

**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.

**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.

The inmates listed on this roster are those inmates, which are counted on FORM PR-1. FORM PR-1 and FORM PR-2 should agree.

An inmate may be listed more than once if the inmate was not confined for a period of time. FOR EXAMPLE: An inmate is benched to another county for five days and subsequently returned in the same period. The five days the inmate was not confined, are not reportable to the Commission. The "Paper-Ready" date does not change but the "Date of confinement" does for the second listing. (See DUP below).

DUP - Indicate by placing an "X" if an inmate is listed more than once in this report or if the inmate was booked in after his paper-ready date and therefore the confinement date is used for reporting purposes.

M/F-Indicate whether the inmates 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 documents required for an inmate's transfer to the Institutional Division are listed in the TDCJ-ID Document Checklist. The date the Checklist is certified 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 1st 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 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, please call Melissa Johns at 512-463-8079.