

**TEXAS COMMISSION ON JAIL STANDARDS  
MONTHLY "PAPER-READY" INMATE ROSTER**

County \_\_\_\_\_

For the month of \_\_\_\_\_  
Due 5th day after the end of the  
Reporting month

	D U P	M/F	Inmate's Name	State Identification Number (SID)	Date of Confinement	Date Paper Ready	Date Transferred or Released
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

I certify that the above information is complete and accurate.

\_\_\_\_\_  
Sheriff's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Telephone No.

This form should be signed by the Sheriff or by an individual authorized by the Sheriff for whom a letter is on file with the Commission.  
(Form PR-2) Revised 8/95

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DUPLICATE AS NECESSARY

**TEXAS COMMISSION ON JAIL STANDARDS  
MONTHLY "PAPER-READY" INMATE ROSTER  
(Form PR-2)**

This roster is required for verification of information submitted on the Monthly Paper-Ready Inmate Report (Form PR-1).

This is a monthly roster, which is due by the 5th day of each month. The reporting period includes the days reported on FORM PR-1. Do not complete this form if no inmates are reported on the PR-1.

An inmate may be listed more than once if the inmate was not confined for a period of time. **Although it would be rare.** FOR EXAMPLE: An inmate is benched to another county for five days and subsequently returned in the same period. The inmate is shown as released by entering the release date in the Date Transferred Column. The five days the inmate was not confined, are not reportable to the Commission. The "Paper-Ready" date changes and the "Date of confinement" changes for the second listing. The day the inmate returns and the county faxes TDCJ that the inmate has returned and is now ready for transfer is the new date of confinement and paper ready date.

DUP - Indicate by placing an "X" if an inmate has multiple pen packs. Do not list each pen pack.

**M/F- Indicate whether the inmate is male or female.**

INMATE'S NAME - Self-explanatory.\

SID - Commonly referred to as the "DPS Number" or "TX Number"; provided by DPS.

DATE OF CONFINEMENT - Most recent date the inmate was booked into your facility; if an inmate is released and booked again in the same month or subsequent months, use the most recent book-in date.

DATE PAPER-READY - An inmate is "Paper-Ready" when all of the required documents for an inmate's transfer to TDCJ-ID are completed. The date the Checklist is certified and mailed or hand carried to TDCJ is the "Paper- Ready" date. With parole violators, the date the White Warrant is received is the "Paper-Ready" date. **Always sort the report by the "Paper Ready Date". The oldest paper ready date should be the 1<sup>st</sup> on the list.**

DATE TRANSFERRED OR RELEASED - The date the inmate is released from your facility. This includes releases to TDCJ-ID, other counties, PIA, escape, etc. Please remember to transfer the inmates that were not released/transferred during the reporting month to the next period.

This report form is available on our website at [www.tcjs.state.tx.us](http://www.tcjs.state.tx.us) under Monthly Report Forms. You may e-mail the report to [anthony.mikesh@tcjs.state.tx.us](mailto:anthony.mikesh@tcjs.state.tx.us) , fax your report to us at 512/463-3185, or submit the original by mail. If you have any questions, please call Anthony "Bubba" Mikesh at 512/463-8089.