

**SUBJECT: INTAKE PROCEDURES FOR OFFENDERS**

**APPLICABILITY: Substance Abuse Felony Punishment Facility (SAFPF) Program**

**PURPOSE: To establish procedures to be followed when offenders are initially received at a Substance Abuse Felony Punishment Facility (SAFPF).**

**PROCEDURES:**

**I. Intake Procedures for Community Supervision Offenders –**

- A. The Pen Packet Document Checklist (*Attachment A*) is a listing of the required documents needed to accompany a Community Supervision Offender at the time of admission to a SAFPF. To schedule an offender for SAFPF, the county shall fax the Pen Packet Document Checklist to the TDCJ Admissions Office at (936) 437-8788.
- B. The Texas Uniform Health Status Update (TUHSU) form shall be faxed to the TDCJ Admissions Office with the Pen Packet Document Checklist **only** for those offenders the county has identified as having a Special Need. The TUHSU form may be found at the following link: <http://www.tcjs.state.tx.us/docs/UHSUF.pdf>

**II. Intake Procedures for Parole Modification Offenders –**

Upon reception at the facility, the Diagnostic Interviewer/Coordinator shall ensure all required documents are included in the commitment packet. The following documents are required to accompany a parole offender at the time of admission to the facility. This checklist is provided as a convenience to committing authorities to ensure proper documents have been completed.

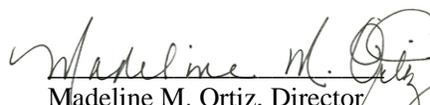
**PAROLE MODIFICATION OFFENDER**

- \_\_\_ HS-135/PSV-67/Hearing Report - Parole Violation Decision (Copy)
- \_\_\_ Pre-Revocation Warrant (Copy)
- \_\_\_ Parole Certification and All Attachments (Copy)
- \_\_\_ Parole Summary (Copy)

If the SAFPF packet is the result of a Waiver (waived right to revocation hearing), the following shall also be included:

- \_\_\_ Board Transmittal (Copy)
- \_\_\_ PSV-67 with attachments/Waiver Processing (Copy)

- III. If any required documents are missing, the interviewer/coordinator shall escort the delivering authority to a telephone so that he/she can arrange for the missing document(s) to be sent via fax. All efforts shall be made by the interviewer/coordinator to resolve issues involving missing or incorrect paperwork so that, to the greatest extent possible, acceptance of offenders is accomplished.

  
Madeline M. Ortiz, Director  
Rehabilitation Programs Division

**DEFINITIONS AND GUIDELINES FOR COMPLETING  
THE TDCJ PEN PACKET DOCUMENT CHECKLIST**

In accordance with state law, TDCJ cannot accept defendants into its custody until all required documents are received.

**OFFENDER INFORMATION REQUIRED:**

- Indicate **which type of TDCJ facility** the defendant is committed to by checking the appropriate box. **Note:** TDCJ prisons are referred to as Institutional Division in Texas state law, and separate Pen Packets are required for an offender with BOTH an institutional division and state jail sentence.
- **Name:** List the offender's name as it appears on the Judgment and Sentence/commitment documents.
- **Gender:** Write only M (for male) or F (for female).
- **SID Number:** State Identification Number issued to the defendant by the Department of Public Safety (DPS).
- **Cause Number(s):** The number that the court clerk assigns to a case on the court's docket. It identifies the judgment and sentence. If the court issues concurrent sentences for more than one (1) offense, list each cause number separately on the checklist.
- **Court:** Indicate the district court number in which the commitment was issued.
- **County:** The jurisdiction of the court where the offender was sentenced.
- **Regular Needs or Special Needs:** Indicate either that the defendant is Regular Needs, or that the defendant has Special Needs. If Special Needs is indicated, briefly explain the nature of the need. Examples: Diabetic, Blind, On Dialysis, On Medication, etc.

**OFFENDER INFORMATION AS AVAILABLE:**

- **County Offender/SPN#:** The offender number issued by the county.
- **TRN Number:** The incident Tracking Number issued by DPS and assigned by the county for a defendant at the time of the offense.
- **FBI Number:** Identifying number (1-9 characters) assigned by the FBI.

**REQUIRED DOCUMENTS FOR ALL OFFENDERS:**

1. **Standardized Felony Judgment Form:** (Art. 38.33, 42.01 & 42.09, Sec. 8, TCCP) A Certified Judgment or commitment document for each cause for which the defendant is sentenced to the TDCJ, including the Penal Code citation and offender's right thumbprint. (Examples: Judgment of Conviction by Court, Judgment of Conviction by Jury, Order of Deferred Adjudication, Judgment Adjudicating Guilt and Judgment Revoking Community Supervision.) **Note:** Only use forms provided by the Office of Court Administration ([www.courts.state.tx.us/oca/FelonyForms/index.asp](http://www.courts.state.tx.us/oca/FelonyForms/index.asp)).  
*If there is a Change in Venue:* A statement regarding the venue change is required to include the names of the county prosecuting the offense and county in which the case was tried. This information can be completed on the Standardized Felony Judgment Form.
2. **Criminal History:** (Art. 42.09, Sec 8, CCP) A current report which contains the defendant's history of criminal activity, to include all arrests and dispositions. This requirement may be met through a current NCIC/TCIC II-DPS-FBI.
3. **Written Report Describing Each Offense:** (Art. 42.09, Sec. 8, TCCP) A report containing greater detail about each commitment offense than would be found in court documents. Example: police offense/incident report. Each report should state the citation to the provisions of the Penal Code or other law under which the defendant was committed to TDCJ.
4. **Indictment or Information for Each Offense:** (Art. 42.09, Sec. 8, TCCP) A formal charge issued by a Grand Jury. Other information that may satisfy this requirement includes documents issued by District or County Attorneys, or a waiver of indictment submitted by the defendant.

5. **Jail Conduct Report:** (Article 42.03, TCCP) A report prepared by the Sheriff that describes the defendant's behavior while housed in jail.

**REQUIRED DOCUMENTS FOR ALL OFFENDERS (IF PREPARED):**

6. **Detainers, Holds or Warrants:** (Art. 42.09, Sec. 8, TCCP) A written order issued by an agency of the federal government authorizing the defendant remain in custody for an extended period. Or, a written description of a hold or warrant issued by any other jurisdiction of which the county is aware.
- 7-10. **Pre- or Post-Sentence Investigation; Revocation Report; Psychological/Psychiatric Evaluation of the defendant; Client Supervision Plan;** or any relevant information contained in the criminal prosecutor's file upon which the judge or jury bases the punishment decision. (Article 56.03, Article 42.12, Sec. 9, and Article 42.09, Sec. 8, TCCP.)
  7. **Pre- or Post-Sentence (PSI) Investigation Report:** A report usually ordered by the court that details specific information about the defendant. The report is usually prepared by the Community Supervision Officer.
  8. **Revocation Report:** A narrative that details the alleged violations to the conditions of community supervision. (May also be called Probation Violation Report or Community Supervision Violation Report.)
  9. **Psychological/Psychiatric Evaluation:** A report prepared by a qualified mental health professional or any other social or psychological document used by the judge or jury to determine the defendant's emotional or mental status. This may also include an evaluation prepared for the juvenile court before transferring the defendant to criminal court.
  10. **Client Supervision Plan:** A document prepared for the defendant by the Community Supervision Officer that describes the treatment or behavior strategies for successful reintegration into the community.
11. **Texas Uniform Health Status Form:** (Art. 42.09, Section 9) A report of any special medical or mental health needs of the offender. *Submit copy with Pen Packet Document Checklist when requesting admission for **Special Needs SAFP sentenced** offenders. Deliver copy with **ALL** offenders at time of physical admission to TDCJ.*
12. **Victim Impact Statement:** (Art. 42.09, Sec. 8 & Art. 56.03) A document completed by a victim of an offense, close relative of a deceased victim, guardian of a victim or other family member providing a detailed account of the emotional, physical and financial effects of the offense on the victim or family member.

**DO NOT RETURN THESE GUIDELINES WITH THE  
PEN PACKETS\***

**ADDITIONAL INFORMATION CONTACT NUMBERS:**

For institutional offenders: (936) 437-6137

For state jail and SAFP offenders: (936) 437-6104

\*This information is for your reference only

