**Ron Jackson Intake Juvenile Correctional Facility**

611 FM 3254, PO Box 1267 Brownwood, TX 76801

(325) 641-4200 Main Line; [**RJ-Intake@tjjd.texas.gov**](mailto:RJ-Intake@tjjd.texas.gov)

**Intake Supervisor John Williams (325) 641-4200 ext. 6484**

# Documents Required for Pre-approval

(These items are to be sent to TJJD Intake via mail or email before the youth will be scheduled for admission.)

1) Copy of a certified copy of the commitment order.

2) Immunization record with dates (DPT, POLIO, MMR).

3) Complete Interagency Application for Placement, with complete referral page.

4) Copy of all prior petitions, modifications, adjudications, and dispositions. Make every effort to obtain court  
documents on every referral found in DPS/CCH System.

5) Conditions of probation on youth committed for a violation of probation.

6) Copy of birth certificate, when available.

7) Copy of Social Security card, when available.

8) Scanned copy of most recent risk and needs assessment

# Required after Pre-approval Granted

(These items are to be sent to TJJD Intake via mail or email after receiving notification of pre-approval.)

1) A certified copy of the commitment order, sent via mail.

2) Social history (computerized referral & case history). JCMS departments should include referral history  
from other JCMS departments, if applicable.

3) Psychological and psychiatric reports/MAYSI(s), if available.

4) Contact information sheet for the youth’s parents or guardian. NOTE: If in CPS custody, CPS case manager  
contact information.

5) Sex offender registration information concerning the youth, if applicable.

6) Education records, if available.

7) Detention order(s) for offenses for which youth committed to TJJD, if applicable.

8) Days in detention for youth with a determinate sentence (per §54.052, Family Code), if applicable.

9) Name, address, and telephone number of the court administrator in the committing county.

10) DPS juvenile reporting form CR-43J (TRN number).

11) Victim impact statement/information form, if there is one.

12) Law enforcement incident reports/Police records for offense(s) for which the youth is committed,  
if available.

13) Title IV-E eligibility screening information, if available.

14) Address in the committing county for forwarding funds collected to which the community is entitled,   
if applicable.

15) For youth not born in the United States, information on if they are US residents and their country of   
citizenship, if applicable.

16) Copy of all CSE-IT assessments completed, if any.

# Additional Requirements for Admission

1) A Health Information for Juveniles Committed to TJJD form (TJJD-GEN-401), any of the youth’s pertinent medical and dental records, and ALL current medications must accompany the youth.

2) Noble/PACT users must electronically submit the most recent assessment by selecting tx-tjjd from the transfer screen in the Noble platform. The profile should not be transferred until the youth is scheduled for admission.

**NOTE: UNDER NO CIRCUMSTANCES WILL A YOUTH BE ADMITTED TO TJJD WITHOUT AN IMMUNIZATION RECORD (UNLESS AN UNDOCUMENTED RESIDENT) AND A CERTIFIED COPY OF THE COMMITMENT ORDER.**