

TEXAS COMMISSION ON JAIL STANDARDS

EXECUTIVE DIRECTOR
Brandon S. Wood



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TECHNICAL ASSISTANCE MEMORANDUM

TO: All Sheriffs and Jail Administrators
FROM: Brandon Wood, Executive Director
RE: Jail Administrator Examination
DATE: February 12, 2018

Pursuant to SB 1849 passed in 2017, the Texas Commission on Jail Standards (TCJS) adopted the following rule at the February 1, 2018, Commission meeting:

A person appointed to the position of Jail Administrator after March 1, 2018, is required to satisfy the requirements of the Jail Administrator Examination as required by Texas Government Code 511.00905. A person appointed as Jail Administrator must satisfy this requirement within 180 days of his/her appointment. If the person appointed as jail administrator is unable to satisfy the requirements of the examination, he/she shall be immediately removed and may not serve as the jail administrator until he/she satisfies the examination requirements of this section.

Jail Administrators Appointed After March 1, 2018

The exam is being developed by the Texas Commission on Law Enforcement (TCOLE). They will make the exam available online beginning March 1, 2018. It will consist of 75 multiple-choice questions. Like other TCOLE online tests, it will be "open book." Relevant chapters from the Minimum Standards and other applicable rules will be available online for reference. The exam certification remains valid as long as the individual possesses a jailer's license. Any licensed jailer may take the exam.

The test will:

- Be the same online format as other TCOLE tests currently in place.
- Be untimed, and progress can be saved and returned to later.
- Consist of 75 multiple choice questions.
- Require a passing rate of 100% to receive credit for the exam.

Judge Bill Stoudt, Longview, Chair
Jerry W. Lowry, New Caney, Vice Chair
Larry S. May, Sweetwater

Sheriff Dennis D. Wilson, Groesbeck
Sheriff Kelly Rowe, Lubbock
Dr. Esmail Porsa, M.D., Parker

Commissioner Ben Perry, Waco
Duane Lock, Southlake
Melinda E. Taylor, Austin

"The Commission on Jail Standards welcomes all suggestions and will promptly respond to all complaints directed against the agency or any facilities under its purview."
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- Require a two-hour delay after exam failure before the applicant may retake the exam. The tester may take the exam as often as desired.

Current Jail Administrators

This adopted rule will not require Jail Administrators to pass the exam if they are appointed to their position before March 1, 2018, and if their sheriff submits the attached "Jail Administrator Notification Reporting Form" by February 28, 2018. This form designates the Jail's Administrator and must be signed and submitted by the sheriff. The sheriff may designate only one Jail Administrator. TCJS will retain a master list of these Jail Administrators. However, TCJS strongly encourages all current Jail Administrators to take the exam.

Current Jail Administrators whose names are not on the master list will have 180 days from March 1, 2018 to pass the exam.

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