

TDCJ INMATE TRANSFERS



TEXAS CRIMINAL
JUSTICE COALITION

WHAT IS AN INMATE TRANSFER?

Sometimes TDCJ inmates are moved from one facility to a different facility. This is called an “inmate transfer.” The reasons for inmate transfers are:

- Hardship
- Medical needs
- Educational opportunities
- Program or rehabilitation access
- Change in custody level

CAN I (OR SOMEONE I LOVE) BE TRANSFERRED?

Maybe. Some transfers happen automatically. Some happen when an inmate asks. And one happens when the family of an inmate asks. Keep reading for more information about the types of transfers.

HARDSHIP TRANSFERS

An inmate can be transferred closer to an immediate family member IF that family member has a medical condition that makes it impossible to travel a long way. Here are the rules for hardship transfer:

- A family member has a medical condition that makes it impossible for him or her to travel long distances. Inability to drive is not enough.
- The family member must get a **doctor’s note that explicitly says they have an “inability to travel long distances due to a medical condition.”**
- The family member must be an immediate family member: parent, sibling, spouse, child, grandparent, step-family, or foster family. Immediate family does not include cousins or distant relatives.
- The inmate is currently in a permanent unit at least 200 miles away from the family member.
- The inmate hasn’t had any disciplinary reports in the past twelve months.
- The inmate’s custody level is G1, G2, or G3.
- The family member is not the victim of the inmate’s offense.
- If the inmate is in jail for a violent offense, the inmate cannot be transferred to the county where the victim lives.

Family members can request a hardship transfer by sending a letter with the inmate’s name and TDCJ number and the doctor’s note on letterhead (see rules above) to:

Assistant Director for Classification and Records
Attn: Hardship Transfer
P.O. Box 99
Huntsville, TX 77342-0099

- If the request is approved, the inmate will be told and the transfer scheduled.
- If the request is denied, the family member will get a letter with the reason it was denied. If the family member has new information, he or she can contact the State Classification Committee (SCC) at the address above and ask them to reconsider.
- Family members can call (936) 437-6271 for help with hardship transfers.

THINGS TO KEEP IN MIND:

- The transfer occurs three weeks to six months after approval.
- It’s harder to get a transfer to a metroplex area like Houston or Dallas.
- Make sure the inmate wants to transfer before the family member requests the transfer.

MEDICAL TRANSFERS

An inmate can be transferred for medical reasons at any time. For a medical transfer:

- An inmate asks for a medical exam from the unit health care provider.
- If the provider finds a medical issue that requires a transfer, the provider files a request with the Health Service Liaison, who sends approval to the SCC.

THINGS TO KEEP IN MIND:

- The inmate's custody level, sentence length, and disciplinary history don't affect a medical transfer.
- The transfer occurs within a week of the request.
- If a medical transfer is not approved and the inmate or family member has concerns or questions, file a grievance and/or write a letter: Office of Professional Standards, P.O. Box 99, Huntsville, TX 77342.

EDUCATION TRANSFERS

An inmate can request a transfer to access education opportunities that aren't available on the inmate's current unit. For an education transfer:

- The inmate sends an I-60 form to the unit education department asking to take a course.
- If the course is not offered on the inmate's current unit of assignment, the education department will advise the inmate what units offer the course and what requirements the inmate must fulfill.
- If the inmate meets the requirements, the inmate sends another I-60 form to the unit education department requesting transfer.
- If the transfer is approved, the Windham School District submits a transfer request to the SCC. This approval has a date the inmate must be transferred by.

THINGS TO KEEP IN MIND:

- The inmate must be at custody level G1, G2, or G3.
- Disciplinary problems can affect approval for education transfers. Inmates must be free of major tickets for twelve months and minor tickets for three months.
- Education transfers are more likely to be approved within 24 months of parole eligibility.
- The transfer occurs one week to four months after approval.
- Inmates can be transferred back to their original unit of assignment once they complete a course.

PROGRAM AND REHABILITATIVE TRANSFERS

An inmate can request a transfer to access programs that aren't available on the inmate's current unit. For a program or rehabilitative transfer, the inmate sends an I-60 form to the Unit Classification Committee (UCC) requesting transfer to another unit.

THINGS TO KEEP IN MIND:

- The inmate must be at custody level of G1, G2, or G3.
- Disciplinary problems can affect approval for program or rehabilitative transfers.
- Rehabilitative and program transfers are more likely to be approved within 24 months of parole eligibility.
- The transfer occurs two to four months after approval.
- Inmates can be transferred back to their original unit of assignment once they complete a program.

CUSTODY TRANSFERS

An inmate can be transferred to another unit if his or her custody level is changed based on a demotion for a disciplinary action or a promotion for good behavior. The UCC automatically reviews an inmate's custody status every six months.