



TEXAS
JUVENILE JUSTICE
DEPARTMENT

Memo #2-2020

To: TJJJ Staff
From: Camille Cain, Executive Director 
Subject: Process Regarding Placing Holds on Youth on Parole
Date: January 31, 2020

The purpose of this memo is to clarify the practice and expectations regarding the use of holds on youth on TJJJ parole. TJJJ uses holds to tell a jail that TJJJ has a legal reason to keep a youth on parole detained in jail pending a parole revocation hearing. There are times when a youth is in jail but TJJJ is not pursuing a parole revocation hearing. In those instances, while a hold is not appropriate, TJJJ wishes to be notified if the youth is released from jail.

The following procedures regarding holds are to be followed to ensure holds are used appropriately and TJJJ expresses its intention to be notified prior to a youth's release.

- When TJJJ learns a youth on parole is arrested, a hold is immediately requested.
- Within policy guidelines, the appropriate staff person determines if a parole revocation hearing will be requested.
- If staff determines a parole revocation hearing is appropriate, the hearing is requested within policy guidelines. The hold remains in place until the hearing is held, with appropriate detention hearings held per policy. (Reference Cain Memo 1-2020 relating to automatic pursuing revocation in certain cases.)
- If staff does not believe a parole revocation hearing is appropriate or believes it is appropriate to wait to have the hearing until after local charges are resolved, as allowed by policy, the staff person consults with Todd Novak and Shandra Carter before making a final determination.
- If it is determined after consultation that a parole revocation hearing will not be held or that it is appropriate to wait to have the hearing until local charges are resolved, the hold is removed.
- If the hold is removed, staff provides a written request to local officials asking that TJJJ be notified before the youth is released. Staff also informs the youth in writing that the youth is required to contact the parole officer as soon as the youth is released from jail or detention. Staff should make the youth's parent or guardian aware of this requirement as well.