



TEXAS DEPARTMENT OF CRIMINAL JUSTICE

OFFENDER ORIENTATION HANDBOOK

as

Approved by the

Director of the Texas Department of Criminal Justice, Correctional Institutions Division

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Texas Department of Criminal Justice

Regional Offices

TDCJ-CID
Private Prisons
2505 Lake Rd, Ste #1
Huntsville, Texas 77340

TDCJ-CID Region I
1225 Ave. G
Huntsville, Texas 77340

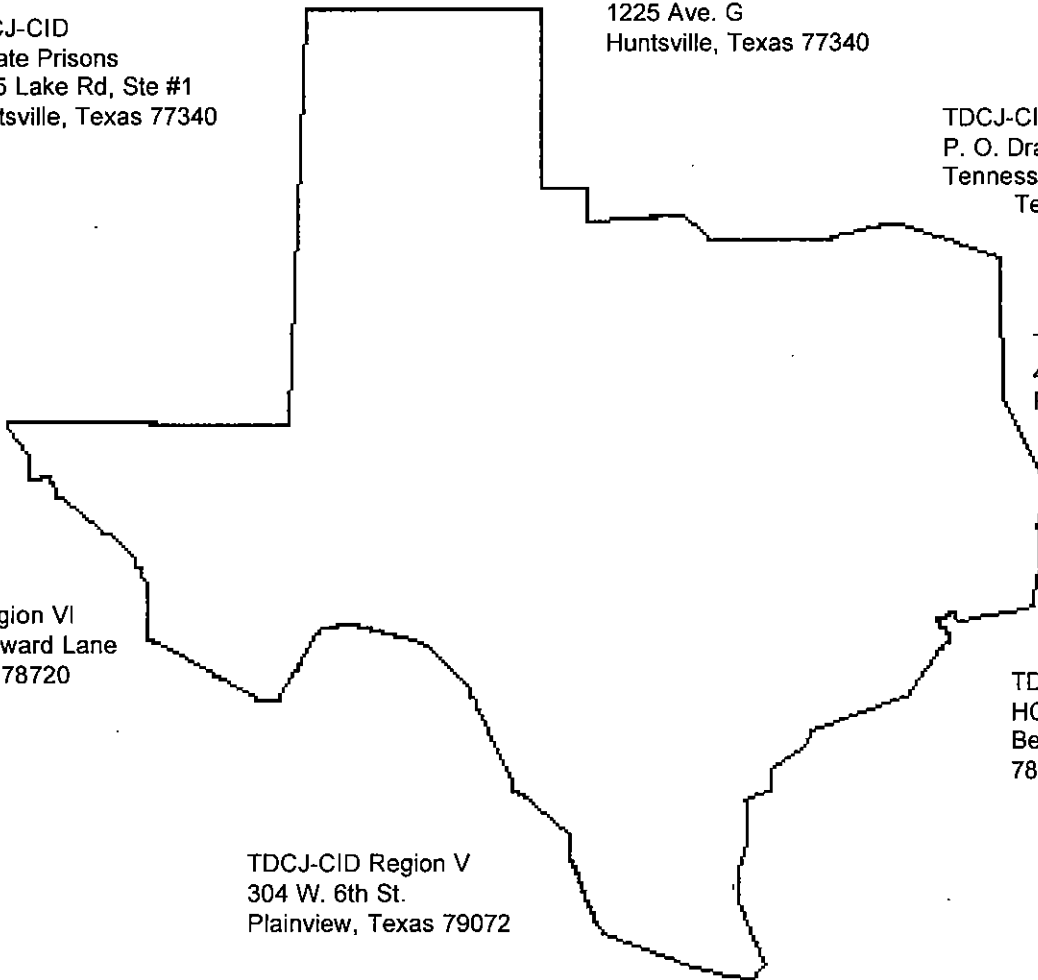
TDCJ-CID Region II
P. O. Drawer 400
Tennessee Colony,
Texas 75861

TDCJ-CID Region III
400 Darrington Road
Rosharon, Texas
77583

TDCJ-CID Region VI
316 West Howard Lane
Austin, Texas 78720

TDCJ-CID Region V
304 W. 6th St.
Plainview, Texas 79072

TDCJ-CID Region IV
HC02 Box 965
Beeville, Texas
78102



Facilities Within the Texas Department of Criminal Justice

Allred 2101 FM 369 North Iowa Park, Tx. 76367	Daniel 938 South FM 1673 Snyder, Tx. 79549	Goodman Route 1, Box 273 Jasper, Tx. 75951	Jordan 1992 Hilton Road Pampa, Tx. 79065
Bartlett 1018 Arnold Dr. Bartlett, Tx. 76511	Darrington 59 Darrington Road Rosharon, Tx. 77583	Goree Huntsville, Tx. 77344	Kegans 707 Top Street Houston, Tx. 77002
Baten 1995 Hilton Road Pampa, Tx. 79065	Dawson P O. Box 650675 Dallas, Tx. 75265-0675	Gurney P.O. Box 6400 Tennessee Colony, Tx. 75861	Kyle 701 South IH 35 Kyle, Tx. 78640
Beto P. O. Box 128 Tennessee Colony, Tx. 75880	Diboll 1604 South First Street Diboll, Tx. 75941	Halbert P.O. Box 923 Burnet, Tx. 78611-0923	LeBlanc 3695 FM 3514 Beaumont, Tx. 77705
Boyd Route 2, Box 500 Teague, Tx. 75860	Dominguez 6535 Cagnon Road San Antonio, Tx. 78252	Hamilton 200 Lee Morrison Lane Bryan, Tx 77807	Lewis P.O. Box 9000 Woodville, Tx. 75990
Bradshaw P.O. Box 9000 Henderson, Tx. 75653-9000	Duncan 1502 South First Street Diboll, Tx. 75941	Havins 500 FM 45 East Brownwood, Tx. 76801	Lindsey 1137 Old Post Oak Road Jacksboro, Tx. 76458
Bridgeport 4000 North 10th Street Bridgeport, Tx. 76426	Eastham P.O. Box 16 Lovelady, Tx. 75851	Henley 7581 Hwy 321 Dayton, Tx. 77535	Lockhart P.O. Box 1170 Lockhart, Tx. 78644
Briscoe 1459 W. Highway 85 Dilley, Tx. 78017-4601	Ellis Huntsville, Tx. 77343	Hightower 902 FM 686 Dayton, Tx. 77535	Lopez 1203 El Cibolo Rd. Edinburg, Tx. 78539
Byrd P. O. Box 100 Huntsville, Tx. 77342-0100	Estelle 264 FM 3478 Huntsville, Tx. 77320-3322	Hilltop 1500 State School Road Gatesville, Tx. 76598	Luther 1800 Luther Dr. Navasota, Tx. 77869
Central One Circle Drive Sugarland, Tx. 77478	Estes 1100 Highway 1807 Venus, Tx. 76084	Hobby 742 FM 712 Marlin, Tx. 76661-4685	Lychner 2350 Atascocita Road Humble, Tx. 77396
Clemens 11034 Hwy 36 Brazoria, Tx. 77422	Ferguson 12120 Savage Dr. Midway, Tx. 75852-3654	Hodge P.O. Box 999 Rusk, Tx. 75785	Lynaugh 1098 S. Highway 2037 Fort Stockton, Tx. 79735
Clements 9601 Spur 591 Amarillo, Tx. 79107-9606	Formby 970 County Rd. AA Plainview, Tx. 79072	Holliday 295 IH 45N Huntsville, Tx. 77340-4968	McConnell 3001 S. Emily Drive Beeville, Tx. 78102
Cleveland P.O. Box 1678 Cleveland, Tx. 77328	Fort Stockton 1500 IH 10 East Fort Stockton, Tx. 79735	Hospital Galveston P. O. Box 48, Sub St. 1 Galveston, Tx. 77550	Michael P O. Box 4500 Tennessee Colony, Tx. 75886
Coffield Route 1, Box 150 Tennessee Colony, Tx. 75884	Garza East HC02, Box 985 Beeville, Tx. 78102	Hughes Route 2, Box 4400 Gatesville, Tx. 76597	Middleton 13055 FM 3522 Abilene, Tx. 79601
Cole 3801 Silo Road Bonham, Tx. 75418	Garza West HC02, Box 995 Beeville, Tx. 78102	Huntsville 815 12 th Street Huntsville, Tx. 77342-0099	Montford 8602 Peach Street Lubbock, Tx. 79404
Connally 899 FM 632 Kenedy, Tx. 78119	Gatesville 1401 State School Road Gatesville, Tx. 76599-2999	Hutchins 1500 East Langdon Road Dallas, Tx. 75241	B. Moore 8500 North FM 3053 Overton, Tx. 75684
Cotulla HC62, Box 100 Cotulla, Tx. 78014	Gist 3295 FM 3514 Beaumont, Tx. 77705	Jester I, III, IV Route 2 Richmond, Tx. 77469	C. Moore 1700 N. FM 87 Bonham, Tx. 75418
Dalhart HCR 4, Box 4000 Dalhart, Tx. 79022	Glossbrenner 623 S. FM 1329 San Diego, Tx. 78384	Johnston 703 Airport Road Winnsboro, Tx. 75494	Mountain View 2305 Ransom Rd. Gatesville, Tx. 76528

Facilities Within the Texas Department of Criminal Justice

Murray
1916 N. Hwy 36 Bypass
Gatesville, Tx. 76528

Neal
9055 Spur 591
Amarillo, Tx. 79107-9696

Ney
114 Private Road 4303
Hondo, Tx. 78861

Pack
2400 Wallace Pack
Navasota, Tx. 77869

Plane
904 FM 686
Dayton, Tx. 77535

Polunsky
3872 FM 350
Livingston, Tx. 77351

Powledge
Route 2, Box 2250
Palestine, Tx. 75882

Ramsey I
1100 FM 655
Rosharon, Tx. 77583

Ramsey II
1200 FM 655
Rosharon, Tx. 77583

Roach
15845 FM 164
Childress, Tx. 79201

Robertson
12071 FM 3522
Abilene, Tx. 79601

Rudd
2004 Lamesa Highway
Borwnfield, Tx. 79316

Sanchez
3901 State Jail Road
El Paso, Tx. 79938

Sayle
4176 FM 1800
Breckenridge, TX 76424

Scott
Route 5, Box 1500
Angleton, Tx. 77515

Segovia
1201 E. Cibolo Road
Edinburg, Tx. 78539

Skyview
P. O. Box 999
Rusk, Tx. 75785

Smith
1313 County Rd 19
Lamesa, Tx. 79331

Stevenson
1525 FM 766
Cuero, Tx. 77954

Stiles
3060 FM 3514
Beaumont, Tx. 77705

Telford
P.O. Box 9200
New Boston, Tx. 75570

Terrell
1300 FM 655
Rosharon, Tx. 77583

**Carol S. Young Medical
Facility Complex**
Route 4, Box 1174
Dickinson, Tx. 77539

Torres
125 Private Road #4303
Hondo, Tx. 78861

Travis County
8101 FM 969
Austin, Tx. 78724

Tulia
4000 Hwy 86 West
Tulia, Tx. 79088

Vance
Route 2
Richmond, Tx. 77469

Wallace
P.O. Box 2000
Colorado City, Tx. 79512

Ware
P.O. Box 2500
Colorado City, Tx. 79512

Wheeler
4300 E. Fifth Street
Plainview, Tx. 79072

Willacy County
1695 South Buffalo Drive
Raymondville, Tx. 78580

Woodman
1210 Coryell Road
Gatesville, Tx. 76528

Wynne

Huntsville, Tx. 77349

ADOPTION OF ORIENTATION HANDBOOK

This handbook contains general information and rules adopted by the Director of the Texas Department of Criminal Justice Correctional Institutions Division (TDCJ-CID).

TEXAS DEPARTMENT OF CRIMINAL JUSTICE MISSION STATEMENT

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

Board of Criminal Justice

The Board of Criminal Justice is made up of nine (9) unpaid citizens. They are appointed by the Governor of Texas. The Board helps the Department to plan, budget and make policy.

Management

The Executive Director of the Texas Department of Criminal Justice appoints the Director and Deputy Directors of the Correctional Institutions Division. These directors guide the day-to-day operation and management of the TDCJ-CID.

GENERAL INFORMATION CONCERNING THIS HANDBOOK

This handbook is designed to provide the offender population with general information along with a standard for acceptable behavior. Offenders who do not conduct themselves in an acceptable manner could be charged with a specific disciplinary offense. The disciplinary offenses are listed in the **TDCJ Disciplinary Rules and Procedures for Offenders Handbook**. The standards for acceptable behavior by offenders listed in this handbook apply to all offenders. The conditions in administrative segregation/special management or disciplinary status may vary from those of general population offenders.

Upon entering the TDCJ, offenders will be provided with a current copy of the Offender Orientation Handbook. Offenders currently incarcerated within the TDCJ will have access to revised copies when revisions to the Handbook are made. Handbooks written in Spanish will be given to offenders whose primary language is Spanish. Rules will be explained to offenders who cannot read them and to offenders whose primary language is neither English nor Spanish.

All offenders confined within a facility of the Texas Department of Criminal Justice are responsible for understanding and abiding by the rules, regulations and policies detailed in the handbook as well as other policies and procedures posted on their facility of assignment. Failure to do so may result in disciplinary action.

For purposes of this handbook, the terms "he", "his" and "him" refer to all offenders, both male and female.

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- b. The offender's educational achievement score is below 5.0 on reading or his literacy or understanding of English is questionable;
 - c. The offender's case is very complex;
 - d. The offender is confined to any form of segregation before the disciplinary hearing;
 - e. The offender requests a counsel substitute; or
 - f. A witness requested by the accused offender is on a different unit or facility.
4. Special Procedures for Psychiatric Patients
- a. When a psychiatric offender is charged with a disciplinary infraction, psychiatric clearance must be obtained before proceeding with the disciplinary.

D. Appeal Process

At the end of the disciplinary hearing, the disciplinary hearing officer will tell the offender of his right to appeal the decision, with respect to guilt or the punishment given, through the offender grievance procedure.

Three Basic Grounds for Appeal:

- 1. one or more procedural rights were violated
- 2. insufficient evidence to find offender guilty
- 3. penalty imposed by the hearing officer was too severe

The disciplinary decision may be appealed by filing a grievance. If the offender is not satisfied with the decision, he may then file a Step-2 grievance for appeal purposes. The Counsel Substitute will assist offenders with an appeal if they request assistance.

VI. GRIEVANCE PROCEDURES FOR OFFENDERS

- A.** Grievance forms are available from the law library, housing area, shift supervisors, or by contacting the unit grievance office. After completely filling out the form, place it in the grievance box yourself or give it to the grievance investigator on your unit.
- B.** An attempt to informally resolve your problem must be made before filing a grievance. Informal resolution is defined as any attempt to solve the issue at hand and must be noted on the Step 1 grievance form (I-127). You have 15 days from the date of the alleged incident or occurrence of the issue presented in which to complete the Step 1 grievance form and forward it to the Unit Grievance Investigator (UGI). The Step 1 process may take up to 40 days from the date the unit grievance office receives the Step 1 form. If you are not satisfied with the Step 1 response, you may appeal the Step 1 decision by filing a Step 2 (I-128). You have 15 days from the date of the Warden's signature on the Step 1 form to submit the Step 2 to the grievance investigator on the unit. The Step 2 process may take up to 35 days to provide you a written response.
- C.** Present only one issue per grievance and do not repeatedly grieve the same issue.

- D. Additional time may be required in order to conduct an investigation at either Step 1 or Step 2 and in either case, you will be notified of the extension in writing. Also, you may request that your grievance be withdrawn at any time during the process and the unit grievance investigator can help you with these procedures.
- E. Complete your grievance in dark ink or type if possible. If you need any assistance filing a grievance or understanding a response, contact your unit grievance investigator.
- F. The following issues are grievable through the Offender Grievance Procedure
- ✘ The interpretation or application of TDCJ policies, rules, regulations, and procedures;
 - ✘ The actions of an employee or another offender, including denial of access to the grievance procedure;
 - ✘ Any reprisal for submitting grievance or exercising other Access to Courts rights;
 - ✘ The loss or damage of authorized offender property possessed by persons in the physical custody of the Agency, for which the Agency or its employees, through negligence, are the proximate cause of any damage or loss;
 - ✘ Any other matter within the authority of the TDCJ.
- G. You may not grieve:
- ✘ State or Federal Court decisions, laws and/or regulations;
 - ✘ Parole decisions;
 - ✘ Time-served credit disputes (these issues should be directed to the Classification and Records, Time Section or for State Jail offenders, to the Unit Chief of Classification or Intake Coordinator);
 - ✘ Matters for which other appeal mechanisms exist;
 - ✘ Any matter beyond the control of the Agency to correct.
- H. Grievances that do not meet the following established screening criteria may be returned to you unprocessed; however, most grievances may be corrected and resubmitted within 15 days from the date of the signature on the returned grievance.
- ✘ Grievable time period has expired. (Step 1 grievances must be submitted within 15 days from the date of incident and Step 2 Appeals must be submitted within 15 days from the date of the signature on the Step 1.)
 - ✘ Submission in excess of 1 every 7 days. (All grievances received in the grievance office will be reviewed for emergencies; however, only one grievance will be processed every seven days [with the exception of disciplinary, specialty and emergency grievances.]
 - ✘ Originals not submitted. (Carbon copies are not considered originals even if they have an original signature. The original Step 1 and Step 2 forms (I-127 and I-128) must be submitted.)
 - ✘ Inappropriate/excessive attachments. (Your grievance must be stated on one form and in the space provided. Attach only official documents such as I-60's, sick call requests, property papers, and other similar documents that support your claim.)

- ⓧ No documented attempt at informal resolution. (You are required to attempt to resolve issues informally with a staff member prior to filing a grievance. Remember, the attempt must be documented in the space provided on the I-127 form.)
- ⓧ Malicious use of vulgar, indecent, or physically threatening language directed at an individual.
- ⓧ The issue presented is not grievable. (Refer to Section G above).
- ⓧ No remedy exists.
- ⓧ The text is illegible/incomprehensible. (Write your grievance so that it can be read and understood by anyone.)
- ⓧ Inappropriate. (You may not ask for monetary damages or any form of disciplinary action against staff.)

- I. **Do not use a grievance form to comment on the effectiveness or credibility of the grievance procedure; instead, submit a letter or I-60 to the Administrator of the Offender Grievance Program.**

VII. PAROLE INFORMATION

A. PAROLE INFORMATION

Parole is a privilege, not a right! Parole is the discretionary and conditional release of an eligible offender from physical custody of a jail or prison if the offender agrees to serve the remainder of his sentence under the supervision of the Parole Division. Some requirements for an offender to be released on parole are: (a) serves sufficient time as required by law [Tex. Gov't. Code Ann. § 508.145 (West)]; (b) is not a risk to public safety; and (c) meets work, program participation, and behavior standards. Offenders approved for parole are allowed to leave the TDCJ and serve the remainder of their sentences under the supervision of parole officers. Offenders who are approved for parole may be released during their initial parole eligibility month/year (FI-1); may be released during a specified month which is beyond their initial parole eligibility month/year (FI-2); may be released to a Pre-Parole Transfer facility up to six months prior to a specified month/year which is beyond their initial parole eligibility date (FI-4); or may be transferred to an In-Prison Therapeutic Community (IPTC) for substance abuse treatment up to 11 months (FI-5). The Board of Pardons and Paroles (BPP) has also passed parole vote options that require rehabilitation treatment programs for certain offenders prior to parole. Specific categories include FI-3R, FI-6R, FI-7R, FI-9R, and FI-18R. The numerical identifier in the vote (3, 6, 9, and 18) reflects the number of months the offender must serve beyond a specified release date, which will be set by the BPP. An offender approved for parole under an FI-5 or any of the FI-R votes will be reevaluated by the BPP if he fails to complete the treatment program successfully. Offenders who are not approved for parole may be given new BPP review dates (Set-Off/Next Review Dates). The review process will resume several months prior to the next review dates. If the offender is incarcerated for an offense that occurred on or after 9-1-96, and is not approved for parole release, the offender's file will be reviewed by the BPP for possible release to mandatory supervision (RMS) or denial of release to mandatory supervision (DMS). Offenders who are denied release to mandatory supervision (DMS) will be given a new BPP review date (Next Review Date). The review process will begin several months prior to the next review date. Offenders denied release to mandatory supervision (DMS) will receive annual BPP review until receipt of approval for release on mandatory supervision (RMS) or upon release on expiration of their sentence on their maximum expiration date." Offenders whose offenses occurred prior to 9-1-96, who are denied parole and receive a serve-all from the BPP will be released to mandatory supervision on