scheduling system. Visitors to the Clements, Connally, Crain, Garza West, Hutchins, Jester III, McConnell, Michael, Montford, Sanchez,

Stiles, Travis, and Wynne units must register on the Securus website if they wish to schedule a video visit. For all other types of visits and for units not listed above, visitors must register on and utilize the online Visitation Portal. To visit an inmate in a mental health facility, medical facility, or on death row, visitors must contact the unit of assignment by phone.

Visitation Portal Link:

<https://visitation.tdcj.texas.gov/Visitation/>

Securus:

<https://securustech.net/tdcj/index.html#tdcj-video-visitation>

Visitors arriving more than 15 minutes past the beginning scheduled visit time may not be allowed to visit during any of the scheduled time. Unit administration shall make every effort to accommodate late arrivals, if time and space are available

Number of Visitors: All inmates, except those who are being processed through intake, in G5, restrictive housing level 2 or level 3, or in lockdown status, are allowed one visit every week, generally two adults for two hours. Children under the age of 18 are not counted in this number and must be accompanied by an approved adult visitor (18 years or older). The number of children allowed per visit will be based on the amount of space available for visitation and on the visitor's ability to manage and control the children. Additional adult visitors may be allowed at the warden's discretion if special circumstances arise and space permits.

Visitor Identification: For visitors 18 years of age and older, a current and official government-issued identification (ID) is required.

Victims of Family Violence: The victims of family violence may be issued a card that indicates the individual has been certified as a crime victim and entitled to protection. These individuals may visit using a post office box in lieu of a physical address, when presenting the certification card and a government ID. The attorney general is authorized under the Texas Code of Criminal Procedure § 56.81 to protect the address information of victims of family violence.

If the visitor's ID is questionable or not acceptable, further verification shall be required such as, birth certificate, pictured credit card, or other official ID. Children ages 17 years and younger may be required to provide an ID such as birth certificate, DPS ID, or student ID, if the child's age is questionable due to the physical maturity of the child. Valid student ID shall be used only for children ages 17 years and younger.

Contact Visits: Limited physical contact between eligible inmates and their visitors may be allowed if the visitors are immediate family: spouse (ceremonial, proxy or common-law); natural or adopted parents and stepparents; natural or adopted children, stepchildren, grandchildren, and step-grandchildren; natural or adopted siblings and stepsiblings; natural or adopted grandparents and step-grandparents; aunts; uncles; nieces and nephews; and persons related by marriage (in-laws); foster parents; or the legal guardian of an inmate's minor child, to include parent of the child.

With prior approval from unit administration, non-immediate family members may be allowed contact visits if immediate family members are unable to visit the inmate. Due to the nature of the inmate's offense, some inmates cannot have contact visits with children under the age of 17. In addition, these same inmates will not be allowed a regular visit with children under the age of 17 unless the inmate is the legally recognized parent of that child and the child is not the victim of the offense.

Visitors are allowed to have photographs taken with their loved ones free of charge the first full weekend of each month. Two photographs are allowed during the visit – one of the inmate and one of the visitor(s) and the inmate. All photographs are emailed by the following week from a generic email address to the email address listed on the Visitation Photograph Form that was completed prior to the visit.

Search of Visitors and Vehicles: All vehicles and visitors are subject to search upon entering TDCJ property. Visitors shall be pat searched and scanned with a metal detector prior to entering the visitation area.

Small children and infants shall be removed from carriers or strollers. The parent, guardian, or accompanying adult shall carry the child through the walk-through metal detector. Under no circumstances shall children and infants be separated from their parent, guardian, or accompanying adult. Any visitor refusing the search procedure shall be required to leave TDCJ property.

Cash (except coins), alcoholic beverages, tobacco, e-cigarettes (and associated items), cell phones, cell phone chargers, smartwatches, pagers, laptops, cameras, or any other type of electronic or wireless devices, as well as any component of one of these devices, drugs, firearms, escape implements, or dangerous weapons are not allowed by statute and TDCJ rules and policies.

Dress Code: Visitors must follow the dress code. Shirts and shoes must be worn. Shirts and blouses of transparent material are not allowed. Sleeveless shirts and dresses are allowed but must cover the shoulders.

Shorts and skirts no shorter than three inches above the middle of the knee while standing, cropped pants or capris, and long pants are allowed.

Exceptions for pre-adolescent boys and girls may be made. If a dress, pants, skirt, or any attire appears to be inappropriate, the duty warden shall be contacted for a decision.

Hats may be worn but will be searched. Visitors are not permitted to wear all white. Clothing marked by words or pictures considered profane or offensive by current public standards will not be allowed.

Carry-in Items: Visitors may bring only specific items into the unit. These items include a small wallet or change purse containing no more than \$25.00 in coins. Visitors may purchase items from vending machines in the visitation area for inmates during the visit, but the inmates must consume the items during the visit. Visitors with infants or small children may bring no more than three diapers, a supply of baby wipes, and two baby bottles ("sippy" cups for toddlers).

These items shall be stored in a clear Ziploc-type bag. Visitors are not permitted to bring items of any kind to inmates.

Tobacco Policy: TDCJ units are tobacco free. Visitors are not permitted to bring cigarettes, cigarette lighters, e-cigarettes (and associated items), matches, or any tobacco products into TDCJ units.

Visits must be orderly to assure that visitors and inmates are not disturbed. Visitors who cannot control their children will be escorted out of the unit. Children shall not be left unattended.

Previously incarcerated individuals, unless immediate family, will not be allowed to visit for a period of 24 months following their release date.

Visitors are not allowed to switch from visiting one inmate to another. Visitors are prohibited from loitering, walking the perimeter road, or taking photographs of the facility. Radios played at a high volume and shouting at inmates will not be allowed.

Visits may be cancelled and future visits may be denied for security reasons or because of improper conduct by the visitor or the inmate.

Visits requiring special accommodations must be approved by the warden prior to the visit. Special accommodations or special needs consist of, but are not limited to:

- Requests for more than two adults to visit;
- Special needs adults requiring additional oversight;
- Elderly individuals needing additional oversight; and
- Extended visits (more than two hours).

The following checklist may be beneficial:

VISITOR CHECKLIST

- ✓ Confirm the inmate is assigned to the unit you are planning to visit, has visitation privileges, and that you are on the Visitors List.
- ✓ Bring valid identification (ID).
- ✓ Call prior to leaving. If you have made special arrangements with the unit, ensure that plans for your visit have been made and are in place.
- ✓ Check clothing for compliance with visiting rules and regulations.
- ✓ Before leaving home, check your vehicle for contraband and/or hazardous items. This includes, but is not limited to, implements of escape, drug paraphernalia, illegal narcotics, intoxicants, poisons, any items that pose a danger to others, weapons, knives, scissors, firearms, and any item used to show a gang affiliation. Remove these items before entering the correctional facility grounds.
- ✓ Arrive on the scheduled day and time during proper visiting hours.
- ✓ Do not have any contraband on you when you enter the facility. Leave purses, food items, diaper bags, briefcases, cameras, baby strollers, toys, dolls, photographs, tobacco, lighters, matches, cell phones, pagers, or any other type of electronic/wireless devices in your vehicle. **Be sure to secure (lock) your vehicle.**
- ✓ Do not leave minor children waiting in the car while you visit, or your visit will be terminated.
- ✓ Remember to treat correctional staff with respect.
- ✓ Do not bring anything to the visiting room to give to the inmate. Inmates are not permitted to take anything from the visiting area or receive any item from visitors.
- ✓ Ensure that you have NO paper money on you. A maximum of \$25 in coins is allowed.

Additional visitation information, including unit-specific cancellations, is available on the agency website.

TRUST FUND

The Inmate Trust Fund, authorized by Texas Government Code § 501.014, provides safekeeping of an inmate's funds, to which an inmate may have access, but not physical control of, during their confinement.

The Inmate Trust Fund has several deposit options available for family and friends to send funds to inmates.

- **Money orders or cashier's checks** are accepted at the local office and via the U.S. Postal Service. Money orders and cashier's checks should be made payable to "Inmate Trust Fund for *Inmate Name and Number*"; obtain deposit slips from inmate or by sending a self-addressed, stamped envelope to Inmate Trust Fund. Send deposits and/or requests for deposit slips to Inmate Trust Fund, P.O. Box 60, Huntsville, TX 77342-0060, Phone number: 936-438-8990.
- **Monthly Checking Account Debit (ACH)** is a free service provided by the TDCJ. Complete an ACH authorization form and have a set amount automatically debited from a personal checking account once each month for deposit to a specified inmate. For more information on how to set up an automatic ACH, contact Inmate Trust Fund at (936) 438-8990 or at https://www.tdcj.texas.gov/divisions/bfd/comm_trust_inmate_trust.html.
- **Electronic Deposits Vendors:** Commissary and Trust Fund accepts deposits from approved electronic vendors. Vendor service fees, account set-up, and deposit options are unique to each vendor. Contact the following vendors directly for more information on how to send funds to an inmate.

Western Union Convenience Pay: (800) 345-0005

Western Union Quick Collect: (800) 634-3422

ACE Cash Express: (866) 734-2306

eCommDirect: www.texas.gov/eCommDirect

Access Corrections: (866) 345-1884

JPay: (800) 634-3422

Touchpay: (877) 868-5358

Or online at:

https://www.tdcj.texas.gov/documents/bfd/Deposit_Options_Flyer.pdf

Cash and personal checks are not accepted and will be returned to the sender. Single transaction deposits of \$500 or more and insurance, company, payroll, estate and county jail checks, and other like disbursements are held a minimum of 14 days before inmate access is authorized. Do not send trust fund deposits to an inmate's unit of assignment and do not send an inmate's personal mail or other items to the Inmate Trust Fund.

The Inmate Trust Fund can respond to inquiries concerning the receipt of a deposit; however, they cannot release information regarding the inmate's account or balance to anyone except the inmate. Inmates receive monthly statements listing all trust fund account transactions for that period including deposit sendee and authorized payments/withdrawals.

The Inmate Trust Fund does not pay interest; therefore, the account should hold no more than what is required to meet the inmate's immediate needs. Inmates with funds in excess of their immediate needs are encouraged to send excess funds to a financial institution. Inmates may use funds in their trust fund accounts to make purchases from the facility commissary or through approved vendors. Inmates may also send funds to family or friends. Any balance in an inmate's trust fund account may be provided to the inmate upon release.

Deposits at the direction of an inmate to another inmate, processed through an outside person or bank, are considered a violation of the TDCJ *Disciplinary Rules and Procedures for Offenders*, regardless of whether accepted for deposit or

received by the Inmate Trust Fund. Suspected violations will be investigated.

Confirmed violations of deposits between inmates may result in disciplinary action against any inmates involved in any unauthorized transaction, whether depositors or recipients. This could also result in the suspension of visitation privileges.

Please note the following:

- Do not send funds to inmates you do not know.
- Report EXTORTION to the unit warden or the Office of the Inspector General.

COMMISSARY

Inmates are not allowed to possess money while in confinement. Inmates are provided meals, certain personal items, and clothing. Grocery items, specific personal hygiene items, and other goods may be purchased by inmates from unit commissaries. Payment for commissary items is completed by transferring funds from the inmate's trust fund account to the agency's commissary account.

The inmate may spend up to \$105.00 on commissary items every two weeks. However, this amount may be less as determined by the inmate's custody status.

The spend limit does not apply to special items such as typewriters, some clothing items, fans, or tennis shoes. These special purchase items are made specifically for an institutional environment. They must be bought directly from the commissary by the inmate for the inmate's personal use.

The TDCJ has initiated eCommDirect, an on-line program through which friends and family may purchase certain commissary items every calendar quarter for eligible inmates.

The items available for purchase include certain snacks, hygiene products, correspondence supplies, and packaged items. The amount purchased will not affect the amount that inmates may spend on commissary items from funds deposited into their inmate trust fund accounts.

The following inmates are not eligible to participate in the eCommDirect Program:

- Inmates on commissary restriction;
- General population and state jail levels 4 and 5;
- Security detention levels 2, 3, and transient; and
- Death row levels 2 and 3.

HARDSHIP TRANSFERS

A hardship transfer is usually considered when there is a medical condition that impacts the immediate family member's ability to travel to visit the inmate. Generally, state jail, intermediate sanction facility, substance abuse, and pre-release inmates shall not be eligible for transfer consideration. Requests from the inmate family member for an inter-facility transfer should be directed to the director for Classification and Records. Hardship transfer requests may be submitted to the Director for Classification and Records at P.O. Box 99, Huntsville, TX 77342-0099; Attn: Hardship Transfer.

Requests must come from an immediate family member who is currently listed on the inmate's approved visitors list. Immediate family: spouse (ceremonial, proxy or common-law); natural or adopted parents and stepparents; natural or adopted children, stepchildren, grandchildren, and step-grandchildren; natural or adopted siblings and stepsiblings; natural or adopted grandparents and step-grandparents; aunts; uncles; nieces and nephews; and persons related by marriage (in-laws); foster parents; or the legal guardian of an inmate's minor child, to include parent of the child.

Requests for a medical hardship must pertain to a family member and require documentation from the attending physician of the family member's inability to travel long distances. Such documentation should be on the physician's letterhead and signed by the physician. The director for Classification and Records may grant an inter-facility transfer if the following criterion is met:

- The inmate's current unit of assignment must be greater than 200 miles from the requested area.

- Prison-sentenced inmates should be Line Class I or higher.
- Inmates who are G4 or a more restrictive custody are ineligible unless the G4 custody is due to a security precaution designator.
- Prison-sentenced inmates should have no major disciplinary convictions for the preceding 12 months.

FAMILY ASSISTANCE

Inmates are encouraged to attempt problem resolution informally with unit administration. If informal resolution is not reached, the inmate has the option of using the inmate grievance process. If the inmate has exhausted all administrative remedies and there still appears to be questions or concerns, friends and family members may contact the unit directly to inquire about the issue.

Staff at TDCJ units are encouraged to handle questions from inmates' families whenever possible.

Each unit has a family liaison officer available during visitation hours who answers questions and concerns of families and friends of inmates. The process above is recommended initially as the easiest and quickest way to obtain resolution for most issues. If no resolution can be reached through interaction with the unit, individuals may then contact the Texas Board of Criminal Justice Office of the Independent Ombudsman.

The TBCJ Office of the Independent Ombudsman provides a single point of contact for elected officials and members of the general public who have inquiries regarding the agency, inmates, or staff. When necessary, investigations are coordinated through appropriate TDCJ officials.

**HOW TO CONTACT the TBCJ OFFICE OF THE
INDEPENDENT OMBUDSMAN**

TBCJ - Office of the Independent Ombudsman
P.O. Box 99
Huntsville, TX 77342-0099
Phone 936-437-5620
Toll free 833-598-2700
Fax 936-437-4930
Email: ombudsman@tdcj.texas.gov

General inmate status information may be obtained at:
www.tdcj.texas.gov
Bilingual Staff Available – Se habla Espanol

TDCJ - Parole Division Ombudsman

This office addresses issues relating to the parole or mandatory release process and parole or mandatory supervision concerns, and may also respond to concerns from individuals on parole or mandatory supervision.

TDCJ – Parole Division Ombudsman
P.O. Box 13401
Austin, TX 78711
Phone: 512-406-5795
Fax: 512-406-5858
Email: parole.div@tdcj.texas.gov
Bilingual Staff Available –Se habla Espanol.

Parole decision information may be obtained at:
www.tdcj.texas.gov/bpp/.

Office of Family Services

The mission of the Office of Family Services (OFS) is to serve as a liaison between the executive director and families, or the organizations that advocate for them. The aim is to address inquiries, investigate allegations, and resolve concerns. The OFS believes it is necessary to keep families, advocacy organizations, and the general public informed of

agency announcements, updates, and meeting opportunities.

936-437-6360 or 936-437-6725

EDUCATION

The Windham School District (WSD) provides academic, career and technology education, and life skills classes for individuals who are confined in units operated by the Texas Department of Criminal Justice. Students are selected for enrollment in WSD programs based on the Individualized Treatment Plan (ITP) process and career counseling with a student advisor. The ITP outlines program activities and prioritizes participation in recommended programs based on the student's needs and projected release date.

The *Academic Program* supports students who are working toward attainment of a high school diploma (HSD) or a high school equivalency (HSE) certificate. Based on individual achievement, students are assigned to beginning, intermediate, or advanced level classes. Academic teachers use an interdisciplinary approach to promote work-place competencies and learning in real-world contexts. Emphasis is placed on the soft skills employers demand.

A supplemental *Title I* program is available for students under the age of 22 who do not have a high school diploma or equivalency certificate. Title I teachers provide supplemental services and support in academics, career readiness, and transition planning.

Special Education services are provided for eligible students age 22 and under with identified disabilities.

An *English as a Second Language (ESL)* program is available for students with limited English proficiency.

The WSD has expanded academic programming to include a high school diploma program for eligible students. The high school coordinator provides for academic review of the student's transcripts from high school and develops a graduation plan for students who were near graduation prior to incarceration.

The *Career and Technology Education* (CTE) program offers training in approximately 50 occupational areas to prepare students for today's workforce. CTE has a strong emphasis on providing industry-recognized credentials for trades and connections to employer partnerships that increase the opportunities for students to obtain higher wage-earning jobs with career building potential upon release. Additional skills training opportunities are available through expanded apprenticeship programs and on-the-job training programs.

Life skills programs are available to help students learn to make better, pro-social decisions. The WSD *Cognitive Intervention Program* addresses personal accountability and responsibility through instruction and exercises in interpersonal problem solving, anger management, impulse control, overcoming criminal thinking, creating positive attitudes and beliefs, and goal setting. Likewise, a reintegration program, entitled *Changing Habits and Achieving New Goals to Empower Success* (CHANGES), offers a life skills curriculum to prepare students for release. CHANGES includes lessons targeting personal development, healthy relationships, living responsibly, drug education, health, putting together a new start, and going home.

The WSD strives to offer a comprehensive guidance program that assists the student with educational assessment and career pathways planning. The WSD is committed to providing a positive environment where students can improve their educational achievement. By taking advantage of the academic, CTE, and life skills program opportunities offered by the WSD, students are better prepared to successfully obtain employment and rejoin their Texas communities.

JOB TRAINING

In addition to the programs offered through the WSD, job training is available to inmates who work in the various operations of the TDCJ.

The mission of the Manufacturing, Agribusiness and Logistics (MAL) Division is to benefit the state of Texas by maintaining the security of inmates while managing the agency's agribusiness, land and mineral operations, warehousing operations, fleet and freight transportation services, and providing customers with quality manufactured products and services. The division provides incarcerated inmates with post-release employment readiness to increase their reentry success through job training opportunities in each of these areas.

The MAL division's work and training programs are specifically targeted to reduce recidivism by providing eligible inmates opportunities to develop a work ethic while learning marketable job skills in preparation for release.

Texas Correctional Industries (TCI) provides work and training opportunities in areas of metal forming, welding, furniture production and upholstery, garment and textile production, graphic design and production, GeoMedia, computer refurbishing, and braille production.

Transportation and Supply provides work and training opportunities in truck driving, warehouse operations, and diesel and gas vehicle maintenance and repair.

The Agribusiness, Land & Minerals Department operates farms and ranches throughout the state to produce as much of the food and fiber requirements of the TDCJ as possible. Inmates have the opportunity to participate in these programs and learn marketable job skills.

Inmates learn animal husbandry through participation in cattle, swine, poultry, or horse programs. They can gain experience in farming and equipment operation by participating in the field and/or edible crop programs and in mechanical skills in the farm shops. Inmates can also learn

warehousing and plant operation skills by working in the food processing plants, cotton gins, or feed mill programs.

The Facilities Division utilizes inmates in construction and building maintenance. The most commonly utilized trades are electrician; heating, ventilation, and air conditioning mechanic; plumbing; painting; construction equipment operator; concrete finishing; and carpentry.

RELIGION

The religious needs of inmates are addressed by trained clergy who provide ministerial care to the entire criminal justice community. They encourage inmates to stay in touch with their particular faith by offering pastoral counsel and guidance.

The schedule of religious programs and events is posted on unit bulletin boards and in the chapel area.

Inmates who are unable to attend scheduled religious services because of illness or disciplinary reasons are visited on a regular basis by unit chaplains, certified volunteer chaplain assistants, or approved volunteers.

Family members who experience an emergency crisis (death, hospice care, and other personal matters) can contact the unit chaplain, who in turn will speak to the inmate and offer personal pastoral care. For family emergencies, a virtual meeting can be requested and is approved through the unit chaplain. Other inquiries should be addressed to the warden.

Faith-based dorms were implemented in January 2003 and are now located in many of the correctional facilities. The faith-based dorms offer support and accountability, along with an intensive faith-based curriculum and mentoring services to participants. The programming is conducted by local faith-based community volunteers whose activities are directed by the unit chaplain and unit administration.

PROGRAMS AND TREATMENT

Through the Rehabilitation Programs Division (RPD), eligible inmates may be provided treatment during incarceration for addiction to or use of substances or alcohol. The Substance Use Treatment Program (SUTP) provides evidence-based treatment programs that are appropriate to the needs of the inmate, measured by reliable assessment tools, and are often based on the crime or criminal behaviors that lead to incarceration. The goal of the SUTP is to facilitate positive change; to redirect criminal behavior; and to improve cognitive skills and inmate accountability, all of which lead to reducing recidivism and improving public safety.

Additionally, eligible sex offenders may be assigned to participate in designated sex offender treatment and/or educational programming. The primary goal of programming is to reduce the rate of re-offense and move participants toward a more pro-social lifestyle. It is the policy of Sex Offender Rehabilitation Programs (SORP) to provide meaningful program services to incarcerated sex offenders in the TDCJ who are program eligible.

Other programs facilitated by the RPD include the Serious and Violent Offender Reentry Initiative (SVORI) for eligible male security detention inmates who are within 10 months of release; the faith-based Prison Fellowship Academy for both male and female inmates; the Champions Youth Program (CYP) for inmates under the age of 18; the Gang Renouncement and Disassociation (GRAD) program, which provides a method for male inmates wishing to disassociate from a security threat group (STG), disruptive group, or clique and working toward reentering the prison general population; the RP-GRAD program for male inmates assigned to security detention as a member of an STG during a previous incarceration; the GP-GRAD program for male inmates housed in general population; the Corrective Intervention Pre-Release Program (CIPP) for certain inmates who are within four months of release; and the Cognitive Intervention Transition Program (CITP) to prepare inmates for the transition from security detention to general population.

Our Roadway to Freedom is an intervention and recovery program targeting female inmates with a history of prostitution, human trafficking, sexual abuse, and domestic violence. Goals include exiting the lifestyle of prostitution, reintegration into the community, and ending the generational cycle that often accompanies this lifestyle. Programming is on a volunteer basis with emphasis on identifying addictions, increasing self-esteem, and cultivating the ability to form healthy relationships.

The Female Cognitive Pre-Release Program (FCPRP) provides gender-responsive, trauma-informed, cognitive-behavioral programming for female inmates. The goal is to motivate participants to change their way of thinking and behaving, thus reducing the likelihood of recidivism. Participants learn to identify unhealthy thoughts which lead to inappropriate behaviors. Topics include substance use education, anger management, relationships, domestic violence awareness, criminal thinking, and victim empathy.

The Baby and Mother Bonding Initiative (BAMBI) partners TDCJ divisions, other state agencies, and the Santa Maria Hostel, Inc. to provide inmate mothers and their newborns time to form a healthy attachment in a secure setting. The inmate receives child development education, life skills, infant first aid and CPR, nutrition, peer recovery, cognitive skills, anger management, and family reunification sessions. Additional programming may include substance use education and GED classes.

Through the collaboration between the RPD and the Heart of Texas Foundation College of Ministry, eligible inmates may apply to the Seminary in order to achieve an accredited Bachelor of Science in Biblical Studies.

The Cognitive Life Skills Program is a peer-focused educational program implemented by the RPD. This rehabilitative program improves critical cognitive-thinking skills such as decision-making, problem-solving, and recognizing problematic thinking.

The Peer Recovery Coach Program provides Recovery Support Peer Specialist (RSPS) Training for selected inmates.

Trainees who complete the program receive Peer Mentor/Peer Recovery Coach (PM/PRC) designation through the Texas Certification Board (TCB). Following the receipt of PM/PRC designation, inmates are granted the job title of Peer Support Coach (PSC), and serve in a full-time capacity, offering recovery support services to their inmate peers.

Many additional services and activities are available to the inmate population through volunteers, community organizations, or agencies located in or near their service area. These include substance use fellowships, marriage and parenting classes, arts and crafts, Bible studies, veteran groups, and many others that help the inmate build appropriate life skills, healthy relationships, and assist in adjustment to the incarceration setting, and often to assist in the transition from prison, to community, to home.

Post-Secondary Education

For inmates with a high school diploma or HSEC, academic and vocational post-secondary educational opportunities are available through the Rehabilitation Programs Division (RPD), which contracts with community colleges and universities.

The RPD contracts with several colleges and universities that provide academic and vocational programs for inmates. Associate (two year), baccalaureate (four year), and masters degrees are awarded upon completion of degree requirements. A certificate of completion is awarded after satisfactory completion of a vocational program. College credit may be awarded for vocational courses.

Eligibility requirements to participate in a college academic or vocational program are set by the TDCJ and the Texas Higher Education Coordinating Board; admission and registration requirements of the college must be met by all students.

College expenses utilizing state funds must be repaid by the inmate upon release as a condition of parole. Those inmates who do not qualify for state funds must pay college expenses at registration or qualify for grant funding.

An inmate who is assigned to a unit that does not offer the college academic/vocational program for which he qualifies may contact RPD to request a transfer to a unit that does offer the program.

HEALTH

TDCJ medical, dental, and mental health care is primarily provided to the inmates via a managed health care system utilizing the University of Texas Medical Branch (UTMB) in the northern, eastern, and southern portions of the state; and by Texas Tech University Health Sciences Center (TTUHSC) in the western portion of the state.

When needed, a full range of specialty consultations is available, and hospital services are provided by either the TDCJ Hospital Galveston, the Montford Unit in Lubbock, or local hospitals.

Medical Visitation

Seriously or critically ill inmates at Hospital Galveston may be allowed family visits. The determination of whether the inmate is seriously or critically ill is determined by the presiding physician. Upon notification from the doctor, the unit health administrator shall notify the warden. The warden, or designee, will then make the appropriate notifications to the person designated by the inmate as the emergency contact.

Inmates who are placed on the Seriously/Critically Ill List by a licensed physician are allowed to receive visitors in the unit infirmary or medical department at the warden's discretion with the presiding physician's medical consensus. The presiding physician shall make the determination regarding the inmate's ability to receive visitors. The warden may provide alternate means for visiting these inmates on a case-by-case basis, for example scheduling a visit during the week by special arrangement.

If the inmate is in a free-world hospital, visitation usually does not take place. However, in exceptional circumstances, family visitation may be approved with the concurrence of the

warden, free world hospital administration, and the attending physician. Factors taken into consideration include the seriousness of the illness (as determined by the attending physician), security needs, and the hospital's physical structure or location.

If the inmate is in hospice care, all visits shall be coordinated through the Rehabilitation Programs Division and shall meet the approval of the warden or designee and unit medical staff. Visitation may occur seven days a week, generally between the hours of 8:00 a.m. and 5:30 p.m. The warden shall have final authority over visitation within the Hospice Program.

Inpatient and outpatient mental health treatment programs are provided for inmates with mental health needs. Special programs are also available for inmates with physical disabilities and intellectual impairment. Regular TDCJ rules regarding visitation apply to these programs.

Medical Information

Family members and the public may contact the TDCJ Patient Liaison Program (PLP) Family/Public Hotline number at 936-437-4271 to inquire about an incarcerated inmate's health care during business hours, from 8:00 a.m. to 5:00 p.m., Monday through Friday. A message can be left using the automated voicemail when calling after hours or when experiencing longer than normal hold times. The PLP coordinator or designee for the hotline will return the telephone call on the next business day.

When medical information regarding an inmate's health is requested, an "Authorization for Use and Disclosure of Protected Health Information (PHI)" form signed by the inmate is required before any personal health information can be shared.

A PHI form may be initiated for inmates by contacting the PLP office at 936-437-4271.

The PLP office will need the inmate's name, TDCJ number, and the inquirer's full name and address to complete the PHI

form. The PLP office will then email the PHI form to the medical department at the unit where the inmate is housed.

The unit medical department will schedule the inmate to come to the medical department to sign the form. TDCJ – Health Services and Correctional Managed Health Care staff can release and/or discuss the inmate’s protected health information with the inquirer only if authorized by the inmate to do so. An inmate may refuse to sign the PHI form or place restrictions on the form as to what information can be made available to the inquirer. The PHI form is valid for 730 days from the date it is signed.

If an inmate is a patient at Hospital Galveston, a PHI form is also required. Family members may call the “Family Calls Only Hotline” at 409-772-6131 for assistance.

RECREATION

Opportunities to engage in programmatic and non-programmatic recreational activities are available to the inmate population. Facilities and equipment for these activities are provided and maintained by TDCJ and the staff assigned to recreation oversight.

Programmatic recreational activities may include:

- Intramural games
- Tournaments and league play
- Craft shop participation, where available

Non-programmatic recreational activities may include:

- Television viewing
- Dayroom games such as chess, checkers, and dominoes
- Team sports including basketball, softball, and volleyball
- Individual sports such as table tennis, handball, horseshoes, and weightlifting
- Basic in-cell craft activities

EMERGENCY ABSENCES

An emergency absence is a privilege granted to an eligible inmate and who is considered by the TDCJ to be an appropriate security risk for temporary release under escort for a particular period allowed by law.

Granting a request for an emergency absence is a discretionary decision made by the TDCJ with public safety being the prime consideration. An inmate on emergency absence is considered to be in the custody of the TDCJ and must be under constant physical supervision by TDCJ correctional officers or contract facility security employees while absent.

Emergency absences may be granted for attending the funeral of an immediate family member, to view a deceased immediate family member, or to visit a critically ill immediate family member.

An immediate family member is defined as the inmate's parents, grandparents, spouse, siblings, half-siblings, and children. Surrogate parents are included if the relationship of the surrogate to the inmate is verifiable from established TDCJ files.

Inmates must meet strict guidelines to be approved for emergency absences. These guidelines include being at least Line Class 1, G2 custody with no major disciplinary penalties during the last six months, no disciplinary history of assaults on staff, within 12 months of flat discharge, release on mandatory supervision, or parole eligibility, no security precaution designators or confirmed security threat group affiliation, in TDCJ custody for six months and must not have a pending felony or U.S. Immigration detainer.

Additionally, the inmate must not have been incarcerated in or sentenced to an adult correctional unit for committing, soliciting, attempting, conspiring, or aiding others to commit, solicit, attempt, and conspire to commit certain offenses to include:

- a. Homicide: capital murder; murder; manslaughter; or any other homicide offense
- b. Kidnapping: kidnapping; aggravated kidnapping; unlawful restraint, or any other kidnapping offense
- c. Sex offense: rape; sexual assault; sexual abuse; aggravated rape; aggravated sexual abuse; indecency with a child, or any other sexual assault offense
- d. Robbery: robbery; aggravated robbery; or any other robbery offense
- e. Assault: assault; aggravated assault; injury to a child; injury to an elderly person; or any other assault offense
- f. Escape: an escape offense from an adult correctional facility
- g. An offense in which the inmate used or exhibited a deadly weapon during the commission of the offense or during the immediate flight therefrom and where an affirmative finding on use of a deadly weapon was made by the trial court or jury
- h. Stalking

State Jail inmates must be at least J2 custody and in TDCJ custody for 90 days or for one-third of their sentence, whichever comes first.

All emergency absences are granted under TDCJ escort and must be completed within 24 hours of departing the unit.

Emergency absences requiring an overnight stay may not be granted and no out-of-state emergency absences will be granted. An inmate may be released on emergency absence no more than two times during a 12-month period.

Emergency absence requests should be directed by the medical provider or funeral home director to Classification and Records via fax at 936-437-8721. For family emergencies, a virtual meeting can be requested and is approved through the unit chaplain.

TIME CREDIT CALCULATIONS

Good Conduct Time

Many inmates may shorten their prison stay by earning time credit for good behavior and by participation in work and other programs.

Any good conduct time suspended may be reinstated after 12 months if the inmate meets the required criteria. Any good conduct time forfeited due to a subsequent disciplinary infraction cannot be reinstated.

The two principle time-earning categories, state approved trusty and line class, each have different time-earning levels with a specific number of days that can be earned for each month actually served. Besides behavior in prison, the amount of good time that can be earned is also affected by the state laws relevant to good conduct time that were in effect when the offense was committed.

Good conduct time may apply to an inmate's prison confinement in terms of eligibility for release to parole or mandatory supervision. For certain inmates serving sentences for assaultive offenses, good conduct time is not used to calculate parole eligibility.

More information about custody designations and time-earning status is available in the *Offender Orientation Handbook* located on the agency web site.

State Jail Diligent Participation

Any inmate convicted of a state jail felony offense committed on or after September 1, 2011, may be eligible for time credit based on diligent participation in TDCJ work, treatment, education, vocational programs.

State jail inmates may be awarded diligent participation credit by the sentencing judge, or for offenses committed on or after September 1, 2015, the judge at the time of sentencing may specify the inmate is "presumptively entitled" to any credit earned by diligently participating.

For credit awarded by the sentencing judge: After the diligent participation days are reported by the TDCJ to the sentencing judge, the sentencing judge, based on the progress report received, may credit up to 20% of the inmate's sentence for days served in TDCJ custody, as long as the inmate was diligently participating in a program and not subject to disciplinary action. The sentencing judge is not required to give credit for any or all days of diligent participation. If credits are not awarded, the inmates will serve their full sentence.

For inmates entitled to presumptive credit: Credits due will automatically be awarded to the inmate based on diligent participation in TDCJ work, treatment, education, vocational programs on the 45th day before the inmate serves 80% of the sentence. However, an inmate who is subject to disciplinary action during incarceration or otherwise loses a day of eligibility, will instead have a progress report sent for consideration by the sentencing judge. In these cases, if credits are not awarded, the inmates will serve their full sentence. Awarding of diligent participation is a completely automated process and no action on the part of the inmate or their family is needed to get credits.

DISCIPLINE

All inmates are required to obey the rules established by the TDCJ and by the unit to which they are assigned. Inmates receive information concerning rules soon after they arrive. Depending on the degree of seriousness, violations of rules may be handled informally by counseling and verbal reprimand, or formally through disciplinary hearings.

Hearings are classified as major or minor, based on the seriousness and frequency of rule violations. In a minor hearing, a finding of guilt can result in punishment such as extra duty; restriction to living quarters; restriction from making commissary purchases; and suspension of contact visitation, recreation, inmate telephone system, and inmate tablet privileges.

Under a major hearing, the available penalties include special penalty cell restriction, loss of accumulated good conduct

time, and/or demotion in time-earning class (except for state jail inmates, who do not earn good conduct time).

A state jail inmate involved in a disciplinary hearing may receive any penalty categorized as minor, or as major for the state jails. However, a state jail inmate may be provided with a major hearing if assessment of monetary damages is imposed due to destruction of state property.

Disciplinary hearings for inmates sentenced to prison, but assigned to a state jail, shall be conducted in accordance with the grade assigned to the disciplinary report and under the applicable minor or major hearing procedure.

Counsel substitutes are trained personnel assigned to units to represent inmates at major hearings. Inmates shall be provided with counsel substitutes prior to a major hearing when the following requirements are met:

- a. When the inmate is developmentally disabled;
- b. When the inmate is assigned to a mental health inpatient facility or has been placed on an outpatient mental health caseload;
- c. When the inmate's literacy or understanding of English is questionable;
- d. When the inmate, because of the complexity of the issue, would be unlikely to be able to collect and present the evidence necessary for an adequate comprehension of the case;
- e. When the inmate is confined to any form of restrictive housing pending the disciplinary hearing; and
- f. When a witness requested by the accused inmate is unable to attend a disciplinary hearing because the requested witness or the accused inmate has been transferred to another unit.

Note: The requirement for counsel substitutes does not apply to state jail inmate disciplinary hearings, except when state jail inmates are brought before major hearings for assessment of monetary damages for destruction of state property.

GRIEVANCES

The TDCJ Inmate Grievance Program provides a means for identifying issues and facilitating corrective action, thereby contributing to a safer environment for staff and inmates. The program affords inmates a formal mechanism for review and redress of pertinent issues, and ensures them a fair and timely decision while providing agency administrators with the current information for direct interaction and proactive planning.

When a concern arises, inmates are required to attempt to resolve the issue informally before submitting a Step 1 grievance to the unit grievance investigator (UGI). If informal resolution is not successful, a grievance form and Instructions on How to Write and Submit Grievances may be obtained from any staff member or from the unit law library.

Each unit has a UGI that is responsible for processing and resolving inmate complaints. The UGI works closely with the warden and other department heads to ensure issues identified in grievances are appropriately addressed.

If an inmate is not satisfied with the response to a Step 1 grievance, they may appeal the decision by submitting a Step 2 grievance. When submitting a Step 2 appeal, the inmate must include the answered Step 1 and the Step 2 forms to the UGI on their unit of assignment. The UGI will forward the Step 1 and Step 2 grievance forms to the Central Grievance Office for processing. Central administration, as well as many other departmental specialists, are available to review the appeal and take additional corrective action, if necessary.

Protecting inmates' rights to file grievances and promoting problem solving at all levels is very important to TDCJ. It is a violation of policy to subject any inmate to harassment, retaliation, or reprisal for using the grievance procedure.

PREA OMBUDSMAN

The TDCJ has a "Zero-Tolerance" for all forms of sexual abuse and sexual harassment of inmates. The TDCJ is committed to

taking a proactive approach concerning the detection, prevention, response, and punishment of sexual abuse, including consensual sexual contact, and sexual harassment of inmates in the custody of the department.

The *Prison Rape Elimination Act* (PREA) ombudsman was established by the 80th Legislature in 2007 (Texas Government Code, Section 501, subchapter F), and is appointed by the Texas Board of Criminal Justice (TBCJ). The PREA ombudsman reports directly to the chairman of the TBCJ and is an office external to the reporting process of the TDCJ.

The PREA ombudsman office provides inmates and the public with an independent office to report sexual abuse and sexual harassment. The PREA ombudsman office provides a private and confidential avenue for inmates to report sexual abuse and sexual harassment, as well as investigating and responding to PREA complaints and inquiries received from elected officials, the public, and inmates.

The primary responsibilities of the PREA Ombudsman Office are to:

- Coordinate and oversee the TDCJ's efforts to eliminate the occurrence of sexual abuse and sexual harassment in correctional facilities;
- Review the TDCJ's policies and procedures to ensure they comply with federal and state laws and standards; and
- Respond to public inquiries related to allegations of sexual abuse and sexual harassment in TDCJ correctional facilities and ensure impartial resolution.

Additional information regarding the PREA Ombudsman may be found at <https://www.tdcj.texas.gov/tbcj/prea.html>.

HOW TO CONTACT THE PREA OMBUDSMAN

Anyone knowledgeable of an inmate-on-inmate or staff-on-inmate sexual abuse or sexual harassment that occurs within a TDCJ correctional facility is encouraged to immediately report the allegation.

PREA Ombudsman Office

P.O. Box 99

Huntsville, TX 77342-0099

Phone: 936-437-5570

Fax: 936-437-5555

Email: prea.ombudsman@tdcj.texas.gov

LEGAL ASSISTANCE

The State Counsel for Offenders (SCFO) provides limited legal services and representation to indigent persons incarcerated in the TDCJ.

The SCFO reports directly to the chairman of the Texas Board of Criminal Justice and not to the executive director of the TDCJ.

The SCFO does not handle civil rights issues, policy or procedure issues, fee-generating cases, or death penalty cases. SCFO attorneys and staff provide legal aid to inmates in the following areas:

Criminal Defense: The SCFO represents indigent clients indicted for felonies allegedly committed in TDCJ.

Civil Defense: The SCFO represents indigent clients targeted for civil commitment under the Sexually Violent Predator statute.

Appeals: The SCFO may represent indigent clients in the appeal of criminal defense and civil defense cases. The SCFO may also represent indigent clients with time calculations, motions for nunc pro tunc, or other post-trial matters.

Immigration: The SCFO is available to assist indigent clients who are scheduled for removal or other immigration court procedures. The SCFO is also available to answer questions regarding immigration law.

Legal Services: The SCFO assists indigent clients with a variety of legal issues, such as:

- Writs of habeas corpus;
- Extradition matters;
- Detainers; and
- Biennial reviews of those civilly committed.

For assistance, the incarcerated individual can write to the State Counsel for Offenders through the prison mail system, labelling the envelope “Legal Matter-Confidential.”

The Access to Courts Program ensures that inmates who are assigned to correctional institutions operated, managed, or monitored by the TDCJ are provided their constitutional right of access to courts, counsel, and public officials, and that the access is “adequate, effective, and meaningful” as required by state and federal law. Officers, employees, or agents of the TDCJ shall not obstruct, harass, punish, or otherwise penalize any inmate for seeking or gaining access to the courts.

Unit law libraries are composed of many publications, including court forms, digests, treatises, and federal and state case law, as well as various statutes and codes. In addition, each law library contains instructional and/or helpful publications on how to use this material.

Inmates are allowed to utilize these facilities and resources for legal purposes, such as to challenge their criminal convictions or the conditions of their confinement. An Access to Courts supervisor is available on each unit to respond to inmate inquiries regarding the use of court forms and legal research material maintained in the unit’s law library.

REENTRY AND INTEGRATION

The Reentry and Integration Division (RID) assists inmates and their families in preparing for the individual’s eventual return to the community.

The division provides several programs and services to include continuity of care for inmates with serious medical, psychiatric, or physical disabilities; assistance in obtaining

identification documents such as birth certificates, social security cards, and Texas Identification Cards; individualized reentry planning; post-release case management services; and employment assistance.

A toll-free number, 1-877-887-6151, has been established for family, friends, or the general public to call regarding pre-release and post-release reentry services.

Other helpful contacts include:

- **Texas Workforce Commission (TWC)**
1-800-628-5115
www.twc.texas.gov
- **Texas Health and Human Services Commission (HHSC)**
1-877-541-7905 or dial 2-1-1
www.hhs.texas.gov or 211texas.org
- **Texas Department of State Health Services (DSHS)**
1-888-963-7111
www.dshs.texas.gov
- **Texas Veterans Commission**
www.tvc.texas.gov

RELEASE

When the time for release from prison draws near, an inmate who is eligible for parole is interviewed by the institutional parole officer to determine residence plans.

Inmates with special medical or mental health needs work with Reentry and Integration representatives to develop continuity of care plans.

Most inmates are released from their current unit of assignment. Reentry and Integration staff facilitate coordination of a family pick-up, bus route ticket, or special transportation to their county of conviction, residence, or approved release county.

Releases from all facilities occur between 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays. Note: scheduled releases may be subject to change.

Each inmate is given a set of civilian clothing, a release county resource packet, and a 30-day supply of active prescription medications (with a few exceptions), in addition to the remaining balance in the individual's trust fund account. Inmates released to parole or mandatory supervision receive a \$50.00 gate check and will receive another \$50.00 check upon reporting to their parole officer. Prison inmates who complete their sentence (flat discharge) receive a \$100.00 gate check when released.

State jail inmates are released from the unit of assignment or given a bus voucher (if traveling by bus) to the county of residence. State Jail inmates do not receive money upon release (*Texas Government Code, Section 501.015 (b)*).

PAROLE

The Parole Division supervises clients released from prison who are serving the remainder of their sentence(s) in Texas communities. The division also performs some pre-release functions by tracking parole-eligible cases and submitting them for timely consideration to the Texas Board of Pardons and Paroles (BPP), which is a separate state agency.

The Parole Division does not make release decisions, nor does it decide whose parole, discretionary mandatory supervision (DMS), or mandatory supervision (MS) should be revoked or what special conditions should be placed on releasees. Authority for those decisions rests with the BPP; however, the Parole Division works closely with the BPP and provides board members with the documentation needed to make informed decisions. After the BPP votes the individual to be released either to parole, DMS, or MS, a district parole officer is assigned to investigate the proposed residential release plan. When the residential plan is approved, and the final processing completed, a release certificate is issued and the individual is scheduled for release. Individuals with special medical or mental health needs receive information from a field services representative about medication and other relevant aftercare plans.

Individuals supervised by the Parole Division who may lack a residential release plan may be temporarily housed in a state-contracted residential reentry center (RRC).

In addition to the contracted RRCs, there are agency-approved alternate housing resources inmates may write to for acceptance to reside in when they have no other viable residence plan. The resource listing is available to the inmate on the unit. Inmates can contact the institutional parole officer (IPO) on the unit with any questions.

The Parole Division also utilizes Temporary Housing Assistance Program (THAP) providers, which are private vendors who have applied and been approved to house releasing inmates. These facilities can only exist in counties that do not have a state-contracted RRC, and eligible individuals can only be placed in THAP locations within their own legal county of residence. Inmates are automatically screened for eligibility by Parole Division staff when it has been determined they have no other residential options.

Texas Department of Criminal Justice Unit Directory

Unit	Region	County	Address	Phone
Allred	V	Wichita	2101 FM 369 North Iowa Park, TX 76367	(940)855-7477
Baten	V	Gray	1995 Helton Road Pampa, TX 79065	(806)665-7070
Bell	-	Liberty	901 East 5 th Street Cleveland, TX 77327	(281)592-9559
Beto	II	Anderson	1391 FM 3328 Tennessee Colony, TX 75880	(903)928-2217
Boyd	II	Freestone	200 Spur 113 Teague, TX 75860-2007	(254)739-5555
Bradshaw	-	Rusk	P.O. Box 9000 Henderson, TX 75653	(903)655-0880
Bridgeport	-	Wise	4000 North 10th Street Bridgeport, TX 76426	(940)683-3010
Briscoe	IV	Frio	1459 West Highway 85 Dilley, TX 78017	(830)965-4444
Byrd	I	Walker	21 FM 247 Huntsville, TX 77320	(936)295-5768
Clemens	III	Brazoria	11034 Hwy 36 Brazoria, TX 77422	(979)798-2188
Clements	V	Potter	9601 Spur 591 Amarillo, TX 79107-9606	(806)381-7080
Coffield	II	Anderson	2661 FM 2054 Tennessee Colony, TX 75884	(903)928-2211
Cole	II	Fannin	3801 Silo Road Bonham, TX 75418	(903)583-1100
Coleman	-	Caldwell	P. O. Box 1170 Lockhart, TX 78644	(512)398-3480
Connally	IV	Karnes	899 FM 632 Kenedy, TX 78119	(830)583-4003
Cotulla	IV	LaSalle	610 FM 624 Cotulla, TX 78014	(830)879-3077
Crain	VI	Coryell	1401 State School Road Gatesville, TX 76599-2999	(254)865-8431
Dalhart	V	Hartley	11950 FM 998 Dalhart, TX 79022	(806)249-8655
Daniel	V	Scurry	938 South FM 1673 Snyder, TX 79549	(325)573-1114
Diboll	-	Angelina	1604 South First Street Diboll, TX 75941	(936)829-2295
Dominguez	IV	Bexar	6535 Cagnon Road San Antonio, TX 78252-2202	(210)675-6620
Duncan	I	Angelina	1502 South First Street Diboll, TX 75941	(936)829-2616
East Texas	-	Rusk	900 Industrial Drive Henderson, TX 75653	(903)655-3300
Ellis	I	Walker	1697 FM 980 Huntsville, TX 77343	(936)295-5756

Unit	Region	County	Address	Phone
Estelle	I	Walker	264 FM 3478 Huntsville, TX 77320-3320	(936)291-4200
Estes	-	Johnson	1100 Highway 1807 Venus, TX 76084	(972)366-3334
Ferguson	I	Madison	12120 Savage Drive Midway, TX 75852	(936)348-3751
Formby	V	Hale	998 County Road AA Plainview, TX 79072	(806)296-2448
Ft Stockton IV		Pecos	1536 IH-10 East Fort Stockton, TX 79735	(432)336-7676
Garza West IV		Bee	4250 Hwy. 202 Beeville, TX 78102-8982	(361)358-9890
Gist	III	Jefferson	3295 FM 3514 Beaumont, TX 77705	(409)727-8400
Glossbrenner IV		Duvall	5100 South FM1329 San Diego, TX 78384	(361)279-2705
Goodman	I	Jasper	349 Private Road 8430 Jasper, TX 75951	(409)383-0012
Goree	I	Walker	7405 Hwy. 75 South Huntsville, TX 77344	(936)295-6331
Halbert	VI	Burnet	800 Ellen Halbert Drive Burnet, TX 78611	(512)756-6171
Hamilton	VI	Brazos	200 Lee Morrison Lane Bryan, TX 77807	(979)779-1633
Havins	VI	Brown	500 FM 45 East Brownwood, TX 76801	(325)643-5575
Henley	III	Liberty	7581 Hwy. 321 Dayton, TX 77535	(936)258-2476
Hightower	III	Liberty	902 FM 686 Dayton, TX 77535	(936)258-8013
Hilltop	VI	Coryell	1500 State School Road Gatesville, TX 76598	(254)865-8901
Hobby	VI	Falls	742 FM 712 Marlin, TX 76661	(254)883-5561
Hodge	II	Cherokee	379 FM 2972 W Rusk, TX 75785	(903)683-5781
Holliday	I	Walker	295 IH-45 North Huntsville, TX 77320-8443	(936)295-8200
Hospital	III	Galveston	P. O. Box 48, Substation #1 Galveston, TX 77555	(409)772-2875
Hughes	VI	Coryell	3201 FM 929 Gatesville, TX 76597	(254)865-6663
Huntsville	I	Walker	815 12 th Street Huntsville, TX 77348	(936)437-1555
Hutchins	II	Dallas	1500 East Langdon Road Dallas, TX 75241	(972)225-1304
Jester III	III	Fort Bend	3 Jester Road Richmond, TX 77406	(281)277-7000
Johnston	II	Wood	703 Airport Road Winnboro, TX 75494	(903)342-6166
Jordan	V	Gray	1992 Helton Road Pampa, TX 79065	(806)665-7070

Unit	Region	County	Address	Phone
Kegans	III	Harris	707 Top Street Houston, TX 77002	(713)224-6584
Kyle	-	Hays	23001 IH 35 Kyle, TX 78640	(512)268-0079
LeBlanc	III	Jefferson	3695 FM 3514 Beaumont, TX 77705	(409)724-1515
Lewis	I	Tyler	777 FM 3497 Woodville, TX 75990	(409)283-8181
Lindsey	-	Jack	1620 FM 3344 Jacksboro, TX 76458	(940)567-2272
Lopez	IV	Hidalgo	1203 El Cibolo Road Edinburg, TX 78542	(956)316-3810
Luther	VI	Grimes	1800 Luther Drive Navasota, TX 77868	(936)825-7547
Lychner	III	Harris	2350 Atascocita Road Humble, TX 77396	(281)454-5036
Lynaugh	IV	Pecos	1098 South Hwy. 2037 Fort Stockton, TX 79735	(432)395-2938
Marlin	VI	Falls	2893 State Hwy. 6 Marlin, TX 76661-6588	(254)883-3858
McConnell	IV	Bee	3001 South Emily Drive Beeville, TX 78102	(361)362-2300
Mechler	V	Swisher	4000 Hwy. 86 West Tulia, TX 79088	(806)995-4109
Memorial	III	Brazoria	59 Darrington Road Rosharon, TX 77583	(281)595-3465
Michael	II	Anderson	2664 FM 2054 Tennessee Colony, TX 75886	(903)928-2311
Middleton	VI	Jones	13055 FM 3522 Abilene, TX 79601	(325)548-9075
Montford	V	Lubbock	8602 Peach Street Lubbock, TX 79404	(806)745-1021
Moore, B.	-	Rusk	8500 North FM 3053 Overton, TX 75684	(903)834-6186
Moore, C.	II	Fannin	1700 North FM 87 Bonham, TX 75418	(903)583-4464
MountainView	VI	Coryell	2305 Ransom Road Gatesville, TX 76528	(254)865-7226
Murray	VI	Coryell	1916 North Hwy 36 Bypass Gatesville, TX 76596	(254)865-2000
Ney	IV	Medina	114 Private Road 4303 Hondo, TX 78861-3812	(830)426-8030
Pack	VI	Grimes	2400 Wallace Pack Road Navasota, TX 77868	(936)825-3728
Plane	III	Liberty	904 FM 686 Dayton, TX 77535	(936)258-2476
Polunsky	I	Polk	3872 FM 350 South Livingston, TX 77351	(936)967-8082
Powledge	II	Anderson	1400 FM 3452 Palestine, TX 75803	(903)723-5074

Unit	Region	County	Address	Phone
Ramsey	III	Brazoria	1100 FM 655 Rosharon, TX 77583	(281)595-3491
Roach	V	Childress	15845 FM 164 Childress, TX 79201	(940)937-6364
Robertson	VI	Jones	12071 FM 3522 Abilene, TX 79601	(325)548-9035
San Saba	VI	San Saba	206 S. Wallace Creek Road San Saba, TX 76877	(325)372-4255
Sanchez	IV	El Paso	3901 State Jail Road El Paso, TX 79938-8456	(915)856-0046
Sayle	VI	Stephens	4176 FM 1800 Breckenridge, TX 76424-7301	(254)559-1581
Scott	III	Fort Bend	4 Jester Road Richmond, TX 77406	(281)277-3700
Segovia	IV	Hidalgo	1201 E. El Cibolo Road Edinburg, TX 78542	(956)316-2400
Skyview	II	Cherokee	379 FM 2972 W Rusk, TX 75785	(903)683-5781
Smith	V	Dawson	1313 County Road 19 Lamesa, TX 79331-1898	(806)872-6741
Stevenson	IV	DeWitt	1525 FM 766 Cuero, TX 77954	(361)275-2075
Stiles	III	Jefferson	3060 FM 3514 Beaumont, TX 77705	(409)722-5255
Stringfellow	III	Brazoria	1200 FM 655 Rosharon, TX 77583	(281)595-3413
Telford	II	Bowie	3899 Hwy 98 New Boston, TX 75570	(903)628-3171
Terrell	III	Brazoria	1300 FM 655 Rosharon, TX 77583	(281)595-3481
Torres	IV	Medina	125 Private Road 4303 Hondo, TX 78861	(830)426-5325
Travis Co.	VI	Travis	8101 FM 969 Austin, TX 78724	(512)926-4482
Vance	III	Fort Bend	2 Jester Road Richmond, TX 77406	(281)277-3030
Wainwright	I	Houston	2665 Prison Road #1 Lovelady, TX 75851	(936)636-7321
Wallace	V	Mitchell	1675 S. FM 3525 Colorado City, TX 79512	(325)728-2162
Wheeler	V	Hale	986 County Road AA Plainview, TX 79072	(806)293-1081
Willacy Co.	-	Willacy	1695 South Buffalo Drive Raymondville, TX 78580	(956)689-4900
Woodman	VI	Coryell	1210 Coryell City Road Gatesville, TX 76528	(254)865-9398
Wynne	I	Walker	810 FM 2821 Huntsville, TX 77349	(936)295-9126
Young	III	Galveston	5509 Attwater Ave. Dickinson, TX 77539	(409)948-0001

NOTES

NOTES



For more information regarding the
TDCJ, please visit our website at
www.tdcj.texas.gov

