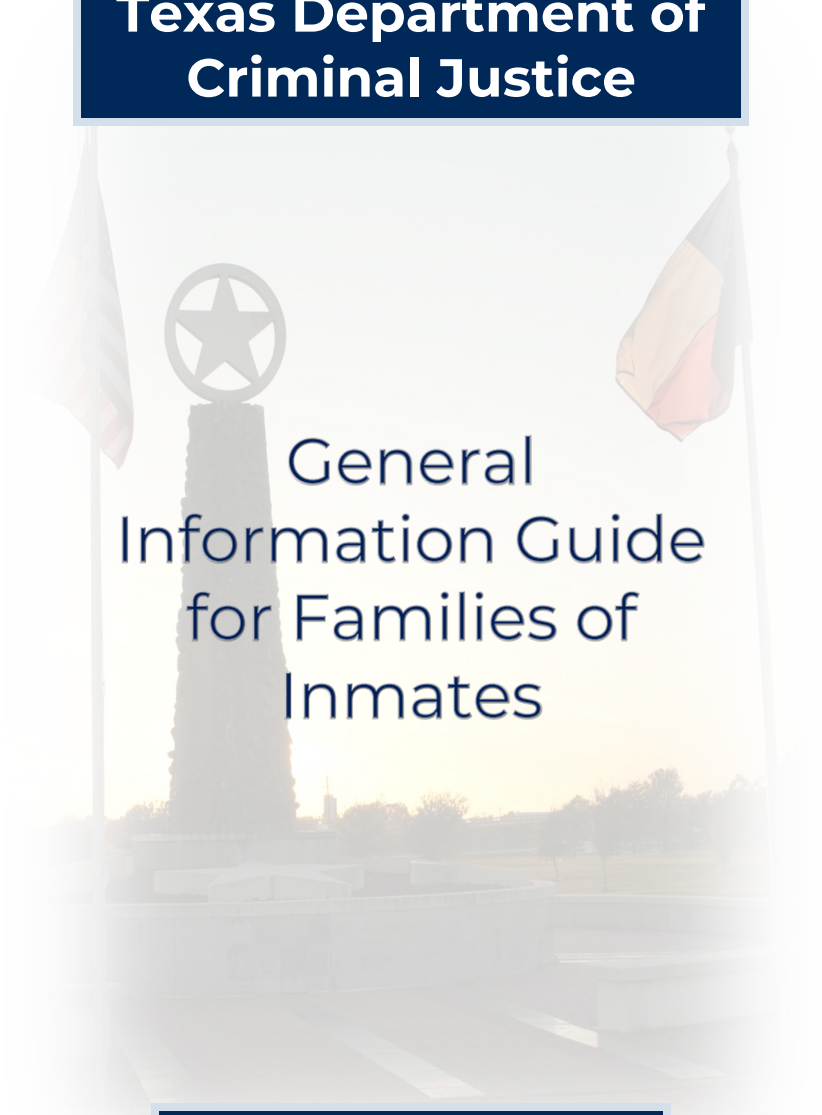
Texas Department of Criminal Justice



General Information Guide for Families of Inmates

Executive Affairs
May 2026

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.



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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** and **TDCJ number** on the envelope and must be sent to the Digital Mail Processing Center (DMPC) at the address provided below for scanning and electronic distribution.

Inmate's Full First and Last Name + TDCJ Number
PO Box 660400
Dallas, TX 75266-0400

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."

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 or present a security risk as determined by the warden or agency officials may not be allowed to write to an inmate.

Softback publications in new condition and newspapers 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; however, all such materials must be softback and in new condition. Exceptions may be granted allowing inmates enrolled in an approved continuing education course to receive hardback books if softback versions are unavailable and the book is necessary for the education of the inmate. Persons desiring to give publications directly to individual inmates must register with TDCJ and provide information on the publications they intend to send to specific inmates. Individuals must have the publications mailed from publishers or publications suppliers, including bookstores or online booksellers.

Inmates are prohibited from maintaining active social media accounts, including Facebook, X, 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 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 available to eligible inmates throughout the agency. These tablets provide access to informational, educational, rehabilitation, reentry, 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 are 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.securustech.net/tdcj/.

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 facility interface. The messages are reviewed and, upon approval, printed or delivered to the inmate's tablet and/or to the recipient's email.

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. The ITS is made available to inmates depending on their custody level, disciplinary history, and other criteria. Inmates not eligible 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 800 numbers, pay phones, international numbers, or virtual 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 Technology Services 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, *Inmate 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 Saturdays and Sundays between 8:00 a.m. and 5:30 p.m. Due to visitation demand, and if staffing levels allow, the CID director may designate units to expand normal visitation days to include Mondays, Wednesdays, or Fridays. 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 remote 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 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. However, all visits will end at 5:30 p.m., regardless of the start time.

***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) other than a student ID card 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 art. 56A.506 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 a birth certificate, pictured credit card, or other official ID. Children ages 17 years and younger may be required to provide an ID such as a birth certificate, DPS ID, or student ID, if the child's age is questionable due to the physical maturity of the child. Valid student IDs 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 18. In addition, these same inmates will not be allowed a regular visit with children under the age of 18 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.

***Special visits*:** The warden or designee may approve special visits, either contact or general. Visitors requesting a special visit shall submit the request in writing or via telephone or email to the warden or designee.

Remote Video Visitation: Inmates can participate in remote video visitation through tablets assigned to most TDCJ units (does not include tablet assigned to the inmate) or Securus kiosks located at the following units:

- Clements
- Connally
- Crain
- Garza West
- Hutchins
- Jester III
- McConnell
- Michael
- Montford
- Sanchez
- Stiles
- Travis
- Wynne

To participate in remote video visitation, you will need to create an account and visitor profile and have the visitor-to-inmate relationship approved prior to scheduling a visit. To schedule a visit, please use the information as mentioned on page 9 under *Scheduling*.

Search of Visitors and Vehicles: All vehicles and visitors are subject to search upon entering TDCJ property. Visitors shall be searched using contraband detection equipment 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, 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 cannot be offensive, and 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 $35.00 in coins and one debit or credit card. 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.

***Additional Information*:** Visits must be orderly to ensure 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

✓ Check the Inmate Information Search webpage at https://inmate.tdcj.texas.gov/InmateSearch/ to 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).

✓ If you have made special arrangements with the unit, call prior to leaving to 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, 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 $35 in coins and one debit or credit card are 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. Only senders that are on the approved visitor list or Inmate Telephone List will be allowed to deposit money 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 debit, 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.

  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, prepaid debit cards or other cards with a cash balance, foreign currency, 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 similar 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, information regarding the inmate's account activity or balance is only released to the inmate. Inmates receive monthly statements listing all trust fund account transactions for that period including depositor 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 Inmates*, 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 certain items such as water, electrolytes, cooling towels and fans; or property items such as radios, shoes, and hotpots; postage; or over-the-counter medications and vitamins; Passover and holiday items; thermals; feminine hygiene products; and hygiene packs. Property 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 (www.texas.gov/eCommDirect) through which approved senders 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 Classification and Records Department. Hardship transfer requests may be submitted to the TDCJ Classification and Records Department at P.O. Box 99, Huntsville, TX 77342-0099; Attn: OCIM 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; 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 criteria are 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 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.

This office also 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.

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
Email: io@tdcj.texas.gov

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

NOTE: The Parole Division Ombudsman has been consolidated with the Independent Ombudsman Office.

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.

TDCJ - Office of Family Services
PO Box 99
Huntsville, TX 77342-0099
Phone: 936-437-6360 or 936-437-6725
Email: ofs@tdcj.texas.gov

EDUCATION

The Windham School District (WSD) provides academic, career, and technical education and life skills programs to eligible students within the Texas Department of Criminal Justice. Students are enrolled in programs based on needs outlined on the Individualized Treatment Plan (ITP). The ITP is customized to the student's goals and educational requirements, offering recommendations for programs and classes based on a variety of factors including age, program availability, projected reentry date, and educational service needs.

The WSD's academic programs offer a range of competency-based instructional options designed to meet the varying needs of the student population. These programs support increased literacy levels with eligible students earning a high school diploma (HSD) or a certificate of high school equivalency (HSE). High school students may participate in dual enrollment with a partner community college and earn both high school and college credit simultaneously. Academic teachers use an interdisciplinary approach to promote work-

place competencies and learning in real-world contexts. Emphasis is placed on the interpersonal skills employers value. Students with limited English proficiency may receive *English as a Second Language* (ESL) services within their academic class.

The district's *Title I* program supports students under the age of 22 by providing supplemental curriculum, instruction, and transitional services designed to encourage participation in educational opportunities and completion of an HSE or HSD.

In alignment with the Individuals with Disabilities Education Act, the WSD's special education program uses various Child Find methods to identify and serve students under the age of 22 who meet the federal eligibility requirements to receive special education support. Eligible students who are age 22 and over have access to accommodations through the Americans with Disabilities Act.

The WSD's career and technology education (CTE) program offers training in over 40 courses aligned with high-demand trade areas. Each course affords students the opportunity to earn an industry-based certification or license, equipping students with the resources to be competitive in the job market. The district's CTE programs, in collaboration with TDCJ's Rehabilitation and Reentry Division, establish strong partnerships with employers, creating expanded opportunities for graduates to secure higher-wage jobs with long-term career growth potential upon reentry Additional skills training opportunities are available through expanded apprenticeship and on-the-job training programs.

The district's life skills courses are a critical component of WSD educational support services, designed to help students recognize and reshape unproductive thought patterns while building essential interpersonal skills. By supporting healthier ways of thinking, the district's life skills courses empower students to make responsible choices, cultivate positive relationships, and improve their ability to secure and maintain meaningful employment. Life skills courses help students build a sense of self-worth, boost their self-esteem, and grown into productive family members, responsible citizens of their community, and reliable employees. The WSD offers three

courses within the life skills program: *Changing Habits and Achieving New Goals to Empower Success* (CHANGES), Cognitive Intervention Program (CIP), and Parenting.

The CHANGES program is designed for students who are within two years of potential reentry. Throughout the duration of the course, students are introduced to interpersonal skills and necessary characteristics needed to productively navigate their communities and the workforce. The CHANGES curriculum consists of in-depth, paramount concepts including personal development, healthy relationships, living responsibly, drug education, psychological development, health education, and resources for reentry. These concepts are essential to developing a healthy cognitive mindset, resulting in increased growth for the students, their families, and their communities. In addition, the CHANGES program prepares students to enter the workforce by developing résumés and completing mock interviews.

CIP is designed to help students refrain from problematic behavior based on thinking errors. The primary objective of this program is to illustrate the interconnectedness of thoughts, attitudes, and beliefs with behavior and impulse regulation. Through instructional methods, role-playing, and group exercises, CIP curriculum guides students in understanding how to fulfill their own needs while respecting the rights of others. Skills learned in CIP help to improve students' social and emotional coping skills, moral reasoning, and self-esteem, aiding students in having the confidence to be productive family and community members by meeting their own needs without infringing on the rights of others.

Parenting focuses on fostering effective parenting skills through the utilization of the Prep to Parent® curriculum. Employing a communication-based and interactive educational model, this program is crafted to nurture and enhance healthy family relationships. Participants actively engage in an introspective process aimed at promoting positive personal change while developing skills in personal and family well-being, relationship needs, healthy communication skills, discipline, and household management.

The WSD is dedicated to providing a positive learning environment that enhances students' educational achievements. By participating in academic, CTE, and life skills programs, students are better equipped to secure employment and successfully integrate into their Texas communities, resulting in a productive future for themselves and their families.

Post-Secondary Education
For individuals with a high school diploma or HSE certificate, academic and career and technical education postsecondary educational opportunities are available through colleges and universities who are contracted with the WSD. Prospective students interested in higher education enrollment should request a postsecondary interest form from the postsecondary or WSD student advisor on the campus to which the student is assigned. The student advisor will discuss the available options with the student.

Associate degrees (two-year), bachelor's degrees (four-year), and master's degrees are awarded upon the completion of academic degree requirements. Credentials of value, including a certificate of completion and industry-based certification, are awarded after satisfactory completion of a career and technical education program. Students can also earn an Associate of Applied Science degree in certain career and technical education fields.

Eligibility requirements to participate in a postsecondary academic or career and technical education program are set by policy. All students must meet the admission and registration requirements of the institution.

Financial Aid: The Pell Grant, a need-based federal financial aid awarded by the U.S. Department of Education based on a completed Free Application for Federal Student Aid (FAFSA), is generally the preferred method of funding for postsecondary education. Students utilizing the Postsecondary Education Reimbursement (PSER) loan must repay the loan upon reentry as a condition of parole. Other options for paying tuition include Hazlewood Benefits, a state of Texas benefit that provides qualified veterans, spouses and dependent children with an education benefit of up to 150 hours of tuition

exemption; Direct Pay, the payment of tuition fees paid directly to the college or university by an outside source (e.g. family member or friend); and the I-25 form, *Inmate Request for Withdrawal*, which allows the student to pay for tuition fees from his/her Inmate Trust Fund.

A student who is assigned to a campus that does not offer the postsecondary academic/career and technical education program for which the student is interested will be placed on the postsecondary education waitlist for transfer. Timelines for placement will vary.

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.

It is the mission of the Manufacturing, Agribusiness and Logistics (MAL) Division to provide inmates with job skills in its industry, agribusiness, and logistics operations to enhance reentry success while producing quality products and services for the agency and governmental entities.

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, and graphic design and production.

Inmate Work & Training Programs provides work and training in the areas of 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 learn mechanical skills by working 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.

Inmates assigned to work in MAL facilities are eligible to earn work-related certifications that may be used to assist them with obtaining post-release employment. Inmates may request a job assignment at an MAL facility, to include the facility or job-skill area of interest to them to:

Inmate Work and Training Programs
P.O. Box 99
Huntsville, TX 77342-0099

The Facilities Division utilizes inmates in construction and facility maintenance. The most utilized trades are electrician; heating, ventilation, and air conditioning mechanic; plumbing; painting; construction equipment operator; concrete finishing; asbestos abatement; wastewater and water well technician; 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.

The Chaplaincy and Volunteer Services Division (CVSD) provides the faith-based Prison Fellowship Academy for both male and female inmates. The Field Ministry Program is a collaboration between the CVSD and the Heart of Texas Foundation College of Ministry. Eligible inmates may apply to the Seminary to earn an accredited Bachelor of Science in Biblical Studies.

PROGRAMS AND TREATMENT

Through the Rehabilitation and Reentry Division (RRD), eligible inmates may be provided treatment during incarceration for addiction to or use of substances or alcohol, sexual offenses, and/or other specific population rehabilitation and reentry services.

The Substance Use Treatment Program (SUTP) provides evidence-based treatment and/or educational programs that are appropriate to the identified needs of the inmate, as indicated by an evidence-based assessment tool. 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.

The Sex Offender Treatment Program (SOTP) provides eligible sex offenders meaningful treatment and/or educational programming. The primary goal of SOTP programming is to reduce the rate of re-offense and help participants adopt more prosocial behaviors thereby improving reentry and public safety.

Additional Parole-Voted programming provided by the RRD includes the Serious and Violent Offender Reentry Initiative (SVORI) for eligible male inmates within restrictive housing. Programming focuses on anger management, thinking errors, and life skills and includes partnership with the Parole Division with a continuum of care after release.

The Female Cognitive Pre-Release (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 Strength Through Restoration, Independence, Vision and Empowerment (STRIVE) and Trust, Healing, Restoration, Independence, Vision and Empowerment (THRIVE) programs are gender-specific programs which, in partnership with the WSD, Parole Division, CID, and volunteers, prepare participants for reentry with a focus on career readiness, employment referrals, gender-responsive trauma informed programming, engagement with community parole prior to release, and community support.

Other programs facilitated by the RRD included within restrictive housing are 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 gang, disruptive group, or clique and work~~ing~~ toward reentering the prison

general population; the RP-GRAD program for male inmates assigned to security detention as a member of a gang during a previous incarceration; the Corrective Intervention Pre-Release Program (CIPP) for certain inmates who are within four months of release; the Corrective Intervention Pre-Release Program-Returning Population (CIPP-RP) to prepare inmates for the transition from restrictive housing to general population; 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 breaking the generational cycle that often perpetuates 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 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.

Peer Certification training and services, offered through the RRD, identify eligible inmates who have an interest in serving their community as a Recovery Support Peer Specialist (RSOS) or Peer Recovery Support Specialist (PRSS) or Mental Health Peer Specialist (MHPS). Participants who complete training and certification requirements receive designation through the Texas Certification Board. Trained specialists work within their respective field providing substance use and mental health recovery knowledge, skill, and practical assistance, and reentry support and encouragement through their own lived experiences to their inmate peers.

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

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 inmates build appropriate life skills, healthy relationships, and adjust to the incarceration setting. These service activities often assist in the transition from prison, to community, to home.

HEALTH

TDCJ medical, dental, and behavioral health care is primarily provided to the inmates via a managed health care system: the University of Texas Medical Branch (UTMB) in the northern, eastern, and southern portions of the state; and 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 UTMB and TTUHSC.

Medical Visitation
Seriously or critically ill inmates at Hospital Galveston may be allowed family visits. The attending physician determines whether the inmate is seriously or critically ill. Upon notification from the physician, the unit health administrator shall notify the warden. The warden, or designee, will then make the appropriate notifications to the inmate's designated emergency contact.

Inmates placed on the Seriously/Critically Ill List by a licensed physician are allowed visitors in the unit infirmary or medical department at the warden's discretion with medical approval from the attending physician. The attending 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 and Reentry 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 behavioral health treatment programs are provided for inmates with behavioral health needs. Special programs are also available for inmates with physical disabilities and intellectual impairment. Standard 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.

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 protected 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 two years 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. Wellness instruction is incorporated throughout the WSD and focuses on the eight dimensions of wellness: emotional, environmental, financial, intellectual, occupational, physical, social, and spiritual. 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; being within 12 months of flat discharge, release on mandatory supervision, or parole eligibility;, no security precaution designators or confirmed security threat group affiliation; being 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 occurs 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 936-437-8716. For family emergencies, a virtual meeting can be requested and is approved through the unit chaplain.

TIME CREDIT CALCULATIONS

Good Conduct Time
Certain inmates may have their prison stay shortened by earning time credit for good behavior and by participating in work and other programs.

Any good conduct time suspended following a major disciplinary offense where the suspension of good conduct time has been imposed as a sanction 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.

Each of the two principal time-earning categories, state approved trusty and line class, has 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. 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 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 one of 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 has limited English proficiency;
d. When the complexity of the issue makes it unlikely that the inmate will be able to gather and present the evidence needed for a thorough understanding of the case;
e. When the inmate is confined to any form of restrictive housing pending the disciplinary hearing; or
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 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 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. The office also investigates and responds 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 Independent Office of Inmate Counsel (IOIC) provides limited legal services and representation to indigent persons incarcerated in the TDCJ.

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

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

Criminal Defense: The IOIC represents indigent clients indicted for felonies allegedly committed in TDCJ.
Civil Defense: The IOIC represents indigent clients targeted for civil commitment under the Sexually Violent Predator statute.
Appeals: The IOIC may represent indigent clients in the appeal of criminal defense and civil defense cases. The IOIC may also represent indigent clients with other post-trial matters.
Legal Services: The IOIC assists indigent clients with a variety of legal issues, such as:

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

For assistance, the incarcerated individual can write to the IOIC through the prison mail system, labeling the envelope "Legal Matter-Confidential" or by first class mail addressed to:

Independent Office of Inmate Counsel
200 River Pointe Drive
Suite 312
Conroe, TX 77304

The Administrative Review and Risk Management (ARRM) Division's 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 SERVICES

The Rehabilitation and Reentry Division (RRD) 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 who are elderly, have a mental impairment or physical disability, or have significant or terminal illness; assistance in obtaining identification documents such as birth certificates, social security cards, and Texas Identification Cards; individualized reentry planning; post-release case management services; employment assistance; and veteran services.

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**
  800-252-8387
  www.tvc.texas.gov
- **Reentry Resource Guide**
  https://www.tdcj.texas.gov/documents/rid/RID_Reentry_Resource_Guide.pdf

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 Rehabilitation and Reentry representatives to develop continuity of care plans.

Most inmates are released from one of the designated release sites located statewide. Rehabilitation and Reentry staff facilitate coordination of a family pick-up, special transportation, or bus route ticket to the closest station to their residence.

Releases from 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 (with limited exceptions). 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 and are provided a bus ticket to the closest station to their residence if traveling by bus. 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 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.

TDCJ Unit Directory

Unit	Region	County	Address	Phone
Allred	V	Wichita	2101 FM 369 North Iowa Park, TX 76367	(940)855-7477
Bartlett	IV	Williamson	1018 Arnold Drive Bartlett, TX 76511	(254)527-3300
Baten	V	Gray	1995 Helton Road Pampa, TX 79065	(806)665-7070
Bell	I	Liberty	901 East 5th 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	II	Rusk	P.O. Box 9000 Henderson, TX 75653	(903)655-0880
Bridgeport	V	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	VI	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
Dalby	V	Garza	805 N. Avenue F Post, TX 79356	(806)990-2175
Dalhart	V	Hartley	11950 FM 998 Dalhart, TX 79022	(806)249-8655

Unit	Region	County	Address	Phone
Daniel	V	Scurry	938 South FM 1673 Snyder, TX 79549	(325)573-1114
Diboll	I	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	VI	Rusk	900 Industrial Drive Henderson, TX 75653	(903)655-3300
Ellis	I	Walker	1697 FM 980 Huntsville, TX 77343	(936)295-5756
Estelle	I	Walker	264 FM 3478 Huntsville, TX 77320-3320	(936)291-4200
Estes	II	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 East	IV	Bee	4304 Hwy. 202 Beeville, TX 78102-8981	(361)358-9880
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
Gurney	II	Anderson	1385 FM 3328 Palestine, TX 75803	(903)928-3118
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

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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 12th 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 Winnsboro, TX 75494	(903)342-6166
Jordan	V	Gray	1992 Helton Road Pampa, TX 79065	(806)665-7070
Kegans	III	Harris	707 Top Street Houston, TX 77002	(713)224-6584
Kyle	IV	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	V	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

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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.	II	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
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
O'Daniel	VI	Coryell	2305 Ransom Road Gatesville, TX 76528	(254)865-7226
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
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

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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	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 Jovian Motley Blvd 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	IV	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

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