


TEXAS CIVIL COMMITMENT OFFICE

 POLICY AND PROCEDURE	NUMBER:	5.1
	EFFECTIVE DATE:	6/15/2020
	SUPERCEDES:	3/28/2016

SUBJECT: RELEASE PLANNING

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

DEFINITIONS:

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

PROCEDURE:

I. Release Planning

- A.** Release planning shall begin as soon as the client enters the tiered sex offender treatment program.
- B.** The Case Manager shall ensure a client completes the Release Planning Proposed Residence Plan form (TCCO-16-16) within thirty (30) calendar days of the client’s arrival at the Texas Civil Commitment Center (TCCC), supervised housing or other contract facility to determine if there are any viable home plans and employment when the client is approved to live in less restrictive housing. The Case Manager shall provide a copy of the completed TCCO-16-16 to the client within two (2) working days of receipt and instruct the client to advise the Case Manager when additional home plans or employment opportunities have been identified.
- C.** A viable home plan includes but is not limited to:
 - 1.** The residence is not in a child safety zone as established or modified by the TCCO Administration;
 - 2.** The sponsor or landlord, if applicable, is aware of the client’s civil commitment status and is willing to allow the client to live in the residence;
 - 2.** Sex offender treatment is within a reasonable travel distance;
 - 3.** Applicable resources are available to the client e.g., medical, mental health;
 - 4.** There are no children in the residence;

5. The victim does not live in the residence;
 6. The residence does not conflict with any civil commitment rules; and
 7. There is no city ordinance prohibiting the client from living at that location.
- D.** The Case Manager shall ensure the client completes a new TCCO-16-16 within thirty (30) days of a client entering Tier Four (4) of treatment and within two (2) working days of the Case Manager being notified of any changes or updates.
- E.** The Case Manager shall ensure the client completes a new TCCO-16-16 within two (2) working days of the Case Manager being notified of additional potential home plans or employment for the client.
- F.** The Case Manager shall scan all TCCO-16-16 forms in the case management automated system within two (2) working days of completion.

II. Developing and Investigating Home Plans and Employment

- A.** In the event a client does not have any viable home plan or employment, the Supervising Case Manager and Agent Case Manager shall work with the client and community resources in the county of the last conviction for a sexually violent offense to develop viable options upon assignment from the Civil Commitment Manager.
- B.** The supervising or Agent Case Manager shall investigate the proposed home plan and submit the Release Planning Proposed Residence Plan Investigation form (TCCO-27-16) within ten (10) calendar days of the Civil Commitment Manager assigning the case for investigation.
- C.** The Case Manager shall refer to TCCO policy 5.2 *Transition to Home Plan* for procedures regarding the completion and submission of a home plan packet.

SIGNATURE ON FILE

Marsha McLane
Executive Director

Associated Forms

- Release Planning Proposed Residence Plan (TCCO-16-16)
- Release Planning Proposed Residence Plan Investigation form (TCCO-27-16)