

TEXAS COMMISSION ON JAIL STANDARDS

MONTHLY PAPER-READY INMATE REPORT

_____ County For the Month of: _____

Part (a)

Daily "Paper Ready" Inmate Count

Due 5th day after the end of the Reporting Month

Date	Number	Date	Number	Date	Number
1		11		21	
2		12		22	
3		13		23	
4		14		24	
5		15		25	
6		16		26	
7		17		27	
8		18		28	
9		19		29	
10		20		30	
				31	

Part (b)

1. During the reporting period, were there inmates for which all paperwork and processing had been completed for 45 days or longer? Indicate Yes or No, if Yes how many? _____

2. On the last day of the period, how many of these from (b) 1 are still confined? _____

Part (c)

1. How many inmates became Paper-Ready during the Reporting Month? _____

2. How many inmates were released/transferred during the Reporting Month? _____

I certify that the above information is complete and accurate:

Sheriff's Signature

Telephone Number

Typed Name

Date

Report prepared by: (print or type)

Telephone Number

If not signed by the Sheriff, please submit a letter of authorization, signed by the Sheriff, indicating the names of the individuals authorized to sign.

DUPLICATE AS NEEDED

**TEXAS COMMISSION ON JAIL STANDARDS
MONTHLY "PAPER-READY" INMATE REPORT
(Form PR-1)**

This is a monthly report, which is due by the 5th day of each month. The reporting period includes each day of the previous month.

FOR EXAMPLE: The report due September 5th includes the daily count for the reporting month August.

- Part (a) Indicate the daily count of the number of inmates confined and certified as a paper ready" who are awaiting transfer to the TDCJ-ID.
- Part (b) Indicate if there were any inmates housed during the month that have been "paper ready" for 45 days or longer. Include all inmates whether released or confined. Also, indicate how many are still in custody on the last day of the reporting month.
- Part (c) Self explanatory

Definition of PAPER-READY INMATE - an inmate awaiting transfer to the TDCJ-Institutional Division following a conviction of a felony or revocation of probation, parole or release on mandatory supervision and for whom all paperwork and processing required under Section 8(a), Article 42.09, Code of Criminal Procedure, for transfer has been completed. Inmates benched in after obtaining paper-ready status in another county or from TDCJ cannot be included unless a felony conviction is obtained and all paperwork (pen packet) and processing for transfer is complete and the inmate is awaiting transfer. **Do not include: State jail felons, offenders awaiting transfer to substance abuse felony programs (SAFP), ISF inmates, bench warrants or those with pending charges or on appeal.**

An inmate can be counted for Part (a) only if confined and paper-ready. An inmate having a completed pen packet, but not confined, cannot be counted in this report. EXAMPLE: An inmate benched to another county is treated as released on FORM PR-2. At this point, the inmate cannot be counted and included in this report (PR-1). When the inmate is returned, he/she is listed again and a new confinement date is entered in FORM PR-2. At this time, the inmate can be included in the count for this report.

Accurate and complete records should be maintained for audit purposes. Records should include the source documents used to complete the PR-1 and PR-2 plus copies of the TDCJ-ID Document Checklist and/or White Warrant for all inmates who have been transferred or released or whom a pen packet/white warrant is not on file at the jail.

**If no inmates are reported on this form, do not complete PR-2.

This report form is available on our website at www.tcjs.state.tx.us under Monthly Report Forms. You may e-mail the report to melissa.johns@tcjs.state.tx.us , fax your report to us at 512-463-3185 or submit the original by mail. If you have any questions, call Melissa Johns at 512-463-8079.