

TEXAS CIVIL COMMITMENT OFFICE

 <p>POLICY AND PROCEDURE</p>	<p>NUMBER: 5.1</p> <p>EFFECTIVE DATE: 07/20/2022</p> <p>SUPERCEDES: 06/15/2022</p>
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SUBJECT: RELEASE PLANNING

PURPOSE: To establish a process to assist clients in planning for release to Tier Five.

DEFINITIONS:

“Agent Case Manager” is a person employed by the Texas Civil Commitment Office (TCCO) who performs duties related to assisting a supervising Case Manager such as developing and investigating home plans and employment for clients.

PROCEDURE:

I. Release Planning

- A.** Release planning shall begin as soon as the client enters the tiered sex offender treatment program.
- B.** The Case Manager shall ensure a client completes the Release Planning Proposed Residence Plan form (TCCO-16-16) within thirty (30) calendar days of the client’s arrival at the Texas Civil Commitment Center (TCCC), supervised housing or other contract facility to determine if there are any viable home plans and employment when the client is approved to live in less restrictive housing. The Case Manager shall provide a copy of the completed TCCO-16-16 to the client within two (2) workings days of receipt and instruct the client to advise the Case Manager when additional home plans or employment opportunities have been identified.
- C.** A viable home plan includes but is not limited to:
 - 1.** The residence is not in a child safety zone as established or modified by the TCCO Administration;
 - 2.** The sponsor or landlord, if applicable, is aware of the client’s civil commitment status and is willing to allow the client to live in the residence;

3. If other individuals such as family members or roommates reside at the home plan, they shall be aware and willing to abide by the client's Community-Based Civil Commitment Rules (TCCO-05-16) including but not limited to: no internet/cable services; approval of visitors to the residence and whole residence/property searches;
 4. Sex offender treatment is within a reasonable travel distance;
 5. Applicable resources are available to the client e.g., medical, mental health;
 6. There are no children in the residence;
 7. The victim does not live in the residence;
 8. The residence does not conflict with any civil commitment rules; and
 9. There is no city ordinance prohibiting the client from living at that location.
- D. The Case Manager shall ensure the client completes a new TCCO-16-16 within thirty (30) calendar days of a client entering Tier Four (4) of treatment and within two (2) working days of the Case Manager being notified of any changes or updates.
- E. The Case Manager shall scan all TCCO-16-16 forms in the case management automated system within two (2) working days of completion.

II. Developing and Investigating Home Plans and Employment

- A. The investigation of home plans begin when the Director of Case Management Services (DCM) assigns the investigation of the home plan to a Case Manager.
- B. In the event a client does not have any viable home plan or employment, the Supervising Case Manager and Agent Case Manager shall work with the client and community resources in the county of the last conviction for a sexually violent offense to develop viable options. If there are no resources in the county of last conviction, the DCM, with the approval of the Executive Director, will identify an alternative county or counties where resources are available.
- C. Prior to investigating a proposed home plan, the Agent Case Manager shall conduct a Google Maps search for a child safety zone, by entering the address and searching "nearby" for schools, parks, daycares, playgrounds and arcades. If a child safety zone exists, the investigation of the proposed home plan will be discontinued.
- D. All proposed home plans reviewed via Google Maps shall be documented in SharePoint under Reentry Searches and Reentry Housing, completing as many items as necessary in the Reentry Housing spreadsheet. Additionally, a Housing Search Form (TCCO-01-22) shall be completed for each proposed home plan where contact has been attempted or made with an individual. This information shall be placed in the Reentry Housing spreadsheet in SharePoint. Completed forms shall be maintained in the Agent Case Manager's office and shall be scanned to SharePoint.

- E. Once a proposed home plan has been investigated and appears to be a viable option, the supervising or Agent Case Manager shall submit the Release Planning Proposed Residence Plan Investigation form (TCCO-27-16) within five (5) workdays.

- F. The Case Manager shall refer to TCCO policy 5.2 *Transition to Home Plan* for procedures regarding the completion and submission of a home plan packet.

SIGNATURE ON FILE

Marsha McLane
Executive Director

Associated Forms

- Release Planning Proposed Residence Plan (TCCO-16-16)
- Release Planning Proposed Residence Plan Investigation form (TCCO-27-16)
- Housing Search Form (TCCO-01-22)