



ADMINISTRATIVE POLICIES  
AND PROCEDURES  
State of Tennessee  
Department of Correction

Index #: 702.30

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Approved by: Tony Parker

Subject: PAROLE RELEASE PLANS

- I. AUTHORITY: TCA 4-3-603, 4-3-606, TCA 40-22-113, TCA 40-28-115, and TCA 40-28-505.
- II. PURPOSE: To establish the procedures for the investigation and approval of individual release plans for offenders eligible for parole release from TDOC custody.
- III. APPLICATION: Assistant Commissioner of Community Supervision (ACCS), and all Tennessee Department of Correction (TDOC) Community Supervision staff, and TDOC offenders.
- IV. DEFINITIONS:
  - A. Community Residential Facility: A residential treatment program, residential work program, transitional house, group home, nursing home, assisted living home, or any legitimate community based facility that will accept the residential placement of an offender.
  - B. Foreign Jurisdiction: A state (other than Tennessee), federal, or international facility where an offender is serving a Tennessee sentence or in which the offender will be supervised upon release.
  - C. Grant Hearing: A hearing to determine if the offender will be granted parole.
  - D. Institutional Probation Parole Specialist (IPPS): A Community Supervision employee in a dedicated position that serves as a probation/parole liaison for offenders, institutional staff, Community Supervision staff, and the Board of Parole (BOP) and whose work assignment is based out of an institution.
  - E. Job Waiver: A temporary suspension of the employment requirement for offenders released on parole.
  - F. Living Conditions Specified: A special condition imposed by the Board of Parole (BOP) that places specific restrictions on the living conditions for offenders who are granted parole. These restrictions may include a specific residential facility only, a specific person, or prohibitions of residing in specified locations.
  - G. Medical Job Waiver: A suspension of the employment requirement for offenders released to parole given the inability to work due to certifiable medical conditions.
  - H. Parole Release Plan (PRP) Inbox: [Bi.Parole.Releaseplans@tn.gov](mailto:Bi.Parole.Releaseplans@tn.gov) is a dedicated inbox monitored by Central Office staff to track and assign parole release plans from an institution.
  - I. Release Plan: The offender's arrangement for housing and employment when he or she leaves the institution on parole.

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- J. Release Plan Community Supervision Contact Note (RLCS): A contact note entered by staff into the OMS upon completion of a release plan investigation that includes investigation results and reporting instructions and contact information for PRPs that have been approved.
- K. Special Condition: For the purpose of this policy only, special condition refers to added or modified parole rules imposed by the BOP.
- V. POLICY: The TDOC investigates and approves the individual release plan of offenders in TDOC custody prior to an offender's release into the community.
- VI. PROCEDURES:
- A. General Considerations
1. Prior to release, institutional probation parole specialists (IPPS) shall meet with offenders and collect a Parole Release Plan (PRP) that proposes residential and employment options for release. The PRP may include a temporary job waiver/medical job waiver request. For offenders incarcerated in locations without an IPPS, the Probation Parole Officer (PPO) shall be responsible for collecting and submitting the release plan.
    - a. Offenders shall document the release plan on the Offender Release Plan In-State Parole, CR-3845. The CR-3845 shall be presented at the offender's grant hearing.
    - b. If the offender does not have a proposed release plan prior to the grant hearing, the IPPS/PPO shall inform the offender that he/she shall not be released until a release plan is investigated and approved.
  2. PPOs in the district of release shall investigate the PRP. PPOs shall approve PRPs based on the suitability of the proposed residence and employment.
- B. Pre-Release Procedures
1. Pre-Release Interviews
    - a. For offenders in TDOC institutions, IPPSs shall review the eligibility docket sent to them by BOP and/or monitor the parole eligibility docket in the OMS each month. For offenders in county facilities, Probation Parole supervisors, or designee, shall monitor the parole eligibility docket for their county(s) in the offender management system each month.
    - b. For each offender on the docket the IPPS/PPO shall conduct a face-to-face pre-parole interview prior to the parole grant hearing. The IPPS/PPO shall provide the offender with the Offender Release Plan In-State Parole, CR-3845, and guidance on generating acceptable living and employment.

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2. Release Plan Investigation, Documentation, and Timeframes

- a. For offenders who are granted parole and are incarcerated in a TDOC facility, IPPSs shall enter the PRP in the OMS within three business days of receipt of the BOP final decision notice.
- (1) If the BOP requires the offender to complete pre-parole conditions, the IPPS shall monitor the completion status of the pre-parole conditions prior to entering the PRP in the OMS.
  - (2) All PRPs shall be entered at least 90 calendar days in advance of the release eligibility date when applicable.
  - (3) For offenders incarcerated at county jails, the District Director (DD)/designee in the county's Community Supervision district shall assign a PPO to obtain and enter the offender's PRP into the OMS within five business days of BOP notification.
- b. The IPPS shall notify central office by emailing the Parole Release Plan inbox that the PRP is ready for investigation. Notification shall occur by the close of business on the same day the PRP is entered into the OMS. An email shall be sent from Central Office to the designated parole contact in the county of the proposed release plan with the date the investigation is due.
- (1) All release plans shall be investigated in accordance with this policy.
  - (2) PPOs shall investigate the PRPs within five business days of assignment.
  - (3) Parole supervisors/designees, shall enter the results of the PRP into the OMS within one business day of the completed investigation, by approving or denying the PRP and entering the RLCS contact note into the OMS. An email shall be sent to the Parole Release Plan inbox to notify them of a completed investigation.
  - (4) Central Office shall notify the IPPS of investigation results.
  - (5) If a PRP is denied, all subsequent PRPs shall be investigated according to the same time frames outlined in this policy.
  - (6) Any issues that may arise in PRPs not being completed by the due date must be communicated to the Parole Release Plan inbox by the Director or designee.

3. Tracking

a. Institutional Parole Release Plans

- (1) Central Office will track all release plans filtered through the Parole Release Plan Inbox that includes, date PRP was received, date PRP was assigned, and date PRP was completed.

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- (2) Central office will prepare and send a summary report to each district by the 10<sup>th</sup> of each month.

b. County Jail Parole Release Plans

- (1) Each district will monitor and track their own release plans collected from offenders in a county jail.
- (2) If the offender provides a release plan other than the county of release, the PPO shall email the Parole Release Plan inbox for assignment in the proposed county of residence.

C. PRP Investigation Procedures

1. Release plan investigations shall be assigned to Community Supervision offices in the community where the offender intends to reside.
2. PPOs shall consider all relevant information, including the interests of the offender and the community, in making a decision on the release plan.
3. PPOs shall thoroughly review the offender's information in the offender management system to include parole board action, offender attributes, Tennessee sentences, detainers, offender findings, classification, parole staff action, prior record and referrals.
4. PPOs shall conduct the following records checks for outstanding warrants or holds: A local records check for the county of the proposed residence, a records check in the county of the offender's last known residence prior to incarceration, and a National Crime Information Center (NCIC) check.
  - a. If warrants or holds exists for the offender, the investigating officer shall confirm the validity of the warrant and notify the supervisor as soon as possible by presenting verification that a hold or warrant exists.
  - b. If it is verified there are outstanding felony warrants or holds for the offender, the supervisor shall forward all documentation to sentence management so a detainer can be placed in the OMS.
5. PPOs shall investigate the offender's proposed residence to determine its suitability and to inform the occupants of the offender's criminal history, conviction charge(s), current sentence, and conditions of supervision. PPOs shall not copy or distribute any documents to anyone in the community regarding the offender.
  - a. The residence shall be an appropriate environment to support parole adjustment. PPOs shall visit the proposed residence. The PPO shall:
    - (1) Ensure that adequate room/space for the offender exists within the residence and affords reasonably safe conditions.

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- (2) Consider the nature of the offender's criminal conviction charge(s) and the potential threat to any children, elderly, disabled, or other residents occupying the home.
  - (3) Deny residences for offenders whose PRP is to reside with his/her victim(s), unless a written notarized waiver of responsibility by the victim(s) is submitted by the officer and approved by the ACCS or designee. PPOs shall use professional judgment in determining if the offender plans to reside within an acceptable distance to his/her victim(s).
  - (4) Use his/her professional judgment in determining the existence of substance use, excessive alcohol consumption, or other activities of individuals living in the residence that can increase the offender's likelihood to re-offend.
  - (5) Ensure that there are no deadly weapons accessible to the offender in proposed residence and that sponsors are aware weapons must be removed or secured in a manner in which the offender cannot possess or have access to.
- b. If the proposed residence is under the jurisdiction of the housing authority, the offender must meet eligibility guidelines through the housing authority prior to approval.
  - c. If the proposed address is a rental property, the landlord must agree to allow the offender to reside on the property or be added to the lease.
  - d. Offenders may be released to TDOC approved halfway houses. PPOs shall investigate the offender's acceptance into the halfway house program. This may be conducted through a site visit or telephone conversation with an authorized representative of the program. The PPO shall ensure that the house is on the TDOC Approved Transitional Housing list and confirm that a bed is available.
  - e. The investigating officer shall assess the availability of services and resources in the area relative to the offender's special conditions (mental health/substance use treatment providers).
  - f. Offenders shall not be released to reside with convicted felons unless the convicted felon is an immediate family member or a resident at a community residential facility.
  - g. If the offender is indigent and has no suitable residence, the offender may be considered for placement in a TDOC approved community residential facility. Consideration for placement in a community residential program must be verified through a letter of admission or approval from the facility staff. For PRPs to a foreign jurisdiction, see Policy #702.33.

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6. PPOs shall determine the validity of the offender's proposed employment. The investigating PPO shall:
  - a. Contact the prospective employer to verify the offender's potential employment and ensure that the person contacted has the authority to hire the offender.
  - b. Determine the legitimacy of the business/place of employment and the offender's certifications or licenses to perform the work, if required. The proposed employment shall be work the offender is physically able to perform.
  - c. Ensure the employer is not under Community Supervision in any jurisdiction. Exceptions to this require DD approval.
  - d. Consider the location of the potential employment and the potential work hours/schedule to ensure no conflicts with the offender's special conditions.
  - e. Approve PRP employment for proposed employment that meet the criteria outlined above as well as the following:
    - (1) Seasonal positions if it is "in season"
    - (2) Positions with work hours greater than 16 hours per week.
    - (3) Out-of-state employment after obtaining approval from the DD.
    - (4) When the offender possesses the ability to obtain employment or has a verifiable means of support (retirement, disability benefits, trust fund, etc.)
  - f. The investigating officer shall inform the potential employer of the offender's felony conviction(s) for which he/she is incarcerated (See Policy #702.03).
7. Job waivers may be requested by the offender in the following circumstances:
  - a. If the offender is assessed at a minimum supervision level and will be self-employed. Supervisory approval for a job waiver must accompany any job waiver requests for medium level offenders.
  - b. If the offender's employment history, employability, and/or vocational skills suggest he/she can locate employment within 60 days after release.
  - c. If there is evidence of stable financial support and a willingness of the identified financial support system to meet the offender's financial obligations for release.
8. All job waiver requests shall be submitted to the DD via email as early in the investigation as possible. Job waiver requests must be approved by the DD or designee. DDs shall approve job waivers in the following circumstances:

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- a. If the BOP does not specify “No Job Waiver” as a special condition of release.
  - b. If the offender has approval to enter a job-training program in the community. In the absence of this approval, the DD may communicate with the (IPPO) and/or offender to develop a plan and action steps to help the offender find employment upon release.
  - c. If the offender successfully completed a job readiness, education, and/or vocational program while incarcerated.
  - d. If the offender is approved to reside in a residential treatment facility.
  - e. The offender has validating documentation for permanent/temporary medical job waivers due to physical, medical, and/or psychological reasons.
  - f. DDs shall consider public safety and TDOC interests when approving job waivers for reasons not listed above.
9. All job waivers and approvals/denials shall be documented in the offender management system as a contact note that gives the justification for approving/denying job waivers. Questions regarding the disposition of job waivers shall be the responsibility of the DD.
10. PPOs shall assess if the PRP promotes the offender’s compliance with his/her special conditions. The officer shall verify:
- a. The availability of services, resources, and treatment providers within reasonable proximity to the proposed residence or place of employment.
  - b. The offender’s means for complying with the special conditions to include transportation and financial needs.
  - c. That treatment providers are licensed by the state. Note: Sex offender treatment providers must be on the approved Sex Offender Treatment Board list in accordance with TCA 39-13-709.
  - d. If the investigating officer determines that the special conditions cannot be met for the proposed PRP, he/she shall notify the IPPS. The IPPS shall notify the BOP Director of Board Operations in writing requesting guidance (special condition removal, modification, parole rescission, etc.)
11. All documents relevant to the investigation shall be maintained in the offender’s case file or in a file for the offender pending an approved PRP and release.
- D. PRPs that do not place the offender at an obvious risk to reoffend, have no victim concerns, and ensures reasonable access to services and resources shall be approved. PRPs shall be approved in their entirety. Denial of part of the PRP shall result in denial of the entire PRP.
1. PPOs shall deny PRPs for the following reasons:
    - a. Neither the offender’s residence nor employment is valid.

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- b. If occupants of the residence are convicted felons (other than immediate family members), show evidence of excessive alcohol/substance use, or are unwilling to financially support the offender and his/her financial obligations for release (when needed), or are the victim(s) of the offender.
- c. If a verified felony warrant and/or hold exists for the offender.

2. After three legitimately denied PRPs, IPPSs and/or supervisors may request a rescission hearing if no other plans are available for investigation.

E. PPOs may approve reasonable delays for offenders who are enroute to approved programs. The PPOs shall obtain supervisor and/or DD approval.

VII. ACA STANDARDS: 4 APPFS-2A-12, 4-APPFS-2C-01, 4-APPFS-2C-02, 4-APPFS-2C-03, 4-APPFS-2C-05.

VIII. EXPIRATION DATE: December 15, 2022.





**TENNESSEE DEPARTMENT OF CORRECTION**  
**OFFENDER RELEASE PLAN**  
**IN-STATE PAROLE**

Name: \_\_\_\_\_ TDOC ID Number: \_\_\_\_\_

**Residence Plan**

**Contact Name & Residence:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City

County

State

Zip Code

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Alternate Contact Name & Residence:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City

County

State

Zip Code

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Employment Plan:**

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

City

County

State

Zip Code

Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**Additional Comments:**

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