

# TCJS POPULATION REPORT INSTRUCTIONS

Updated 6/20/2025

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## GENERAL OVERVIEW

Population reports are due NO LATER than the 5th of each month per Government Code, Chapter 511.

The population report only accounts for your local, contract, and housed elsewhere inmates on the 1st day of the month. **It is not a monthly total or average.** Thus, the population report you submit on November 1st, should only include your local, contract, and housed elsewhere inmates on November 1st, not your October inmates.

Inmates not assigned to housing, such as inmates in booking, should NOT be counted on your population report.

Inmates with multiple charges should be listed by their most severe charge or conviction and should not be counted twice.

Population reports are to be submitted via TCJS's portal. The link to the portal is <https://portal.tcjs.state.tx.us/>

If you have any questions regarding The Commission's population report or need a portal account, please contact [monthly.reports@tcjs.state.tx.us](mailto:monthly.reports@tcjs.state.tx.us)

# CHARGE/STATUS SECTION

## (Local v. Contract v. Housed Elsewhere Inmates)

The charge section refers to the following section of the population report. It spans from the Pretrial Class C Misdemeanant section to the SAFP paper ready inmate section on the Portal.

Each of the charges/statuses mentioned in this section are broken down by male and female, and local inmates, contract inmates, and housed elsewhere inmates.

The screenshot shows the 'Jail Population Form' interface. At the top, there are navigation tabs: 'TCJS Portal', 'Forms', 'Reports', 'Management', and 'Configuration'. Below the tabs, the form title 'Jail Population Form' is displayed. A note indicates 'Indicates required field'. The form includes a 'County' dropdown menu (currently showing '- Select -') and a 'Reporting Period' dropdown menu (currently showing 'November 2024'). Below these, there is a table with columns for 'Male Local Inmates Housed in County', 'Female Local Inmates Housed in County', 'Male Contract Inmates Housed in County', 'Female Contract Inmates Housed in County', 'Male Local Inmates Housed Elsewhere', and 'Female Local Inmates Housed Elsewhere'. The table has two rows: 'Pretrial Class C Misdemeanant' and 'Pretrial Class A & B'. The 'Male Local Inmates Housed in County' and 'Female Local Inmates Housed in County' columns are circled in red, the 'Male Contract Inmates Housed in County' and 'Female Contract Inmates Housed in County' columns are circled in blue, and the 'Male Local Inmates Housed Elsewhere' and 'Female Local Inmates Housed Elsewhere' columns are circled in green.

### Local Inmates

Inmates held in your facility on local charges.

If you are housing inmates for a local police department (Ex. Travis County housing Class C's for Austin Police Department) then you will list these inmates as local, not contract.

If your county has an additional private facility like Jefferson and Jefferson (P), then the county run facility will report their inmates under "local," and any inmates housed in the additional private facility under "housed elsewhere."

### Contract Inmates

Inmates you are holding for another county or facility. This includes inmates you are holding on a contract basis AND courtesy holds. Do NOT include federal inmates in this section, there is a specific section for federal inmates.

If your county has an additional private facility like Jefferson and Jefferson (P), the additional private facility will list all their inmates, under "contract."

### Housed Elsewhere Inmates

Inmates you are housing in another county jail, private facility, or Operation Lonestar Unit. This **does not** include inmates at state hospitals, juvenile detention facilities, treatment facilities, etc.

**All contract (excluding federal inmates) and housed elsewhere inmates (excluding paper-ready SAFP) reported in the charge section must also be listed/reported in the appropriate contract and housed elsewhere section on the bottom portion of the population report below.**

Further instructions on how to fill out these sections can be found on pgs. 7-10.

### Contract Inmates

NOTE: [July 2025] The order of fields below has changed. Read Carefully.

**List, by county, the number of male and female inmates you are housing FOR another facility.**

| County                                           | Male - Contract                | Female - Contract              |
|--------------------------------------------------|--------------------------------|--------------------------------|
| <input type="text" value="- Select a County -"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

**List the number of male and female OUT OF STATE CONTRACT INMATES you're housing IN YOUR FACILITY.**

| State                                           | Male - Out of state contract inmates | Female - Out of state contract inmates |
|-------------------------------------------------|--------------------------------------|----------------------------------------|
| <input type="text" value="- Select a State -"/> | <input type="text" value="0"/>       | <input type="text" value="0"/>         |

### Housed Elsewhere Inmates

NOTE: [July 2025] The order of fields below has changed. Read Carefully.

**List, by county, the number of male and female inmates you are housing IN another facility.**

| County                                           | Male - Local Inmates housed elsewhere | Female - Local Inmates housed elsewhere |
|--------------------------------------------------|---------------------------------------|-----------------------------------------|
| <input type="text" value="- Select a County -"/> | <input type="text" value="0"/>        | <input type="text" value="0"/>          |

**List, by state, the number of male and female inmates you are housing IN ANOTHER STATE.**

| State                                           | Male - Out of state contract inmates | Female - Out of state contract inmates |
|-------------------------------------------------|--------------------------------------|----------------------------------------|
| <input type="text" value="- Select a State -"/> | <input type="text" value="0"/>       | <input type="text" value="0"/>         |

## **CHARGE/STATUS SECTION**

### **(Defined Charges/Statuses on the Population Report)**

#### **Pretrial Class C Misdemeanant**

Only pretrial Class C misdemeanants.

#### **Pretrial Class A & B Misdemeanant**

Pre-trial class A & B Misdemeanants (even if they are also charged or convicted of Class C)

#### **Convicted Misdemeanants**

Convicted Class A, B, and C Misdemeanants.

#### **Felons Whose Penalty has been reduced to a Misdemeanor.**

Convicted third degree felons who are punished as Class A misdemeanants or convicted state jail felons punished as Class B misdemeanants, under Penal Code 12.44(a).

#### **Bench Warrants (in-state only)**

How and where you list inmates with a bench warrant will vary based on the inmates' circumstances/charges. Just because an inmate has a bench warrant does not mean they will fall under this category. For example:

- If you sent the inmate off to TDCJ with open charges, then benched them back to address the remaining charges, you will list them as pretrial felon, pretrial SJF, pretrial misd, etc.
- If you bench an inmate back from TDCJ as a witness, you will list them as Bench Warrant.
- If you bench an inmate back from TDCJ as a witness BUT, after being booked, another county places a detainer for their warrant, you will list them as Other.
- If you bench an inmate back from TDCJ on their conviction case (on-appeal), you will list them as Bench Warrant.

**\*\*Please note, this is only for population data collection purposes only. This does not mean you do not need to send a bench warrant return checklist to TDCJ\*\***

#### **Pretrial Felons (do not include Parole Violators and State Jail Felons)**

Pretrial 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> degree felonies. As explained in the heading, do NOT include State Jail Felons or parole violators, they have a separate section.

#### **Parole Violators or Blue Warrants**

Inmates held on parole violations only, and parole violators who had new charges, but their new charges have been disposed of and they are still waiting for their parole hearing.

**Parole Violators with a New Charge (felony or misdemeanor)**

Parole Violators with a new charge regardless of whether the new charge is a felony or misdemeanor. Upon conviction on the new charge, report in the appropriate convicted category. If their new charges are disposed of (local sentence served or charges dropped), then report them under Parole Violators or Blue Warrants.

**Convicted Felons sentenced to county jail time.**

Do not include State Jail Felons sentenced to county jail time.

**Convicted Felons and Parole Violators Sentenced TDCJ (ID, SAFP, ISF)**

Convicted felons and parole violators who have had their parole hearing and have been sentenced to one of the following TDCJ Divisions ID, SAFP, ISF.

DO NOT include state jail felons, they will be reported in a separate section below on the population report.

Paper Ready Convicted felons sentenced TDCJ ID, SAFP, ISF should be included here as well.

You should NOT have more paper ready ID, SAFP, ISF inmates than you have Convicted Felons Sentenced to TDCJ ID, SAFP, ISF.

**Pretrial State Jail Felons (SJF)**

You will list pretrial SJF here, NOT in the pretrial felon's section.

**Convicted SJF sentenced to county jail time.**

Self-explanatory.

**Convicted SJF sentenced to state jail time.**

Convicted SJF sentenced to state jail time should be listed here NOT under Convicted Felons and Parole Violators Sentenced TDCJ ID, SAFP, ISF.

You should NOT have more paper ready SJF inmates than Convicted SJF sentenced to state jail time

**Others**

"Other" inmates should only consist of things like:

- Child support
- Contempt of court
- Inmates with out-of-state warrants and out of county warrants with NO local charges.

**Federal Inmates**

Inmates held for Federal Agencies such as the US Marshals Services, Bureau of Prisons, ICE.

Do NOT list inmates with local charges and an ICE detainer. Only list inmates held on a contract basis for ICE or inmates with ICE detainees whose charges have been disposed of.

**Paper Ready SAFP Inmates**

Inmates for which the required documents (pen packet) for the inmate's transfer to SAFP are complete.

DO NOT list paper ready ID or SJF in this section.

## **CHARGE/STATUS SECTION**

### **(Charges/Statuses Without Defined Categories)**

**Probation Violations**

There is not a category devoted to probation violators like there is parole violators; therefore, how and where you list probation violators will vary based on the inmates' circumstances/charges.

- If the inmate's probation is deferred or adjudicated, you will list them as a pretrial felon, pretrial SJF, or pretrial Misd.
- If county jail time is a condition of the inmate's probation, you will list them as Convicted Felons sentenced to county jail time, Convicted SJF sentenced to county jail time, or Convicted Misd.
- If an inmate is sentenced to a TDCJ run facility like ISF or SAFP, you will list them under Convicted Felons and Parole Violators Sentenced TDCJ ID, SAFP, ISF

**Civil Commitment**

Inmates awaiting transfer to mental health facility after finding of incompetence and are awaiting transfer per civil commitment, should be listed under "other"

**Forensic Beds**

Prisoners awaiting transfer to mental health facility for competency evaluation/restoration will be listed under pretrial felon, pretrial SJF, pretrial misd, etc.

## LISTING CONTRACT INMATES BY COUNTY

List, by county, the number of male and female inmates you are housing FOR another facility.

| County               | Male - Contract                | Female - Contract              |                                                                   |
|----------------------|--------------------------------|--------------------------------|-------------------------------------------------------------------|
| <input type="text"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="button" value="+"/> <input type="button" value="-"/> |
| <input type="text"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="button" value="+"/> <input type="button" value="-"/> |
| <input type="text"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="button" value="+"/> <input type="button" value="-"/> |

In the section above, select the name of the county(s) that you are housing inmates for, then list the number of inmates that you are housing for that county.

If your county has an additional private facility, such as Jefferson and Jefferson (P), then the private facility will still need to list the county-run facility in this section. For example, Jefferson (P) will still need to list inmates housed for Jefferson County in this section.

Out-of-state contract inmates will be listed in a separate section.

## LISTING OUT OF STATE CONTRACT INMATES

List the number of male and female OUT OF STATE CONTRACT INMATES you're housing IN YOUR FACILITY.

| State                | Male - Out of state contract inmates | Female - Out of state contract inmates |                                                                   |
|----------------------|--------------------------------------|----------------------------------------|-------------------------------------------------------------------|
| <input type="text"/> | <input type="text" value="0"/>       | <input type="text" value="0"/>         | <input type="button" value="+"/> <input type="button" value="-"/> |
| <input type="text"/> | <input type="text" value="0"/>       | <input type="text" value="0"/>         | <input type="button" value="+"/> <input type="button" value="-"/> |
| <input type="text"/> | <input type="text" value="0"/>       | <input type="text" value="0"/>         | <input type="button" value="+"/> <input type="button" value="-"/> |

In the section above, select the name of the state(s) that you are currently holding inmates for on a CONTRACT basis and the number of inmates that you are housing for that county.

DO NOT list inmates you are holding on out-of-state warrants with no local charges.

**The number of inmates listed in these two sections MUST be equal to the total number of contract inmates in the upper charge section (excluding federal inmates). You can find an example of this on pg. 9 - 10.**

## LISTING INMATES HOUSED ELSEWHERE BY COUNTY/ PRIVATE FACILITY/OLS UNIT

List, by county, the number of male and female inmates you are housing IN another facility.

| County               | Male - Local inmates housed elsewhere | Female - Local inmates housed elsewhere |
|----------------------|---------------------------------------|-----------------------------------------|
| <input type="text"/> | <input type="text" value="0"/>        | <input type="text" value="0"/>          |
| <input type="text"/> | <input type="text" value="0"/>        | <input type="text" value="0"/>          |
| <input type="text"/> | <input type="text" value="0"/>        | <input type="text" value="0"/>          |

In the section above, select the name of the county/Operation Lone Star Unit/private facility that you are housing inmates in, and list the number of inmates that you are housing in those county(s)/facility(s).

- If a county has a (P) next to its name, that means private facility. For example, Haskell (P) refers to the Rolling Plains Detention Center.
- La Salle refers to La Salle County, NOT La Salle Corrections.
- OLS – Operation Lonestar Unit

If your county has an additional private facility, such as Jefferson and Jefferson (P), then **the county-run facility** will still **need to list the private facility in this section**. For example, Jefferson County will still need to list inmates housed in Jefferson (P) in this section.

## LISTING INMATES HOUSED OUT-OF-STATE

List, by state, the number of male and female inmates you are housing IN ANOTHER STATE.

| State                                           | Male - Out of state contract inmates | Female - Out of state contract inmates |
|-------------------------------------------------|--------------------------------------|----------------------------------------|
| <input type="text" value="- Select a State -"/> | <input type="text" value="0"/>       | <input type="text" value="0"/>         |

In the section above, select the name of the other state(s) that you are housing inmates in, and list the number of inmates that you are housing in that state(s).

**The number of inmates listed in these two sections MUST be equal to the total number of housed elsewhere inmates in the upper charge section (excluding SAFB inmates). You can find an example of this on pg. 9 - 10.**

# EXAMPLE REPORT

|                                                                                                            | Local |    | Contract |    |                                                                | Housed Elsewhere |       |               |
|------------------------------------------------------------------------------------------------------------|-------|----|----------|----|----------------------------------------------------------------|------------------|-------|---------------|
|                                                                                                            | M     | F  | M        | F  |                                                                | M                | F     |               |
| a. Pretrial Class C Misdemeanant                                                                           | 1     | 2  | 3        | 4  |                                                                | 5                | 6     |               |
| b. Pretrial Class A & B Misdemeanant                                                                       | 1     | 2  | 3        | 4  |                                                                | 5                | 6     |               |
| c. Convicted Misdemeanant                                                                                  | 1     | 2  | 3        | 4  |                                                                | 5                | 6     |               |
| d. Felons Whose Penalty has been reduced to a Misdemeanor                                                  | 1     | 2  | 3        | 4  |                                                                | 5                | 6     |               |
| e. Bench Warrants (in-state only)                                                                          | 1     | 2  | 3        | 4  |                                                                | 5                | 6     |               |
| f. Pretrial Felons (do not include Parole                                                                  | 1     | 2  | 3        | 4  |                                                                | 5                | 6     |               |
| g. Parole Violators or Blue Warrants                                                                       | 1     | 2  | 3        | 4  |                                                                | 5                | 6     |               |
| h. Parole Violators with a New Charge                                                                      | 1     | 2  | 3        | 4  |                                                                | 5                | 6     |               |
| i. Convicted Felons sentenced to county jail                                                               | 1     | 2  | 3        | 4  |                                                                | 5                | 6     |               |
| Sentenced TDCJ one of the following Divisions: ID, SAFP, ISF                                               | 1     | 2  | 3        | 4  |                                                                | 5                | 6     |               |
| l. Pretrial State Jail Felons (SJF)                                                                        | 1     | 2  | 3        | 4  |                                                                | 5                | 6     |               |
| m. Convicted SJF sentenced to county jail time                                                             | 1     | 2  | 3        | 4  |                                                                | 5                | 6     |               |
| n. Convicted SJF sentenced to state jail time                                                              | 1     | 2  | 3        | 4  |                                                                | 5                | 6     |               |
| o. Others                                                                                                  | 1     | 2  | 3        | 4  |                                                                | 5                | 6     |               |
| Totals                                                                                                     | 14    | 28 | 42       | 56 |                                                                | 70               | 84    |               |
| k. Federal Inmates                                                                                         |       |    | 3        | 4  |                                                                |                  |       |               |
| s. Paper Ready SAFP Inmates                                                                                | 1     | 2  |          |    |                                                                | 5                | 6     |               |
| Upper Charge Section Contract Total (42 +56)                                                               |       |    | 98       |    | Upper Charge Section Housed Elsewhere Total (70+74)            |                  | 154   |               |
| Lower Contract Total (91 Brazoria + 7 Oklahoma)                                                            |       |    | 98       |    | Lower Housed Elsewhere Total (143 Jefferson (P) +11 Louisiana) |                  | 154   |               |
| List, by county the number of male and female inmates you are housing FOR another facility.                |       |    |          |    |                                                                |                  |       | Contract      |
| County                                                                                                     |       |    |          |    | M                                                              | F                | Total |               |
| Brazoria                                                                                                   |       |    |          |    | 39                                                             | 52               | 91    |               |
| List by state the number of male and female OUT OF STATE CONTRACT INMATES you're housing IN YOUR FACILITY. |       |    |          |    |                                                                |                  |       | Out of State  |
| State                                                                                                      |       |    |          |    | M                                                              | F                | Total |               |
| Oklahoma                                                                                                   |       |    |          |    | 3                                                              | 4                | 7     |               |
| List , by county the number of male and female inmates you are housing IN another facility.                |       |    |          |    |                                                                |                  |       | Local Inmates |
| County                                                                                                     |       |    |          |    | M                                                              | F                | Total |               |
| Jefferson (P)                                                                                              |       |    |          |    | 65                                                             | 78               | 143   |               |
| List, by state the number of male and female inmates you are housing IN ANOTHER STATE.                     |       |    |          |    |                                                                |                  |       | Local inmates |
| State                                                                                                      |       |    |          |    | M                                                              | F                | Total |               |
| Louisiana                                                                                                  |       |    |          |    | 5                                                              | 6                | 11    |               |

## CONTRACT INMATE EXPLANATION:

- County A has 98 contract inmates in the upper charge section of their report (42 males + 56 females)
- County A has 98 contract inmates listed in the bottom section of their report (91 inmates housed **for another county** + 7 **out of state contract inmates**.)
- 98 contract inmates in upper charge section = 98 contract inmates in bottom section.

## HOUSED ELSEWHERE EXPLANATION

- County A has 154 housed elsewhere inmates in the upper charge section of their report (70 males + 84 females)
- County A has 154 housed elsewhere inmates listed in the bottom section of their report (143 inmates housed **in another county** + 11 **inmates housed in another state**)
- 154 housed elsewhere in upper charge section = 154 housed elsewhere in bottom section.

## TOTALS EXPLANATION

The portal automatically calculates the totals for the upper charge section of the report.

- The portal does not include federal inmates towards the total just for this section of the report.
- The portal does not include Paper Ready SAFP inmates towards the total for this section of the report.

## Frequently Asked Questions (FAQ)

- 1) **Question:** It says the Felons Whose Penalty was Reduced to a Misdemeanor is for SJF brought down to Class B Misd. What if they have been brought down to a Class A Misd, not a Class B Misd?

**Answer:** SJF Sentenced to County Jail Time

- 2) **Question:** I have an inmate sentenced to TDCJ ID with a federal hold. Would I report him under Convicted Felons Sentenced TDCJ ID, SAFF, ISF or Federal Inmate?

**Answer:** If you intend on sending the inmate to TDCJ first, then you will list them under convicted felon sentenced to TDCJ. If the feds intend on taking the inmate first, then you will list them as a federal inmate.

- 3) **Question:** If an inmate has been sentenced to felony differed Probation and sanctioned to a non-TDCJ treatment facility where they can check them self out at any time, where do I place them?

**Answer:** Pre-trial felon if the inmate receives felony differed probation and is sanctioned to a non-TDCJ treatment facility.

- 4) **Question:** I am housing an inmate for another county, but they are not paying me? Do I still need to list them as a contract inmate?

**Answer:** Yes, courtesy holds for whatever reason, or inmate for inmate swaps, will still be reported in the contract section.

- 5) **Question:** I have contract inmates for another county, but I don't know their charge/status, how am I supposed to list their charge/status on the Charge/Status Section?

**Answer:** If the information is not already in your JMS, contact the other county and ask them to provide you with the charge/status of all the inmates you are housing for them.

- 6) **Question:** I use Odyssey, and Odyssey won't let me mark my inmates as a Convicted Felon Sentenced to TDCJ and Paper Ready at the same time. I can only choose one status at a time. That is why I have more paper ready inmates that Convicted Felons Sentenced to TDCJ/Convicted SJF Sentenced to State Jail. How am I supposed to fix this?

**Answer:** You need to contact Odyssey/Tyler Technologies and explain to them that an inmate can be paper ready and a Convicted Felon Sentenced to TDCJ or Convicted SJF Sentenced to State Jail, at the same time. Also explain to them that inmates who are paper ready and Convicted Felon Sentenced to TDCJ or Convicted SJF Sentenced to State Jail, need to be counted in the paper ready section AND the appropriate convicted section. This

is the only section on the report where an inmate will be counted twice. If they have any further questions, you can also refer them to us [monthly.reports@tcjs.state.tx.us](mailto:monthly.reports@tcjs.state.tx.us).