

**Texas Department of Criminal Justice
Implementation Plan – SB 365**

76th Legislative Session

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

IMPLEMENTATION PLAN FOR LEGISLATION PASSED BY THE 76TH LEGISLATURE

BILL NUMBER:	SB 365 (Art. 1, Secs. 1.01-1.06)	BILL AUTHOR/SPONSOR:	Brown/McCall
STATUTORY CITATION:	Government Code §§492.003, 492.0031, 492.004, 492.006, 492.012, 492.013		
SUBJECT:	Texas Board of Criminal Justice		
IMPLEMENTATION RESPONSIBILITY:	Carl Reynolds, TDCJ General Counsel		
EFFECTIVE DATE:	September 1, 1999		

BILL SUMMARY:
<p>(1) §492.003 – minor revisions to eligibility for Board membership and procedure for removal</p> <p>(2) §492.0031 – training program for new members, required before they can act; some specific topics to be covered</p> <p>(3) §492.004 – minor revision regarding information to Board on their requirements</p> <p>(4) §492.006 – requirement that Judicial Advisory Council (JAC) chair and Board of Pardons and Paroles (BPP) chair or designee have opportunity to present to TBCJ</p> <p>(5) §492.012 – Sunset in 2011</p> <p>(6) §492.013 – minor revision to “General Powers and Duties of Board”</p>

STEPS	PERSON(S) RESPONSIBLE	TARGET DATE	DATE COMPLETED
For item (2), memo to new members regarding importance of training	Carl Reynolds	July 1, 1999	August 10, 1999
Also for (2), revisions (in the normal annual course) to Board orientation manual to more thoroughly cover the topics specified, e.g., open meetings, open records, ethics, agency statutes..	Susan McHenry/Carl Reynolds	February, 2000	February, 2000
Also for (2), and for (4), revisions to BP-01.02 to cover training and JAC chair attendance.	Susan McHenry/Carl Reynolds	October 1, 1999	October 1, 1999
For (1), revisions to BP-01.04 regarding qualifications for membership on board.	Susan McHenry/Carl Reynolds	October 1, 1999	October 1, 1999

For other sections of SB 365, revisions to BP-01.01 to reflect new areas of Board responsibility mandated by statute.	Susan McHenry/Carl Reynolds	October 1, 1999	October 1, 1999
---	-----------------------------	-----------------	-----------------

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

IMPLEMENTATION PLAN FOR LEGISLATION PASSED BY THE 76TH LEGISLATURE

BILL NUMBER:	SB 365 (Article 1, Section 1.07)	BILL AUTHOR/SPONSOR:	Brown/McCall
STATUTORY CITATION:	Section 492.0131, Government Code		
SUBJECT:	Parole Rules, Policies, and Procedures		
IMPLEMENTATION RESPONSIBILITY:	Victor Rodriguez, Director, Parole Division		
EFFECTIVE DATE:	September 1, 1999		

BILL SUMMARY:	<p>This bill requires the TBCJ and the BPP Policy Board to jointly review all rules, policies, and procedures that relate to or affect the operation of the parole process. Areas of inconsistency are to be identified and amended, as necessary, for consistent operation of the parole process. Areas to be studied include: release notifications; parole release procedures; mandatory release procedures; conditions of release; warrants procedures; hearings and sanctions procedures; and special programs.</p>
----------------------	--

STEPS	PERSON(S) RESPONSIBLE	TARGET DATE	DATE COMPLETED
Devise and adopt memorandum of understanding between the Parole Division and the BPP for ongoing review of policies.	Victor Rodriguez Bryan Collier	Action Discontinues ¹	

¹Discussion between Victor Rodriguez and Carl Reynolds indicates that the compliance to SB 365 is already ongoing as the Division and the Board coordinate together to insure policy changes are mutually agreed upon. Based on this determination, no further action is needed.

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

IMPLEMENTATION PLAN FOR LEGISLATION PASSED BY THE 76TH LEGISLATURE

BILL NUMBER:	SB 365 (Art. 1, Sec. 1.10)	BILL AUTHOR/SPONSOR:	Brown/McCall
STATUTORY CITATION:	Section 493.007, Government Code		
SUBJECT:	Human Resources: Equal Employment Opportunity		
IMPLEMENTATION RESPONSIBILITY:	James E. Bush, Director, Human Resources		
EFFECTIVE DATE:	September 1, 1999		

BILL SUMMARY:	<p>This bill is a result of the Sunset Committee's review of the TDCJ.</p> <p>The bill added a requirement that the agency's annual written policy statement which implements a program of equal employment opportunity shall be reviewed by the Texas Commission on Human Rights (TCHR) to ensure compliance with Subsection 493.007(c)(1).</p> <p>The EEO Section, Human Resources Department, will need to update the agency's policy statement and submit it to the TCHR for review.</p>
----------------------	--

STEPS	PERSON(S) RESPONSIBLE	TARGET DATE	DATE COMPLETED
Update the agency's annual written policy statement	Larry Hooker, Rachel Matthews	07-07-99	06-28-99
Provide the agency's written policy statement to the Texas Commission on Human Rights to ensure compliance with the required provision in Section 493.007 (c)(1)	Larry Hooker	07-23-99	06-30-99
Obtain Executive approval of the agency's written policy statement	James E. Bush	08-16-99	08-16-99
Publish the agency's written policy statement	Larry Hooker	09-01-99	09-01-99
File the agency's written policy statement with the governor's office	Larry Hooker	09-01-99	09-14-99

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

IMPLEMENTATION PLAN FOR LEGISLATION PASSED BY THE 76TH LEGISLATURE

BILL NUMBER:	SB 365 (Art 1, Sec 1.11)	BILL AUTHOR/SPONSOR:	Brown/McCall
STATUTORY CITATION:	Sec. 493.016 Government Code		
SUBJECT:	Ombudsman		
IMPLEMENTATION RESPONSIBILITY:	Art Mosley, Deputy Executive Director Debbie Liles, Assistant Director, Administrative Review		
EFFECTIVE DATE:	September 1, 1999		

BILL SUMMARY:	
<p>Directs the department to inform the public of its function and the procedures for filing and resolution of complaints, including telephone and mail contact information. It specifies the data to be collected and maintained concerning the complaint, the complaint resolution, and complainant notification (previously in place in TDCJ). The bill further requires that a written copy of the policy and procedure in this regard be provided to each complainant (recently implemented).</p>	

STEPS	PERSON(S) RESPONSIBLE	TARGET DATE	DATE COMPLETED
Identify optimum vehicle for provision	D. Liles	6/23/99	7/15/99
Compose investigation & resolution statement	C. Carter	6/28/99	7/15/99
Coordinate inclusion of statement in feedback to complainant	R. Selvera	7/16/99	7/15/99
Begin utilizing statement in all responses to complainant.	TDCJ Ombudsman	8/1/99	8/1/99

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

IMPLEMENTATION PLAN FOR LEGISLATION PASSED BY THE 76TH LEGISLATURE

BILL NUMBER:	SB 365 (Art. 1, Sec. 1.12)	BILL AUTHOR/SPONSOR:	Brown/McCall
STATUTORY CITATION:	Government Code 493.023		
SUBJECT:	Charitable Fund-Raising		
IMPLEMENTATION RESPONSIBILITY:	Carl Reynolds, TDCJ General Counsel		
EFFECTIVE DATE:	September 1, 1999		

BILL SUMMARY:	<p>Section 1.12 authorizes Agency employees to participate in fund-raising activities conducted on department property for the benefit of an eligible charitable organization. It requires TDCJ to adopt fundraising policies that address: minimum qualifications of eligible organizations; limitations on the use of funds; handling and distribution of proceeds, specifically with regard to local charities; and ensuring that fundraising is voluntary.</p> <p>Unfortunately, the language (which changed after a suggested version was provided by TDCJ) creates a major obstacle to expanding fundraising as the legislature clearly intended. The bill states: "a department employee may participate in fund-raising activities conducted on department property on the employee's own time for the benefit of an eligible charitable organization." The emphasized wording creates a choice between continuing with fundraising under the current policy (with some revisions simply to clarify the policy) until the problem can be cured next session, and making more elaborate changes to fundraising by allowing employees to use administrative leave time, which would require changes in the approval process for administrative leave. Since the topic of fundraising is already a confusing one, the less drastic approach is recommended.</p>
----------------------	--

STEPS	PERSON(S) RESPONSIBLE	TARGET DATE	DATE COMPLETED
Notify Senator Cain's office of drafting problem and TDCJ's course of action.	Jeff Baldwin	August 1, 1999	August 1, 1999
Draft Revisions to ED-02.04	Carl Reynolds/Lowell S. Kendall	August 1, 1999	August 1, 1999
Submit to Executive Services for Staffing	Carl Reynolds	August 1, 1999	August 17, 1999
Publish for staffing	Executive Services	August 5, 1999	September 8, 1999
Return comments for revision	Executive Services	August 25, 1999	October 25, 1999
Revise per staffing comments	Carl Reynolds	August 31, 1999	November 15, 1999
Submit to Executive Services for Publication	Carl Reynolds	September 1, 1999	November 15, 1999

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

IMPLEMENTATION PLAN FOR LEGISLATION PASSED BY THE 76TH LEGISLATURE

BILL NUMBER:	SB 365 (Art. 1, Sec 1.14 - 1.23)	BILL AUTHOR/SPONSOR:	Brown/McCall
STATUTORY CITATION:	Chapter 497, Government Code		
SUBJECT:	Work Programs for Inmates		
IMPLEMENTATION RESPONSIBILITY:	Art Mosley, Deputy Executive Director John Benestante, Assistant Director, TCI		
EFFECTIVE DATE:	September 1, 1999		

BILL SUMMARY:	<p>Defines those inmates assigned to work at a job by TCI as "work program participants;" redefines TCI's purposes to providing certain inmates with marketable job skills through certain programs, and reducing department costs by providing products and services for the department and on a "for-profit basis" to the public, agencies of the state or political subdivisions of the state; gives priority in certain job assignments to those inmates closest to release; deletes reference to the Industrial Revolving Account; increases the maximum number of inmates that may participate in certain PIE programs to 500; and provides for the TDCJ and the GSC to enter into an agreement to expedite the requisitioning process.</p>
----------------------	---

STEPS	PERSON(S) RESPONSIBLE	TARGET DATE	DATE COMPLETED
Amend TCI's strategic plan, policies and procedures, as applicable, to provide for these statutory amendments.	John Benestante	9/1/99	9/1/99
Meet with TDCJ Purchasing and request they broker an agreement with the GSC per the provisions of SECTION 1.23.	John Benestante	9/1/99	9/1/99
Collaborate with the Project RIO and Texas Workforce Commission folks to facilitate appropriate inmate access to resources provided by these organizations.	John Benestante	Ongoing ¹	
Enter into an agreement with the GSC to expedite the requisitioning process.	Charles Marsh	11/1/99	10/27/98 ²

¹Determined by consensus that this collaboration is an ongoing process not a singular event.

²A MOU was in place 10/27/98 and later invalidated by GSC. Supporting documents were made available.

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

IMPLEMENTATION PLAN FOR LEGISLATION PASSED BY THE 76TH LEGISLATURE

BILL NUMBER:	SB 365 (Article 1, Section 1.24-1.32)	BILL AUTHOR/SPONSOR:	Brown/McCall
STATUTORY CITATION:	Chapter 497, Government Code		
SUBJECT:	Private Sector Prison Industries Oversight Authority		
IMPLEMENTATION RESPONSIBILITY:	Victor Rodriguez, Director, Parole Division		
EFFECTIVE DATE:	September 1, 1999		

BILL SUMMARY:	<p>This bill changes the composition of the Authority by deleting the membership position for one person who is an employer in a PIE industry, and changing the number of public members from three to four. It also establishes a position for an Employer Liaison for PIE employers, who will be appointed by the Governor, and will not be counted as a voting member of the Authority.</p> <p>This bill also changes the authority for prevailing wage calculations from the Council of Government Regions to the Local Workforce Development Area and increases the number of inmates that can participate in the program from 1,500 to 2,000.</p>
----------------------	---

STEPS	PERSON(S) RESPONSIBLE	TARGET DATE	DATE COMPLETED
Draft rule change to incorporate requirement on Local Workforce Development Area.	Keith Rawls	8/1/99	7/29/99
Submit rule change to the Authority for review and approval.	Robert Carter ¹	At next scheduled meeting of the Authority as determined by the presiding officer.	3/20/00
Post rule change in the Texas Register for comment.	Robert Carter ¹	5/2/00	
Adopt the rule change.	The Authority	At regularly scheduled meeting as determined by the presiding officer.	

¹Person responsible for implementation has changed due to staffing changes.

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

IMPLEMENTATION PLAN FOR LEGISLATION PASSED BY THE 76TH LEGISLATURE

BILL NUMBER:	SB 365 (Art. 1, Sec. 1.33)	BILL AUTHOR/SPONSOR:	Brown/McCall
STATUTORY CITATION:	Government Code, Section 497.091		
SUBJECT:	Contracts For Use of Inmate Labor		
IMPLEMENTATION RESPONSIBILITY:	Art Mosley, Deputy Executive Director Sharon Keilin, Assistant Director, Operational Support		
EFFECTIVE DATE:	September 1, 1999		

BILL SUMMARY:
TDCJ shall make reasonable efforts to enter contracts with non-profit organizations that provide services to the general public and enhance social welfare and the general well being of the community. Preference should be given to nonprofit organizations that increase inmates' vocational skills.

STEPS	PERSON(S) RESPONSIBLE	TARGET DATE	DATE COMPLETED
1. Obtain input from divisions/departments	Bonnie Bond	7-19-99	7-19-99
2. Draft modification of AD-07.11 and submit to Executive Services for staffing.	Bonnie Bond	7-20-99	7-20-99
3. Distribute AD-07.11 to division/department heads for review, comment and concurrence.	Mary Ann Weaver Patty Garcia	8-6-99	8/12/99
4. Receive comments and concurrences from division/department heads.	Mary Ann Weaver Patty Garcia	8-20-99	8/12/99
5. Package comments and concurrences for Proponent's review.	Mary Ann Weaver Patty Garcia	8-27-99	8/20/99
6. Based on comments, draft new Administrative Directive for Parole Division and submit to Executive Services for staffing. ¹	Sharon Keilin Victor Rodriguez	4-21-00 ²	
7. Incorporate other changes based on comments, and develop final policy.	Sharon Keilin	4-21-00 ²	
8. Distribute new draft AD for Parole Division to division/department heads for review, comment and concurrence	Mary Ann Weaver Patty Garcia	4-28-00 ²	

9. Receive comments and concurrences for division/department heads.	Mary Ann Weaver Patty Garcia	5-26-00 ²	
10. Package comments and concurrences for proponent's review.	Mary Ann Weaver Patty Garcia	6-02-00 ²	
11. Incorporate changes based on comments, contact any division/department heads that did not concur for resolution of issues, develop final policy.	Sharon Keilin Victor Rodriguez	6-1-00 ²	
12. Submit revised AD-07.11 and new AD for Parole Division for authority signature.	Mary Ann Weaver Patty Garcia	6-1300 ²	
13. Authority signs policy.	Art Mosley	6-14-00 ²	
14. Distribute policy via Infopac.	Mary Ann Weaver Patty Garcia	6-1500 ²	

¹In the circulation of a revised AD-07.11 for comment, both the former Parole Division Director and Programs and Services Division Director remarked that the Parole Division needs public service program guidelines but their operations are so different from ID and SJD as to warrant entirely new language as to procedures. The decision has now been made to "spin off" the Parole Division public service programs into a separate administrative directive, which Sharon Keilin will draft with input from Victor Rodriguez and his staff.

²The revised sequence of tasks describes the development and implementation process for the new administrative directive, as well as the completion of other, non-controversial amendments to AD-07.11.

NOTE: The existing AD-07.11 is sufficient for the agency to meet the requirements of SB 65, Section 1.33 and HB 127, since we were already complying with the preferences they codify. The purpose of this action plan is to "tweak" existing policy and take the opportunity to update and clarify language as requested by various divisions.

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

IMPLEMENTATION PLAN FOR LEGISLATION PASSED BY THE 76TH LEGISLATURE

BILL NUMBER:	SB 365 (Art. 1, Sec. 1.34-1.36)	BILL AUTHOR/SPONSOR:	Brown/McCall
STATUTORY CITATION:	Chapters 497, 498 Government Code		
SUBJECT:	Offender Work Programs		
IMPLEMENTATION RESPONSIBILITY:	Gary Johnson, Director, Institutional Division Victor Rodriguez, Director, Parole Division Tom Baker, Director, State Jail Division		
EFFECTIVE DATE:	September 1, 1999		

BILL SUMMARY:	<p>Sec. 497.094, GC is amended to require the department to implement a job training program for each job performed by an offender confined in a facility operated by or under contract with the department or a defendant or releasee housed in a facility operated by or under contract with the department and monitor the success of those programs. Offender work record requirements are also included in the bill. The department is required to provide the offender with a copy of his work record upon release. Additionally, the department is required to collect information relating to the employment histories of offenders released on mandatory supervision or parole.</p> <p>Sec. 497.095, GC is amended to require the department to establish a permanent record for each offender confined in a facility who participates in a department work program. Record requirements include descriptions of work performed, evaluations of performance and proficiency at task assigned and a record of attendance at work by the offender. A copy of the record is provided to the offender upon his release.</p> <p>Sec. 497.099, GC is amended to provide that the department requires each offender in a facility to work in an agricultural, industrial or other work program to the extent that the offender is physically and mentally capable of working. The department may waive the work requirement for an offender as necessary to maintain security or to permit the offender to participate in rehabilitative programming.</p> <p>Sec. 498.003, GC is amended to update language concerning granting of good conduct time credits for work and educational participation. It adds treatment programs to the requirements.</p>
----------------------	--

STEPS	PERSON(S) RESPONSIBLE	TARGET DATE	DATE COMPLETED
1. Establish multi-departmental committee to review previous committee work on offender work programs (original committee chaired by Ed Owens, Deputy Director, in response to Sunset recommendations)	Ed Owens	September 1, 1999	August 25, 1999

(SB 365 (Art. 1, Sec. 1.34-1.36), Cont.)

2. Standardize which offender job assignments will be classified as skilled workers	Offender Work Program Committee	October 1, 1999	September 1, 1999
3. Establish procedures to train offenders classified as skilled workers within 5 year of their release from the TDCJ	Offender Work Program Committee	January 1, 2000	November 17, 1999
4. Establish standardized forms/procedures to evaluate work quality of offenders who are skilled workers during the last 5 years of their incarceration in TDCJ	Offender Work Program Committee	January 1, 2000	November 17, 1999
5. Establish procedures for maintenance of work history of skilled workers during the last 5 years of their incarceration in TDCJ	Offender Work Program Committee	January 1, 2000	November 17, 1999 ¹
6. Request computer automation needs to track skilled workers and produce a work history/evaluation record for those who release from TDCJ	Offender Work Program Committee	January 31, 2000	October 11, 1999 ²
7. Provide automation needs to track skilled workers and produce a work history/evaluation record	Data Services	May 1, 2000	
8. Establish procedure for provision of a standardized work history/evaluation record to releasing offenders	Offender Work Program Committee	May 1, 2000	
9. Draft implementation procedures	Offender Work Program Committee	Dependant upon completing of previous steps	
10. Train affected TDCJ staff in use of the evaluation process and automated tracking/reporting computer program	Offender Work Program Committee	Dependant upon completing of previous steps	

11. Implement procedures for training, evaluating, and maintenance of work history for skill workers within 5 years of release from TDCJ	Offender Work Program Committee	Dependant upon completing of previous steps	
--	---------------------------------	---	--

¹Referred to Data Services October 11, 1999 for OPW Committee meeting on November 17, 1999.

²Data Services Request #9010889 assigned to analyst October 15, 1999.

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

IMPLEMENTATION PLAN FOR LEGISLATION PASSED BY THE 76TH LEGISLATURE

BILL NUMBER:	SB 365 (Article 1, Section 1.37)	BILL AUTHOR/SPONSOR:	Brown/McCall
STATUTORY CITATION:	Texas Government Code, Section 498.003		
SUBJECT:	Good Conduct Time		
IMPLEMENTATION RESPONSIBILITY:	Carl Jeffries, Director, Programs & Services Division		
EFFECTIVE DATE:	September 1, 1999		

BILL SUMMARY:	<p>Under this bill, the Texas Department of Criminal Justice (TDCJ) may grant good conduct time to an offender who is actively engaged in a treatment program. This law clarifies existing practice.</p>
----------------------	--

STEPS	PERSON(S) RESPONSIBLE	TARGET DATE	DATE COMPLETED
Review and consider revision to AD-4.80 regarding good time	Melinda Bozarth	July 21, 1999	July 21, 1999
Request revision to AD-4.80	Melinda Bozarth	July 21, 1999	July 21, 1999
Executive Services sends draft revisions of AD-4.80 to Executive Council for comment	David Standlee	August 8, 1999 ¹	August 8, 1999
Draft revisions of AD-4.80 comments due	Executive Council	August 22, 1999	August 22, 1999
AD-4.80 revised and issued	Executive Services	September 1, 1999	September 1, 1999

¹After consultation with Executive Services, it was discovered that revisions were minimal and formal staff review was not necessary. Draft was sent to a limited number of staff members.

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

IMPLEMENTATION PLAN FOR LEGISLATION PASSED BY THE 76TH LEGISLATURE

BILL NUMBER:	SB 365 (Art. 1, Sec. 1.38)	BILL AUTHOR/SPONSOR:	Brown/McCall
STATUTORY CITATION:	Government Code, Section 501.0081		
SUBJECT:	Dispute Resolution: Time-Served Credits		
IMPLEMENTATION RESPONSIBILITY:	Gary Johnson, Director, Institutional Division Carl Reynolds, TDCJ General Counsel		
EFFECTIVE DATE:	September 1, 1999		

BILL SUMMARY:	<p>Requires the development by TDCJ of an internal administrative procedure to resolve offender claims of time calculation errors. Offenders are required to exhaust the procedure prior to filing a writ of habeas corpus, and the procedure has 180 days to provide resolution.</p> <p>The change in law applies only to a claim made on or after 01-01-2000.</p>
----------------------	---

STEPS	PERSON(S) RESPONSIBLE	TARGET DATE	DATE COMPLETED
1. Meet with staff of Court of Criminal Appeals to discuss their interest in the success of this law. It is apparent that resolution of the "Ex parte Canada" problem-Parole Division adequately notifying Records of time spent in jail on a blue or white warrant-will go a long way to cure their problem	Carl Reynolds	June 29, 1999	June 29, 1999

(SB 365 (Art. 1, Sec. 1.38, Cont.))

2. Meeting of all affected staffs to discuss implementation: Mike Countz, S.O.Woods, Jr. (C&R), John Fant (SCO), Debbie Liles (OGS), and Bryan Wilson (OGC). Agreement reached that existing systems can be coordinated, with some new procedures, to accomplish the task. Agreement on roles-State Counsel for Offenders as advocates for offender position; Classification and Records as interested in maximum legal time served; and Office of General Counsel as determining legal questions.	Gary Johnson Carl Reynolds	July 12, 1999	July 12, 1999
3. Resolution of "Ex parte Canada" issue.	Victor Rodriguez	September 1, 1999	November 1, 1999
4. Review current time credit dispute resolution process	Mike Countz	September 1, 1999	September 1, 1999
5. Draft directive governing the dispute resolution system procedures	Mike Countz	December 2, 1999	November 19, 1999
6. Follow up meeting to coordinate with the Offender Grievance, Staff Counsel for Offenders, General Counsel, Parole Division, and State Jail Division Administrations the establishment of a process for dispute resolution.	Mike Countz	December 6, 1999	December 6, 1999
7. Provide notice to offenders of the dispute resolution system procedures	Mike Countz	January 18, 2000 ¹	January 18, 2000 ²
8. Provide final draft of administrative procedures and request limited staffing of directive to Executive Services.	Mike Countz	January 18, 2000 ¹	January 18, 2000
9. Limited staffing of directive	Executive Services	February 2, 2000 ¹	February 3, 2000
10. Resolution of outstanding implementation issues after staffing of directive	Gary Johnson Carl Reynolds	April 14, 2000 ¹	

(SB 365 (Art. 1, Sec. 1.38, Cont.))

¹Completion has surpassed the previous December 15, 1999 target date. Upon staffing of the final draft of the policy, several issues surfaced. A meeting between Classification and Records, State Council for Offenders and Executive Services was held on March 22, 2000. A new draft policy with changes from the meeting will be sent to Executive Services by March 28, 2000. Final approval of the policy is expected by April 14, 2000.

²Mail out to unit wardens for posting in offender housing, common areas and law library.

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

IMPLEMENTATION PLAN FOR LEGISLATION PASSED BY THE 76TH LEGISLATURE

BILL NUMBER:	SB 365 (Art. 1, Sec. 1.39)	BILL AUTHOR/SPONSOR:	Brown/McCall
STATUTORY CITATION:	Section 509.011 Government Code		
SUBJECT:	Basic Supervision Operating Reserves		
IMPLEMENTATION RESPONSIBILITY:	Susan Cranford, Director, TDCJ-CJAD		
EFFECTIVE DATE:	September 1, 1999		

BILL SUMMARY:	<p>Amends Section 509.011, Government Code, by adding Subsections (g) and (h), to authorize CJAD to reduce per capita and formula funding for CSCDs that have more than six months' basic supervision operating costs in reserves. It authorizes TDCJ to adopt policies and standards permitting CSCDs to exceed the six-month cap as necessary to cover emergency costs or implement new programs. It authorizes the division to distribute unallocated funds to CSCDs for community supervision and corrections purposes. It authorizes CSCDs to return unexpended funds to the TDCJ. Finally, it authorizes the division to distribute funds received from CSCDs to provide supplemental funds to individual departments to further the purposes of this chapter.</p>
----------------------	--

STEPS	PERSON(S) RESPONSIBLE	TARGET DATE	DATE COMPLETED
1. Notify the Community Supervision and Corrections Departments of the impact of this legislation in the legislative update packet for CSCDs.	John Orton	July 9, 1999	July 9, 1999
2. Meet with Fiscal Issues Committee to discuss process of implementation of changes.	Tom Chandonnet	August 12, 1999	August 12, 1999
3. Present information on the implementation process to the Judicial Advisory Council (JAC).	Tom Chandonnet	September 10, 1999	September 10, 1999
4. Establish any necessary changes to TDCJ-C JAD policies to implement the change.	Tom Chandonnet	September 30, 1999	October 12, 1999
5. Update Financial Management Manual to incorporate changes in the treatment of fund balances.	Marcia Roberts	September 30, 1999	September 27, 1999
6. Notify CSCDs who have an excess of six-months Basic Supervision fund balance of the reduction of state aid in FY01. ¹	Tom Chandonnet	January 31, 2000	January 21, 2000

¹On January 21, 2000, CJAD notified the departments with over six-months that their FY01 state funds will be reduced to match the amount in excess. Technically, this notification implements the change. However, the actual adjustments will not begin until September 1, 2000 when CJAD sends out the FY'01 basic supervision funding.

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

IMPLEMENTATION PLAN FOR LEGISLATION PASSED BY THE 76TH LEGISLATURE

BILL NUMBER:	SB 365 (Art. 1, Sec. 1.40)	BILL AUTHOR/SPONSOR:	Brown/McCall
STATUTORY CITATION:	Section 509.015 Government Code		
SUBJECT:	Community Justice Plans/Feasibility Study		
IMPLEMENTATION RESPONSIBILITY:	Susan Cranford, Director, TDCJ-CJAD		
EFFECTIVE DATE:	September 1, 1999		

BILL SUMMARY:
<p>This bill requires a reexamination of the CJP process by TDCJ-CJAD and the field via a feasibility study. Possible advantages and costs are: Advantages - The CJP feasibility study rider will impact the CSCDs positively by encouraging a broad-based, collaborative participation in determining the content, detail, components and length of the CJP. Every CSCD will have the opportunity to provide input and comment; several CSCDs will be members of an active study committee. An eventual, long-term impact may be a modified, streamlined CJP, which will have greater collaborative usefulness to all stakeholders and will take fewer human and other resources for composition, review, analysis and document transmittal and storage. Expenses - There will be human resources costs of travel and participation in the committee gathered to analyze the CJP process. There will be minor survey and mailing costs; fax expenses are also likely. This expense will impact selected CSCDs and TDCJ-CJAD. It is anticipated that the CJP Feasibility Study and Revision Committee will convene at least three times during FY2000, and possibly once for finalization in FY2001.</p>

STEPS	PERSON(S) RESPONSIBLE	TARGET DATE	DATE COMPLETED
1. Nomination of members for CJP Revision Feasibility Committee (CJP-RFC) from the field and within TDCJ-CJAD	Victoria Trinidad	August 15, 1999	August 20, 1999
2. CJP-RFC Meeting to develop a field survey and to begin discussion of possible revision	Victoria Trinidad, E. Anne Brockett	September 30, 1999	October 14, 1999
3. Finalize and Mail Field Survey	E. Anne Brockett	December 31, 1999	November 30, 1999
4. CJP-RFC Meetings (3) - Survey Tabulations and Draft of Revision Plan to TDCJ-CJAD Managers	E. Anne Brockett	Jan. 2000-Dec. 2000	
5. Final Report to TDCJ and Legislative Budget Board	Victoria Trinidad, E. Anne Brockett	January 15, 2001	

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

IMPLEMENTATION PLAN FOR LEGISLATION PASSED BY THE 76TH LEGISLATURE

BILL NUMBER:	SB 365 (Art. 1, Sec 1.41)	BILL AUTHOR/SPONSOR:	Brown/McCall
STATUTORY CITATION:	Section 2251.001, Government Code		
SUBJECT:	Interest to Vendors on Late State Payments		
IMPLEMENTATION RESPONSIBILITY:	Art Mosley, Deputy Executive Director John Benestante, Assistant Director, TCI		
EFFECTIVE DATE:	September 1, 1999		

BILL SUMMARY:	<p>Provides that TCI is a vendor for the purposes of § 2251.026, Government Code. This section conditionally provides for the comptroller to automatically compute and pay vendors interest on a payment by a state agency that becomes overdue on or after 1 September 1999.</p>
----------------------	---

STEPS	PERSON(S) RESPONSIBLE	TARGET DATE	DATE COMPLETED
Request from the TDCJ General Counsel an opinion as to the Legislature's intent in enrolling SECTION 1.41, SB 365.	John Benestante	7/1/99	6/28/99
Contact the comptroller's office, verify that TCI is defined as a vendor in their payment program and secure a copy of their rules developed to implement the provisions of HB 1209, 75 th Legislature.	John Benestante	9/1/99	9/1/99

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

IMPLEMENTATION PLAN FOR LEGISLATION PASSED BY THE 76TH LEGISLATURE

BILL NUMBER:	SB 365 (Art. 1, Sec. 1.42)	BILL AUTHOR/SPONSOR:	Brown/McCall
STATUTORY CITATION:	Subsection (a), Section 8, Article 42.09, Code of Criminal Procedure		
SUBJECT:	Documents Required at Intake of Offender		
IMPLEMENTATION RESPONSIBILITY:	Gary Johnson, Director, Institutional Division		
EFFECTIVE DATE:	September 1, 1999		

BILL SUMMARY:	<p>Section 1.42 of this bill modifies the requirements for certain documents to be delivered to the department by a county when an offender is to be incarcerated. The change is found at (10) of the code and adds "if prepared" to the requirement for a presentence or postsentence investigation report (PSIR).</p> <p>This change will require the department to review the Document Checklist. The PSIR has been a required document. It will now be required only if prepared under Section 9, Article 42.12 of the Code of Criminal Procedures.</p>
----------------------	---

STEPS	PERSON(S) RESPONSIBLE	TARGET DATE	DATE COMPLETED
1. CJAD will notify the Community Supervision and Corrections Departments (CSCDs) in the Legislative Update packet passed out at the July 9, 1999 Judicial Advisory Council (JAC) meeting and also mail packets to CSCDs	John Orton	July 9, 1999	July 9, 1999
2. CJAD will send field correspondence to CSCDs clarifying pre and post-sentence requirements	John Hill	August 15, 1999	August 13, 1999
3. Review and modify (as appropriate) current Document Checklist for language of PSIR requirement	Mike Countz or designee	August 15, 1999	August 25, 1999

4. Review and modify (as appropriate) intake procedures related to verification of documents required under Art. 42.09, Sec. 8, CCP	Mike Countz or designee	August 15, 1999	August 31, 1999
---	-------------------------	-----------------	-----------------

(SB 365, Art. 1, Sec. 1.42, Cont.)

5. Dependant upon Document Checklist review, notify county sheriffs of changes	Mike Countz or designee	September 1, 1999	August 26, 1999
6. Implement any intake procedure modifications necessary	Mike Countz or designee	September 1, 1999	August 31, 1999

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

IMPLEMENTATION PLAN FOR LEGISLATION PASSED BY THE 76TH LEGISLATURE

BILL NUMBER:	SB 365 (Article 1, Sec. 1.43)	BILL AUTHOR/SPONSOR:	Brown/McCall
STATUTORY CITATION:	Article 42.12, Subsection(k) Section 9, (Article 1, Section 1.43) and Article 42.09 Subsection (a), Section 8, (Article 1, Section 1.42), Code of Criminal Procedure		
SUBJECT:	Postsentence Investigation (PSI) Reports		
IMPLEMENTATION RESPONSIBILITY:	Susan Cranford, Director, TDCJ-CJAD		
EFFECTIVE DATE:	September 1, 1999		

BILL SUMMARY:	Amends section 9(k), Article 42.12, Code of Criminal Procedure to authorize, rather than require, postsentence investigation reports. Presentence investigation reports will still be required.*
----------------------	--

STEPS	PERSON(S) RESPONSIBLE	TARGET DATE	DATE COMPLETED
1. Notify the CSCDs in the Legislative Update packet passed out at the July 9, 1999 Judicial Advisory Council (JAC) meeting and also mail packet to CSCDs	John Orton	July 9, 1999	July 9, 1999
2. Send field correspondence to CSCDs clarifying pre- and postsentence requirements.	John Hill	August 15, 1999	August 13, 1999
3. Send field a copy of correspondence sent by TDCJ-Classification to Sheriffs and district clerks in Texas on affects of this legislation and documents required for admittance into the TDCJ-system.	John Hill	September 9, 1999	September 9, 1999

*CJAD will notify CSCDs that legislation amending section 8(a), Article 42.09, Code of Criminal Procedure, specifies that CSCDs must send presentence or postsentence investigation reports to the TDCJ if they are prepared.

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

IMPLEMENTATION PLAN FOR LEGISLATION PASSED BY THE 76TH LEGISLATURE

BILL NUMBER:	SB 365 (Article 1, Sec. 1.44)	BILL AUTHOR/SPONSOR:	Brown/McCall
STATUTORY CITATION:	Article 42.12, Code of Criminal Procedure		
SUBJECT:	Residential Aftercare Payments		
IMPLEMENTATION RESPONSIBILITY:	Susan Cranford, Director, TDCJ-CJAD		
EFFECTIVE DATE:	September 1, 1999		

BILL SUMMARY:	<p>Defendants may be required to pay a fee in an amount established by the judge for residential aftercare required as part of the treatment plan following completion of the Substance Abuse Felony Punishment Program. The clerk of the court that collects the imposed fee shall remit the fee to the comptroller, and the comptroller will deposit the fee into the general revenue fund. The judge may not establish a fee that is greater than 25 % of the defendant's gross income and the judge may not require a defendant to pay a fee at any other time than a time at which the defendant is both employed and a participant in residential aftercare.</p>
----------------------	--

STEPS	PERSON(S) RESPONSIBLE	TARGET DATE	DATE COMPLETED
1. Notify CSCDs of statutory changes at the Judicial Advisory Council meeting and publish in a legislative update packet to CSCDs.	John Orton	July 9, 1999	July 9, 1999
2. Notify CSCD's SAFFP coordinators, SAFFP Wardens, etc., of statutory changes through field correspondence.	Rachele Smith John Orton	August 15, 1999	August 13, 1999

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

IMPLEMENTATION PLAN FOR LEGISLATION PASSED BY THE 76TH LEGISLATURE

BILL NUMBER:	SB 365 (Art. 1, Sec. 1.51)	BILL AUTHOR/SPONSOR:	Brown/McCall
STATUTORY CITATION:	Sec. 19.005, Education Code		
SUBJECT:	Eligibility to Serve High School Graduates		
IMPLEMENTATION RESPONSIBILITY:	Carl Jeffries, Director, Programs and Services Division Mike Morrow, Superintendent, Windham School District		
EFFECTIVE DATE:	September 1, 1999		

BILL SUMMARY:	
This section of the bill allows WSD to serve high school diploma (HSD) graduates with money from the foundation school fund.	

STEPS	PERSON(S) RESPONSIBLE	TARGET DATE	DATE COMPLETED
1. Solicit input for adopting guidelines to serve HSD offenders	Mike Morrow	09-01-99	09-01-99
2. Revise policies and computer programs to allow contact hours credit for HSD offenders.	Mike Morrow	02-01-00 and Ongoing ¹	01-18-00
3. Implement practice of serving HSD offenders in WSD programs	Mike Morrow	02-01-00 and Ongoing ¹	01-18-00

¹Target date changed due to policy revisions and staff training.

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

IMPLEMENTATION PLAN FOR LEGISLATION PASSED BY THE 76TH LEGISLATURE

BILL NUMBER:	SB 365 (Article 2)	BILL AUTHOR/SPONSOR:	Brown/McCall
STATUTORY CITATION:	Sections 497.052 & 497.0524 Government Code		
SUBJECT:	Private Sector Prison Industries Oversight Authority		
IMPLEMENTATION RESPONSIBILITY:	Victor Rodriguez, Director, Parole Division		
EFFECTIVE DATE:	September 1, 1999		

BILL SUMMARY:	
<p>This bill establishes that persons or their spouses cannot be public members of the Authority if certain indicated conflicts of interest exist. The bill establishes removal provisions if a member does not have or maintain the qualifications for membership and mandates that members cannot discharge their terms due to illness or disability--or have unexcused absences from more than half the regularly scheduled meetings during a calendar year.</p> <p>This bill mandates training for Authority members prior to voting, deliberating or being counted as a member in attendance at a meeting. It requires clear policy and indicates the policymaking responsibilities of the Authority and the management responsibilities of the staff, public access to speak before the Authority, and investigation of complaints.</p> <p>Training must be in the following areas:</p> <ol style="list-style-type: none">1) Legislation creating the Authority2) The programs operated by the Authority3) The role and functions of the Authority4) Rules of the Authority5) Current budget for the Authority6) Results of the most recent formal audit of the Authority	

(SB 365 (Article 2, Cont.))

BILL SUMMARY:

- 7) The requirements of:
- A) The Open Meeting Law, Chapter 551;
 - B) The Public Information Law, Chapter 552;
 - C) The Administrative Procedure Law, Chapter 2001;
 - D) Other laws relating to public officials including Conflict of Interest; and
- 8) Any applicable ethics policies adopted by The Department or the Texas Ethics Commission.

STEPS	PERSON(S) RESPONSIBLE	TARGET DATE	DATE COMPLETED
Draft rule changes to incorporate requirements.	Keith Rawls	8/1/99	7/29/99
Submit rule changes to the Authority for review and approval.	Robert Carter ¹	At next scheduled meeting of the Authority as determined by the presiding officer.	3/20/00
Post rule changes in the <i>Texas Register</i> for comment.	Robert Carter ¹	5/2/00	
Adopt the rule changes.	The Authority	At regularly scheduled meeting as determined by the presiding officer.	3/20/00
Provide training to members of the Authority.	Robert Carter ¹	In conjunction with the next scheduled meeting of the Authority prior to the business session, as determined by the presiding officer. Chairman has set the next meeting for 1/24/00.	2/23/00 All except 2 members.

¹Person responsible for implementation has changed due to staffing changes.

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

IMPLEMENTATION PLAN FOR LEGISLATION PASSED BY THE 76TH LEGISLATURE

BILL NUMBER:	SB 365 (Article 3)	BILL AUTHOR/SPONSOR:	Brown/McCall
STATUTORY CITATION:	Chapter 614, Government Code		
SUBJECT:	Texas Council on Offenders with Mental Impairments Sunset Provisions		
IMPLEMENTATION RESPONSIBILITY:	Dee Kifowit, Executive Director, TCOMI		
EFFECTIVE DATE:	September 1, 1999		

BILL SUMMARY:	
<p>SB 365 reauthorized the continuation of the Texas Council on Offenders with Mental Impairments. As part of the reauthorization, standard government code provisions for Board composition, training and responsibilities were included.</p> <p>In addition, SB 365 clarified which local or state governmental entities were included in the continuity of care process, described the type of client information that could be shared among the continuity of care entities and broadened the definition of special needs offenders to include all persons convicted of offenses. The bill also directed the Council to conduct a study on jail alternatives for persons with mental illnesses.</p>	

STEPS	PERSON(S) RESPONSIBLE	TARGET DATE	DATE COMPLETED
Develop a training manual for Council Members in compliance with statutory provisions.	Dee Kifowit	9-1-99	9-23-99
Conduct training for Council members on required statutory provisions.	Dee Kifowit	9-1-99	9-23-99
Provide training to all new members on statutory provisions on continuity of care and confidentiality provisions	Dee Kifowit	9-1-99	9-23-99
Coordinate with TCOMI members on disseminating written materials to affected entities.	Dee Kifowit	On-going	
Conduct study on jail alternatives.	Dee Kifowit	On-going	

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

IMPLEMENTATION PLAN FOR LEGISLATION PASSED BY THE 76TH LEGISLATURE

BILL NUMBER:	SB 365 (Article 4)	BILL AUTHOR/SPONSOR:	Brown/McCall
STATUTORY CITATION:	Health and Safety Code, Section 841.002, et.seq		
SUBJECT:	Civil Commitment of Sexually Violent Predators		
IMPLEMENTATION RESPONSIBILITY:	Carl Jeffries, Director, Programs and Services Melinda Hoyle Bozarth, Assistant Director, Programs and Services		
EFFECTIVE DATE:	September 1, 1999		

BILL SUMMARY:	<p>The bill establishes a process for the identification, evaluation, and outpatient civil commitment of offenders being released from the Texas Department of Criminal Justice (TDCJ). The Executive Director of TDCJ and the Commissioner of the Texas Department of Mental Health and Mental Retardation (TDMHMR) appoint a multidisciplinary team to review records of a person referred to the team. TDCJ has three representatives on the team.</p> <p>TDCJ is responsible for identifying offenders with two or more convictions for certain sex offenses. These cases are referred to the multidisciplinary team on the first day of the sixteenth month before the anticipated release of the defendant. The team is responsible for (1) determining whether the person is a repeat sexually violent offender and whether the person is likely to commit a sexually violent offense after release or discharge; (2) giving notice of that determination to TDCJ, and (3) recommending the assessment of the person for a behavioral abnormality. This determination must be made within 30 days from the date of the referral.</p> <p>If recommended by the team, TDCJ is responsible for securing an expert to conduct a clinical assessment based on testing for psychopathy, a clinical interview and other appropriate assessments. The results of the assessment are given to TDCJ. TDCJ then determines whether the person suffers from a behavioral abnormality that makes the person likely to engage in a predatory act of sexual violence. If TDCJ determines that the person suffers from a behavioral abnormality, TDCJ shall give notice of that determination and provide corresponding documentation to the attorney representing the state.</p> <p>If the attorney representing the state files a petition for the civil commitment of the offender, the court shall appoint State Counsel for Offenders to represent the offender.</p>
----------------------	--

STEPS	PERSON(S) RESPONSIBLE	TARGET DATE	DATE COMPLETED
Budget request submitted by State Counsel for Offenders	John Fant	June 14, 1999	June 14, 1999
Memo requesting offenders be identified	Melinda Bozarth	June 18, 1999	June 18, 1999

(SB 365, Art. 4, cont.)

DPO 1 submitted requesting all sex offenders currently serving a conviction for a sex offense who are scheduled for release between January 1, 2000 and April 30, 2001 be identified	Julie Sparkman	June 24, 1999	June 24, 1999
Letters from Wayne Scott and Karen Hale appointing multidisciplinary team	Wayne Scott	June 25, 1999	June 25, 1999
All sex offenders currently serving a conviction for a sex offense who are scheduled for release between January 1, 2000 and April 30, 2001 are identified	Data Services	July 1, 1999	July 1, 1999
TCIC/NCIC access obtained	Data Services	TBD	July 20, 1999
Offenders convicted of two sex convictions scheduled for release during the next 16 months are identified	Michele Hoot	Ongoing	Ongoing
Offenders are transferred to the Goree, Hightower and Holliday units for evaluation	Mike Countz	Ongoing	Ongoing
Organizational meeting of the multidisciplinary team	Melinda Bozarth	July 12, 1999	July 12, 1999
Submit preliminary purchase request to hire expert services	Melinda Bozarth	August 10, 1999	August 10, 1999
Policy and procedures drafted concerning the operation of the multidisciplinary team	Melinda Bozarth	August 15, 1999	August 13, 1999
Notices sent to multidisciplinary team on offenders scheduled for release	Melinda Bozarth	September 1, 1999 and Ongoing	September 2-3, 1999 and Ongoing
Multidisciplinary team reviews records of offenders scheduled for release to determine whether the person is a repeat sexually violent offender and whether the person is likely to commit a sexually violent offense after release or discharge and gives notice of that determination to TDCJ	Multidisciplinary Team	September 2-3, 1999 and Ongoing	September 2-3, 1999 and Ongoing

TDCJ secures expert services to conduct testing for psychopathy, a clinical interview, and other appropriate assessments	Melinda Bozarth	September 7-10, 1999 and Ongoing	September 20, 1999 and Ongoing
TDCJ determines whether the person suffers from a behavioral abnormality and if so, refers to Prison Prosecution Unit	Melinda Bozarth	September 15, 1999 and Ongoing	September 15, 1999 and Ongoing
Prison Prosecution Unit files petition for civil commitment proceedings	Prison Prosecution Unit	September 1999 and Ongoing	October 1999 and Ongoing
State Counsel for Offenders appointed to represent indigent offenders	John Fant	September 1999 & Ongoing	September 1999 & Ongoing

COUNCIL ON SEX OFFENDER TREATMENT

IMPLEMENTATION PLAN

FOR LEGISLATION PASSED BY THE 76TH LEGISLATURE

BILL NUMBER:	SB365	BILL AUTHOR/SPONSOR:	Brown
STATUTORY CITATION:	HEALTH & SAFETY CODE Article 4 Title 11 §841.007		
SUBJECT:	Civil Commitment of Sexually Violent Predators		
IMPLEMENTATION RESPONSIBILITY:	Council on Sex Offender Treatment (CSOT)		
OBJECTIVE:	Provide appropriate and necessary treatment and supervision through the case management system.		
EFFECTIVE DATE:	September 1, 1999		

BILL SUMMARY:

The council will be responsible for providing appropriate and necessary treatment and supervision through a case management system for sexually violent predators (SVP) who have been civilly committed.

The outpatient treatment and supervision must begin on the person's release from a secure correctional facility or discharge from a state hospital and must continue until the person's behavioral abnormality has changed to the extent that the person is no longer likely to engage in a predatory act of sexual violence.

The bill would require the council to do the following:

- Administer the chapter;
 - adopt rules under §841.141 Rulemaking Authority that are consistent with the purposes of the chapter;
 - by rule develop standards of care and case management for persons committed under the chapter;
 - have a council member as a representative on the Texas Department of Criminal Justice (TDCJ) Multidisciplinary Team;
 - provide a case manager for supervision for the SVP;
 - shall approve and contract for the provision of a treatment plan for the committed person to be developed by the treatment provider;
 - provide counseling through a treatment provider for the SVP;
 - shall contract for any necessary supervised housing for the SVP;
 - enter into an Interagency Agreement with the Texas Department of Public Safety for the provision of tracking services for the SVP, and
 - shall contract for an expert to perform the biennial examination for the SVP.
-

STEPS	RESPONSIBLE PARTY	TARGET DATE	DATE COMPLETED
Form a civil commitment task force to draft rules and contractor criteria.	Council on Sex Offender Treatment (CSOT)	July 9, 1999	July 9, 1999
Prepare Task Sheet.	Kelly Page	July 23, 1999	July 21, 1999
Complete agreement for professional services with Dr. Matthew Ferrara.	Kelly Page	August 4, 1999	August 4, 1999
Prepare agenda for 09/17/99 CSOT meeting.	Kelly Page	August 9, 1999	August 9, 1999
Meet with the Texas Department of Public Safety (DPS) to discuss Interagency Agreement and conditions.	Kelly Page	August 10, 1999	August 10, 1999
Submit 09/17/99 CSOT agenda to David Richards, staff attorney, for review.	Kelly Page	August 10, 1999	August 10, 1999
Submit 09/17/99 agenda to Kim Wolfe, Office of General Council, to review and submit to the Secretary of State.	Emily Mathers	August 11, 1999	September 1, 1999
Meet with the Texas Department of Mental Health / Mental Retardation (TDMH/MR) to discuss Interagency Agreement and conditions.	Kelly Page	August 12, 1999	August 12, 1999
Prepare projected civil commitment budget.	Jann Melton-Kiesel	August 18, 1999	August 9, 1999
Civil committee task force meeting.	Kelly Page	September 3, 1999	July 14, 1999
Draft rules relating to civil commitment.	Civil commitment task force	September 3, 1999	September 3, 1999
Draft standards of housing requirements.	Civil commitment task force	September 3, 1999	September 3, 1999
Draft standards for case manager.	Civil commitment task force	September 3, 1999	Currently in DRAFT form
Draft standards for expert who will perform biennial examination.	Civil commitment task force	September 3, 1999	ON GOING
Draft conditions for Interagency Agreement with DPS.	Civil commitment task force	September 3, 1999	Contract sent to DPS on March 17, 2000
Draft conditions for Interagency Agreement with the TDMH/MR.	Civil commitment task force	September 3, 1999	NO ACTION TAKEN
Draft housing requirements.	Civil commitment task force	September 3, 1999	ON GOING
Meet with TDCJ, staff (Cathy Drake, Mike McManus and Melinda Bozarth) to discuss the Council "piggybacking" on their existing housing contracts.	Kelly Page and David Richards	September 9, 1999	TDCJ agreed to allow the Council to Piggyback on existing contracts if a public hearing was conducted. Would allow 15 beds each year. MOU to be drafted by TDCJ.
Complete first draft of rules for Council review.	Kelly Page, David Richards (Staff Attorney) and Dr. Matthew Ferrara	September 15, 1999	September 14, 1999

STEPS	RESPONSIBLE PARTY	TARGET DATE	DATE COMPLETED
Draft Interagency Agreement with DPS.	Kelly Page and David Richards	September 15, 1999	DELIVERED TO DPS ON MARCH 17, 2000
Draft Interagency Agreement with TDMH/MR.	Kelly Page and David Richards	September 15, 1999	NO ACTION TAKEN
Draft proposed contract for expert who will provide biennial examination.	Kelly Page and David Richards	TABLED	ON GOING
CSOT Meeting. Review and amend proposed rules, Interagency Agreements, professional service/qualifications for the SVP treatment provider and housing requirements.	CSOT	September 17, 1999	Rules- September 17, 1999
Contact La Villa Housing Contractor	Kelly Page	September 20, 1999	Spoke with John Bonner on 09/20/99. Unable to assist with housing, pending court matter.
Contact Beaumont Housing Contractor	Kelly Page	September 20, 1999	Spoke with John Bonner on 09/20/99. Will be able to assist with housing.
Contact Houston Housing Contractor	Kelly Page	September 20, 1999	Spoke with Laura Choi on 09/20/99. Is not interested in assisting with housing.
Contact El Paso Housing Contractor	Kelly Page	September 20, 1999	Spoke with Tim West on 09/20/99. Will be able to assist with housing.
Contact Dallas Housing Contractor	Kelly Page	September 20, 1999	September 18, 1999
Prepare NOTICE FOR PUBLIC HEARING for La Villa	Kelly Page and David Richards	September 20, 1999	NO ACTION TAKEN
Overnight notice to La Villa newspaper	Emily Mathers	September 21, 1999	NO ACTION TAKEN
Publication in La Villa newspaper	LOCAL LA VILLA PAPER	September 22-24, 1999	NO ACTION TAKEN
Prepare NOTICE FOR PUBLIC HEARING for Beaumont	Kelly Page and David Richards	September 21, 1999	Draft prepared 09/21/99 NO ACTION TAKEN
Overnight notice to Beaumont newspaper	Emily Mathers	September 24, 1999	NO ACTION TAKEN BEAUMONT WITHDREW INTENT ON 09/22/99.
Prepare NOTICE FOR PUBLIC HEARING for Houston	Kelly Page and David Richards	September 24, 1999	NO ACTION TAKEN
Overnight notice to Houston newspaper	Emily Mathers	September 24, 1999	NO ACTION TAKEN
Prepare NOTICE FOR PUBLIC HEARING for Dallas	Kelly Page and David Richards	September 29, 1999	September 28, 1999
Overnight notice to Dallas newspaper	Emily Mathers	September 29, 1999	September 29, 1999
Publication in Beaumont newspaper	LOCAL BEAUMONT NEWSPAPER	October 1-3, 1999	NO ACTION TAKEN BEAUMONT WITHDREW INTENT ON 09/22/99.

STEPS	RESPONSIBLE PARTY	TARGET DATE	DATE COMPLETED
Submit civil commitment "Treatment Provider" guidelines to Kim Wolfe for publication in the <i>Texas Register</i> .	Emily Mathers	October 1, 1999	September 28, 1999
Publication in Dallas newspaper	Dallas newspaper	October 1-3, 1999	October 1-3, 1999
Complete proposed rules relating to civil commitment and submit to Office of General Counsel (Kim Wolfe).	Kelly Page, David Richards and Dr. Matthew Ferrara	October 1, 1999	September 28, 1999
Publication in Houston newspaper	LOCAL HOUSTON NEWSPAPER	October 2-4, 1999	NO ACTION TAKEN
Submit civil commitment rules to the Secretary of State for the <i>Texas Register</i> .	Kim Wolfe	October 4, 1999	October 4, 1999
Prepare NOTICE FOR PUBLIC HEARING for El Paso	Kelly Page and David Richards	October 5, 1999	September 27, 1999
Overnight notice to El Paso newspaper	Emily Mathers	October 5, 1999	September 29, 1999
Submit drafts of RFPs to David Richards for review.	Kelly Page	October 5, 1999	October 4, 1999
Make arrangements for bilingual staff in El Paso	Emily Mathers	October 6, 1999	October 4, 1999
Submit MOU with TDCJ to Grants Management for approval.	Kelly Page	October 7, 1999	October 7, 1999
Draft proposed job posting for professional services/qualifications for the SVP treatment provider.	Kelly Page and David Richards	October 10, 1999	October 11, 1999
Mail a copy of proposed civil commitment rules to registrants.	Emily Mathers	October 11, 1999	October 11, 1999
Grants Management to complete the review and approve MOU with TDCJ	Linda Gee	October 12, 1999	October 12, 1999
Submit draft RFPs, Texas Register Notice & Proposed Scope of Work (format) for review to Grants Management.	Kelly Page	October 15, 1999	October 13, 1999
Civil commitment rules published in the <i>Texas Register</i> .	Kim Wolfe	October 15, 1999	October 15, 1999
Comment period starts on civil commitment rules.	Kim Wolfe	October 16, 1999	October 16, 1999
Publication in El Paso newspaper	El Paso newspaper	October 17-19, 1999	October 2-4, 1999
Send Case Manager RFP to Kim Wolfe for publication in the Texas Market Place and Texas Register	Kelly Page	October 20, 1999	October 20, 1999
Meet with Judge Underwood, Montgomery County to discuss the Council's role in the management of civil commitment.	Kelly Page and David Richards	October 21, 1999	October 21, 1999
<i>Texas Register</i> Notice Submitted to Secretary of State (relating to RFPs).	Office of General Counsel	October 25, 1999	October 21, 1999

STEPS	RESPONSIBLE PARTY	TARGET DATE	DATE COMPLETED
Send Case Manager RFP to Texas Market Place and Texas Register for publication	Robin Nissen	October 27, 1999 NOON	October 27, 1999
Notify all probation officers about civil commitment "Case Manager" guidelines with an application.	Emily Mathers	October 28, 1999	October 28, 1999
Notify all registrants about civil commitment "Treatment Provider" guidelines with an application.	Emily Mathers	October 28, 1999	October 28, 1999
RFP Notice Published in the Texas Register. Issue RFP.	Kelly Page and Office of General Counsel	October 29, 1999	November 1, 1999
News release - Dallas Public Hearing relating to housing civilly committed individuals.	Doug McBride	November 2, 1999	November 2, 1999
Public comment on housing in Beaumont	Kelly Page and David Richards	November 4, 1999	NO ACTION TO BE TAKEN
Public Hearing for housing in Dallas.	Kelly Page, David Richards, Emily Mathers, Debbie Peterson, TDCJ, DPS, Victims Advocate, and Council Reps.	November 4, 1999	November 4, 1999 No opposition
Prepare agenda for CSOT 11/30/99, meeting. David Richards to review.	Kelly Page	November 5, 1999	November 6, 1999
Issuance of RFP (case managers) and RFQ (treatment providers).	Kelly Page	November 8, 1999	November 8, 1999
Submit 11/30/99 CSOT agenda to Kim Wolfe to review and submit to the Secretary of State.	Emily Mathers	November 8, 1999	November 8, 1999
Meeting with Debra Stabeno, Richard Bays and Jim Zukowski to discuss civil commitment.	Kelly Page	November 9, 1999	November 9, 1999
Meeting with Dr. Meyer, Jim Zukowski, and Richard Bays to discuss halfway housing.	Kelly Page and David Richards	November 12, 1999	November 12, 1999
Public comments on civil commitment rules closes.	Secretary of State	November 14, 1999	November 14, 1999
Deadline to submit written questions regarding RFP and RFQ.	Kelly Page	November 15, 1999	November 15, 1999
News release - El Paso Public Hearing relating to housing civilly committed individuals.	Doug McBride	November 15, 1999	November 5, 1999 Facility withdrew Hearing canceled
Public Hearing for housing in El Paso	Kelly Page, David Richards, TDCJ, DPS, Victims Advocate, and Council Rep.	November 16, 1999	November 5, 1999 Facility withdrew Hearing canceled
Presentation to the Texas Board of Health	Kelly Page, Jim Zukowski and Richard Bays	November 19, 1999	November 19, 1999
Deadline for submissions of applications for RFQ and RFP.	Kelly Page	November 24, 1999	November 24, 1999

STEPS	RESPONSIBLE PARTY	TARGET DATE	DATE COMPLETED
CSOT Meeting	CSOT	November 30, 1999	November 30, 1999
Committee to review applications for Case Managers and Treatment Providers	CSOT	November 30, 1999	November 30, 1999
Contract Development & Execution for Case Managers and Treatment Providers	Grants Management	December 1-30, 1999	February 2000
Written Notification to Selected Applicants and all applicants for Case Manager and Treatment Provider. Notice of Awardee is posted on the EBD.	Kelly Page and Emily Mathers	December 3, 1999	December 28, 1999
Provide complete responses to public comment and final rules to Kim Wolfe.	Kelly Page and David Richards	December 6, 1999	December 7, 1999
First Civil Commitment Trial to begin in Montgomery County.	Kelly Page	December 6, 1999	Reset for June 20, 2000
Final rules sent to the Secretary of State.	Kim Wolfe	December 10, 1999	December 21, 1999
Estimated contract begin date for Case Managers and Treatment Providers	CSOT	January 1, 2000	February 15, 2000
Rules effective.	Kim Wolfe	January 1, 2000	January 1, 2000
Civil Committee Task Force Meeting to work on policy and procedure manuel.	Kelly Page	March 31, 2000	March 31, 2000
Entered into a contract with Matthew Ferrara to prepare release criteria	Kelly Page	May 2000	April 26, 2000
Prepare an Exceptional Item Request for FY 2002-2003 Legislative Appropriations Request	Kelly Page, Debbie Peterson, Jann Melton-Kissel	April 2000	April 27, 2000
TDH Initiative - regarding Exceptional Item Request- 10 year cost estimate requested by Richard Bays	Jann Melton-Kissel, Debbie Peterson, Jim Zukowski, Kelly Page	May 2000	Currently in DRAFT form
Civil Committee Task Force Meeting to work on policy and procedure manuel.	Kelly Page	May 5, 2000	May 5, 2000 ON GOING
Prepare RFP for housing.	Kelly Page and David Richards	May 2000	ON GOING
Prepare documents for SVP State Attorney regarding deposition of Kelly Page.	Kelly Page and Emily Mathers	June 2, 2000	June 23, 2000
Provide information at Senate Criminal Justice hearing.	Kelly Page, David Richards, Liles Arnold, Jim Zukowski	May 24, 2000	Kelly Page, David Richards, and Liles Arnold
Prepare Release/Criteria draft for SVP.	Dr. Matt Ferrara	May 2000	Currently in DRAFT form

STEPS	RESPONSIBLE PARTY	TARGET DATE	DATE COMPLETED
First Civil Commitment Trial to begin in Montgomery County.	Kelly Page, David Richards	June 20, 2000	Non-suit on or about June 21, 2000
Deposed by State Attorney representing respondents for civil commitment	Kelly Page	June 30, 2000	June 30, 2000
Conduct civil commitment case management training to providers and members.	Liles Arnold, Matt Ferrara, and Kelly Page	September 16 and 17, 2000	
Submit standards for expert who will perform biennial examination to Linda Gee, Grants Management.	CSOT	October 2000	