

Texas Commission on Jail Standards



2010 Annual Report

January 31, 2011

Empowering local government to provide safe, secure and suitable local jail facilities through proper rules and procedures while promoting innovative programs and ideas.

Adan Muñoz
Executive Director

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This report is made pursuant to Chapter 511, Section 511.015 Government Code and covers activities of calendar year 2010.

I. **Mission Statement**

The mission of the Texas Commission on Jail Standards is to empower local government to provide safe, secure, and suitable local jail facilities through proper rules and procedures while promoting innovative programs and ideas.

During its regular session of 1975, the 64th Legislature enacted House Bill 272 creating the Texas Commission on Jail Standards in an effort to end federal court intervention into county jail matters and return jail control to state and local jurisdictions. Formerly through Title 81 of the Civil Statutes and currently through Chapters 499 and 511 of the Government Code, the state has evinced a strong commitment to improving conditions in the jails by granting the Commission the authority and responsibility to promulgate and enforce minimum standards for jail construction, equipment, maintenance, and operation. Related duties and rules are set forth in Chapters 351 and 361 of the Local Government Code, Title 37 of the Administrative Code, and Minimum Jail Standards.

The Commission serves the citizens of Texas with programs and services for the custody, care, treatment, and supervision of adult inmates in county jails. Although we retain the responsibility to regulate privately operated municipal facilities, most of our activities are oriented toward county functions. Our principal operations include on-site inspections of jails to verify compliance with Standards, review of proposed construction and renovation plans to assess conformity to Standards, provision of jail management technical assistance and training, administration of inmate population reports and audits, resolution of prisoner grievances, and various other activities relating to policy development and enforcement. Contrary to popular belief, the Commission does not have authority over the state prison system or juvenile detention facilities. We do have facilities under our authority which contract with the Texas Department of Criminal Justice and federal systems to house state and federal inmates. We also regulate any Texas facility housing out-of-state inmates.

We work closely with city, county, and state government officials in our duties to enforce jail standards. Primary relationships exist with county judges, commissioners, sheriffs and private management companies to provide consultation and technical assistance; review and comment on plans for construction, modification, and renovation of jails; and regular inspections of jails to ensure compliance with state law. Secondary relationships extend to architectural and criminal justice professional associations and to regulatory agencies concerned with fire safety, legal issues, civil liberties, health and mental health. Jail inmates awaiting criminal trial or administrative hearings, serving misdemeanor sentences, or awaiting transfer to the Texas Department of Criminal Justice after felony convictions benefit from our efforts by being housed in safe and sanitary environments. We provide a service to the citizens of Texas communities through our Standards, which mandate secure jail design and operation, effective inmate management, use of accepted correctional methods, and programming based on available resources.

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II. Organization

Our policy-making body consists of nine Commission members appointed by the governor to staggered six-year terms expiring on January 31 of odd-numbered years. The Commission consists of a sheriff from a county with a population of more than 35,000, a sheriff from a county with a population of 35,000 or less, a county judge, a county commissioner, a practitioner of medicine, and four private citizens, at least one of whom is from a county with a population of 35,000 or less. The chairperson is designated by the governor, with the vice-chairperson elected by the membership. Our Commission holds regular meetings each calendar quarter as required. Special meetings are held as needed. Responsibilities of the Commissioners include promulgation, adoption, revision, amendment, and repeal of rules; enforcement of rules through remedial action or action in district court; and consideration of applications for variances to minimum standards. Members are not compensated for their work except for allowable travel and per diem expenses.

Commission members as of December 31, 2010 were as follows:

<u>Member</u>	<u>City</u>	<u>Term Expires</u>
Judge Donna Klaeger (Chair)	Burnet	2013
Commissioner Stanley D. Egger	Abilene	2011
Ms. Irene A. Armendariz	El Paso	2011
Michael M. Seale, M.D.	Houston	2011
Mr. Jerry Lowry	New Caney	2013
Mr. Larry May	Sweetwater	2013
Mr. Albert L. Black	Austin	2015
Sheriff Tam Terry	Panhandle	2015
Sheriff Gary Painter	Midland	2015

At the end of 2010, the staff consisted of the following positions:

Executive Director	Exempt
Manager I (2 positions)	B22
Staff Services Officer III	B19
Inspector VI	B19
Inspector V (5 positions)	B17
Project Design Assistant	B17
Research Specialist II	B17
Budget Analyst I	B17
Program Specialist II	B18
Program Specialist I (2 positions)	B17
Network Specialist II	B18
Administrative Assistant II	A11
Clerk I	A5

The Commission on Jail Standards is headquartered in Austin, Texas.

III. Agency Objectives & Funding

In order to fulfill our mission, the Commission allocates its resources and carries out its statutorily-mandated duties through six distinct but related strategies. Although inspection of jail facilities and enforcement of Minimum Jail Standards is our most critical and visible strategy, the Commission's remaining five strategies are vital as well and assists counties in achieving and maintaining constitutional standards— the primary goal of the agency.

National research, statewide input, and case law are among the resources considered when developing or revising the Standards. The jail standards process reviews and amends minimum standards for the purpose of building and maintaining safe, secure, and efficient jail operations. Proposed revisions to the Standards, after Commission approval, are published in the Texas Register for public comment and these comments are reviewed in order to ascertain whether revision would be appropriate. The final version, whether altered from the original or not, is again presented to the Commission for approval and again published in the Texas Register.

In addition to the appropriated funds, the agency charges inspection fees in order to cover the cost of inspecting facilities housing 30% or more non-Texas sentenced inmates or for conducting a re-inspection if the areas of non-compliance have not been corrected. These inspection fees combined with appropriated receipts from the sale of manuals account for 2% of the agency's budget.

In order to meet agency objectives, each strategy is allocated a specific number of full-time equivalent positions.

A. Inspection & Enforcement

(7 full-time positions) Inspection activities consist of fair and impartial monitoring and enforcing compliance of adopted rules and procedures. This objective includes development and implementation of a uniform inspection process. Uniform inspection reports and procedures for inspecting jail facilities are developed under the provision of Chapters 351 and 361 of the Local Government Code and Chapter 511 of the Government Code.

At least once each fiscal year, each facility that is under the Commission's authority is inspected in order to determine compliance with minimum jail standards. Each of these inspections reviews security, control, general conditions, and takes into account not only the operations of the facility, but the physical plant aspects as well. Special inspections may be conducted on facilities that have either been identified as high-risk or found to be in non-compliance. These unannounced inspections may also be performed when county officials indicate that the non-compliant items have been corrected, in which case the inspector must personally examine the areas that required correction. This is especially critical when the issues involve safety and/or security issues.

Following the Executive Director's review of the inspector's report, a certificate of compliance is sent to facilities found to be in compliance. If deficiencies were noted, however, a notice of non-compliance is issued, which specifies the Standards with which the facility has failed to comply and includes detailed information as to specific steps that must be taken to correct the deficiencies.

B. Construction Plan Review

(2 full-time positions) The construction facility planning staff provides consultation and technical assistance to local governments for jail construction that meets Standards. There is extensive consultation and interaction with state and local officials, design professionals and consultants. Plan documents are reviewed at three phases: schematic design, design development, and construction documents. At each phase, items requiring resolution are noted and satisfied prior to proceeding to the next phase. This process assists in ensuring that counties understand jail requirements, and also helps to provide more efficient, effective and economic jails that comply with Minimum Standards. On-site consultations are desirable, when possible, and are often a more productive method of consultation with designers, architects, construction contractors, sheriffs and other county officials, once construction has begun. The facility planning staff also conducts facility needs analyses at a county's request, using population projections and other pertinent data to provide assistance to counties in determining their future incarceration needs.

C. Management Consultation

(4 full-time positions) Commission staff also provides needed jail management training and consultation to counties by working with county representatives in our Austin office, on the phone, through written correspondence, regional training classes, and on-site visits. Technical assistance on matters such as structural issues, life safety, and overall jail operation is provided on an on-going basis. Counties also receive assistance with analyses of jail staffing needs to assist counties in operating safe and secure facilities, and in developing and implementing operational plans that meet Minimum Standards. Operational plans include procedures for classification of inmates, health services, discipline and grievance, inmate services and activities, and seven additional areas. This strategy is very important, in that it is focused on assisting counties to achieve and maintain compliance with Standards, transmitting to county jails the knowledge and tools required to run a safe and secure jail – a facility that is less likely to be a liability to the county.

D. Auditing Population & Costs

(1 full-time position) This strategy requires the collecting, analyzing and disseminating of data concerning inmate populations, felony backlog, and jail operational costs. Counties are assisted in completing their jail population reports, and technical assistance is provided. Statistical data is collected, analyzed and provided to agencies to assist in planning and predicting trends in incarceration at the state and local level. We also receive audits of the commissary and general operations of the county jails. These audits are analyzed by Commission staff to assess jail program costs and to develop Average Daily Cost estimates – information that is often requested by other state agencies and counties, as well as members of the Legislature.

E. Indirect Administration

(5 full-time positions) Indirect administration strategy is to account for functions such as finance, human resources and IT that had previously been allocated among the five existing strategies. This allows for a more accurate representation of the funds and resources utilized not only for each of the five primary strategies, but also allow the agency to properly budget and plan for activities not directly tied to a particular strategy, such as IT needs, which would support employees assigned to several different strategies.

F. Juvenile Justice Survey

(1 contract position) The Commission has responsibility for collecting and processing the juvenile jail logs containing information on all juveniles held in secure confinement in adult jails and lockups. The report is collected annually from each Sheriff's department and each municipal lockup. We also offer technical assistance and are responsible for conducting selected on-site visits, conducted by a contract provider. The Criminal Justice Division of the Governor's Office uses the information provided by the jail log reports and on-site visits to determine compliance with the Juvenile Justice and Delinquency Prevention Act of 1974. The agency is also responsible for identifying and compiling a directory of all adult jails and lockups with a juvenile detention, correctional, or holdover center collocated in the same building or on the same grounds. The contract provider is responsible for all three of these tasks. All funding for juvenile programming in the state of Texas is contingent on the completion of the requirements of this strategy and a report of such being provided to the federal government. During the 81st Legislative session, the funding for this strategy was included in the request and approved, but was later removed through a line-item veto issued by the Governor due to the fact that if the funding was approved as such, any unexpended funds were not allowed to be re-allocated at the discretion of CJD. The full amount was subsequently awarded through the grant process and it is projected that only \$25,000 will be utilized in order to carry out this strategy with the balance remaining with CJD.

IV. 2010 Operational Performance in Review

A. Changes to Standards

In 2010, the Commission proposed and adopted three changes to Minimum Jail Standards. One of the proposed changes was in response to Sunset recommendations involving the complaints procedure. Other changes included the addition of the Continuity of Care Query and adding a question to the variance application form that inquires on a county's efforts to identify alternatives to incarceration

In addition, in 2010, the Commission began a comprehensive review of minimum jail standards through Commission workshops. Agency staff identified several standards that staff determined should be clarified. At the end of 2010, approximately 10 standards were proposed and were placed on the register for public comment.

B. Jail Inspections

During the year, 255 annual jail inspections were conducted. Legislation has exempted certain private jails from annual inspection since September 1, 2003, and this number may fluctuate during the course of any given year as conditions warrant. Staff also completed 159 special inspections on high-risk and/or non-compliant jails during 2010. Out of the combined 414 inspections, 413 were unannounced, representing 99.8% of all inspections.

24 occupancy inspections on completed construction projects were conducted during 2010.

1. Compliant Counties

As of January 1, 2010, 215 of 250 jails (86%) complied with Minimum Jail Standards. As of December 31, 2010, 214 of 245 jails were certified, comprising

87% of the county and private facilities under our regulatory review. No facilities fell out of the Commission’s purview during 2010, while none were added.

2. Noncompliant Counties

On December 31, 2010, 31 jails were in a status of noncompliance, representing 12.6% of the facilities on the inspection list. At the end of 2009, there were 35 jails, or 14% in noncompliance; non-compliant jails increased by 1.4%. Notices of non-compliance are issued in three categories: Life Safety, Management, and Structural. In most instances, the counties receiving the notices have taken positive and responsible action toward eliminating cited deficiencies to meet the requirements of state law. Counties, which were not believed to be acting expeditiously to resolve deficiencies, were requested to appear before the Commission to address the corrective action necessary in order to prevent remedial action by the Commission. These meetings resulted in firm commitments aimed at eliminating the deficiencies from the counties concerned. Commission staff conducts monthly risk assessment reviews of noncompliant counties to assess the progress and status of these facilities as they move toward compliance with Minimum Jail Standards.

3. Closed Jails

Presently, 19 counties have closed jails. The following counties opted to board their few inmates in an adjacent county rather than maintaining their own facilities:

Baylor	Cottle	Jeff Davis	McMullen
Borden	Floyd	Kenedy	Motley
Briscoe	Foard	Kent	Throckmorton
Coke	Hartley	King	Sterling
Concho	Irion	Loving	

C. Juvenile Justice Survey

During the calendar year, the Commission’s contracted service provider reviewed all adult jails and lock-ups in the State of Texas for compliance with the Juvenile Justice and Delinquency Prevention Act. This is accomplished through the review of juvenile jail logs to ensure that adult facilities are reporting juveniles held securely longer than six hours, status offenders held securely, and juveniles are sight-and-sound separated from adult offenders. The actual number of facilities may fluctuate during any given year and from year-to-year; for most of 2010, this figure is most accurately represented as 651.

D. Construction Plan Review

Thirty-seven construction/renovation documents were reviewed in 2010. Several counties are embarking upon renovations of ageing facilities, while others are planning new facilities to replace well-worn facilities or to add additional beds to meet local needs.

1. Construction Completed

Ten counties opened a new facility during the year. These projects represented a total of 1,366 additional beds due to the fact that several of the counties replaced an existing facility.

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Brazos Min. Sec.	128	Guadalupe Courts	0
Midland Min. Sec.	72	Midland Courts	0
Stephens County Jail*	33	Houston County Jail	144
Lubbock County Jail*	845	Taylor County Jail	0
Jones County Jail	96	Archer County Jail	48

*Indicates the county closed an existing facility after completion of new jail.

2. Major Renovations/Additions Completed

Ten counties completed major renovations or additions during the year, adding 1,216 beds. The counties were:

Hidalgo County Renovation	0	Randall County Addition	144
Montgomery Co. Addition	96	Cameron County Addition	0
Dewitt Co. Phase II	1	Austin County Phase I	0
Hays County Renovation	0	Bell County Courts Addition	0
Ellis County Addition	291		
Brazos County Addition	684		

All construction and renovation/additions projects totaled 2582 beds.

3. Jails under Construction or Planning

At the end of 2010, 30 counties were involved in planning or construction on 36 projects. These projects are expected to result in an additional 2,179 beds in 2010. This figure is an estimate based on projects identified on January 1, 2011 and scheduled for completion by December 31, 2011; other projects identified during the year may cause this number to be adjusted further. In addition to plan reviews, the Planning Department completed one Facility Needs Analyses, which assisted counties in determining their future jail needs.

E. Management Consultation

Technical assistance on jail matters such as alternative programs, population control, structural issues, life safety, and overall operations was provided to county officials throughout the year. Although telephone calls are not routinely logged, it is estimated that several thousand telephone calls were received during the year for technical assistance regarding jail management and operations. In addition, 15 in-house management consultations were conducted at the Austin office in 2010. The Commission also conducted 293 management consultations on-site with County Judges, Commissioner’s Courts, and Sheriffs concerning the most economical and feasible way to achieve compliance with state law, and in some cases, federal court orders. Finally, 18 counties received assistance with analyses of jail staffing needs, and 2,981 operational plans were reviewed in 2010.

The Commission continued the program of technical assistance to jails on management related issues through regional jail management workshops during the calendar year. The workshops were developed under the direction of the Commission’s Education Committee to provide training and credits afforded by the Texas Commission on Law Enforcement Officer Standards and Education.

Municipalities continued to request information and assistance on jail construction or renovation. While municipal jails other than those privately operated under authority of Chapter 351, Local Government Code, are not required to conform to Texas Minimum

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Jail Standards, municipalities continue to show confidence in the Commission to provide them unbiased information and guidance upon which to base decisions concerning construction or operation.

F. Auditing (Changes in Jail Bed Capacity and Inmate Population)

On January 1, 2010, jails were operating at 70.76% of capacity with a population of 66,064 and a capacity of 93,960. During the year, the population continued to increase, ending at 69,999 on December 1, 2010. By December 2010, jail capacity increased to 95,927. On December 1, 2010, all Texas jails were collectively operating at 72.97% of capacity.

Texas counties continue to house out-of-state inmates. On December 1, 2010, three local facilities were housing 41 inmates for New Mexico and Arkansas.

The number of federal inmates held by facilities under the Commission’s purview increased from 8,350 on January 1, 2010 to 9,594 on December 1, 2010. The local population increased from 55,051 on January 1, 2010 to 58,150 on December 1, 2010. This represents an increase of 5.63%. Additionally, in 2010 jails continued housing convicted state inmates through contract with the Texas Department of Criminal Justice. Three private facilities housed a total of 487 state inmates on December 1, 2010.

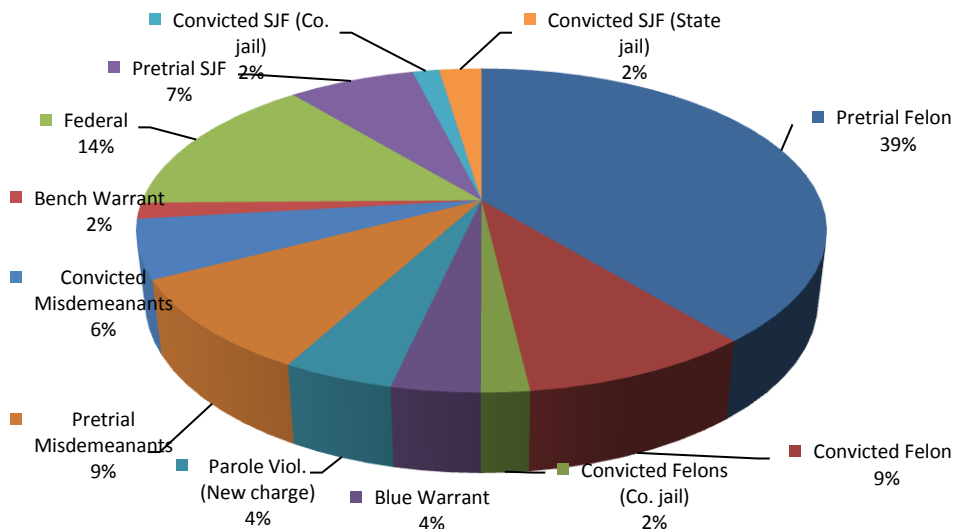
County Jail Population by Offense Type¹

	12/2005	12/2006	12/2007	12/2008	12/2009	12/2010
Pretrial Felons	31.65%	31.44%	32.83%	37.15%	36.19%	37.47%
Convicted Felons	10.62%	9.38%	8.77%	7.91%	8.14%	8.75%
Convicted Felons (Co. jail)	2.27%	2.13%	2.24%	2.08%	2.12%	1.82%
Blue Warrant	4.54%	3.86%	3.60%	3.81%	3.51%	3.35%
Parole Viol. (New charge)	4.57%	4.34%	4.40%	4.09%	3.90%	4.21%
Pretrial Misdemeanants	9.99%	8.99%	9.12%	9.93%	10.08%	9.02%
Convicted Misdemeanants	6.75%	6.07%	6.19%	5.45%	6.33%	5.614%
Bench Warrant	1.66%	1.36%	1.35%	1.48%	1.45%	1.55%
Federal²	11.27%	11.97%	11.65%	10.85%	11.43%	13.71%
Pretrial SJF	8.17%	7.96%	8.17%	7.66%	7.48%	6.83%
Convicted SJF (Co. jail)	2.37%	2.62%	2.46%	2.15%	2.54%	1.43%
Convicted SJF (State jail)	2.16%	1.89%	2.24%	1.83%	2.01%	2.28%

¹This representation does not include all offense categories so totals may not equal 100%

²This only includes those federal inmates in facilities under purview of the Commission on Jail Standards. Under 511.0094 Government Code, facilities housing only federal inmates do not fall under Commission purview.

Texas Jail Population on December 31, 2009



G. Additional Services

1. Research

The primary function of the research staff in 2010 was to research relevant issues and questions for Texas sheriffs and jail administration regarding recent changes to standards, legislation, statutes, AG opinions, court cases, and best practices. In addition to handling numerous technical assistance and information requests, research staff also provided training on legislative matters and legal developments to county officials, jail administrators, and others in local government.

Research staff actively participated in meetings and presentations with other professionals and academics to address the challenges of incarcerated individuals with mental health issues. Staff represented the Commission on Jail Standards at advisory meetings of the Texas Correctional Office on Offenders with Medical or Mental Impairments (TCOOMMI).

2. Inmate Complaints

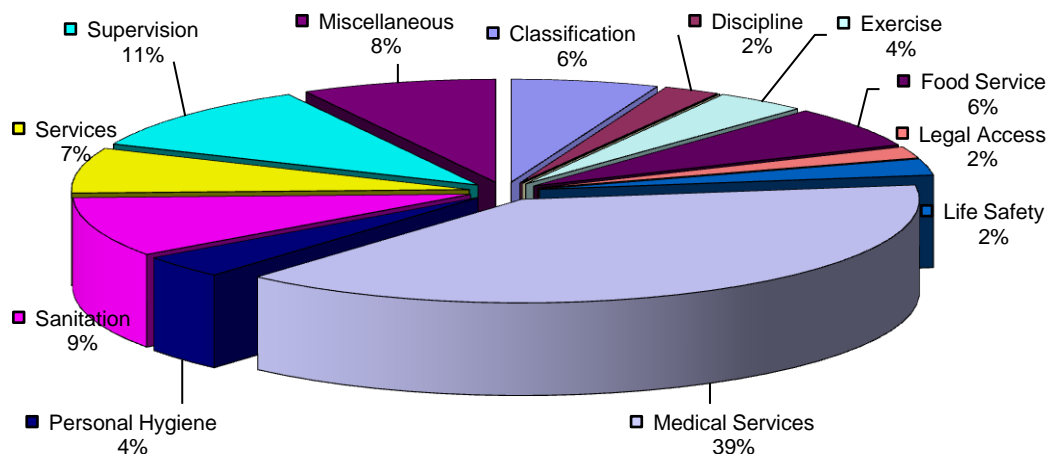
The Commission received 1,461 written requests for inmate assistance or grievance investigation in 2010, with 519 requiring a written response by county officials, and possible action by Commission staff. Consistent with previous years, the category most frequently cited in grievances requiring a formal reply was medical services. For 2010, Medical Services constituted 39% of these grievances.

The following chart illustrates the frequencies (from highest to lowest) of complaints received for 12 categories (Note: combined numbers exceed total number of complaints requiring a formal reply due to letters containing more than one complaint category). In cases where more than one complaint category is addressed in a letter, the three most significant complaints are reported in their respective categories.

Inmate Complaints by Category for 2009

Medical Services	323	Classification	50
Supervision	88	Exercise	31
Sanitation	78	Personal Hygiene	30
Misc.	66	Life Safety	21
Services	59	Discipline/Grievance	19
Food Services	54	Legal Access	15

Total: 834



942 complaint letters required no response, were beyond the purview of the Commission, or were returned to the sender with instructions to utilize the facility’s established jail grievance system. Inquiry into the remainder of the requests either alleviated conditions in need of correction or established the lack of truth in the allegations, and thus aided in eliminating frivolous litigation. Occasionally, areas of concern were addressed with the individual sheriffs involved and recommendations were made to preclude future allegations.

3. Variances

No new variances were approved, eight variances were canceled, three extensions of variances were granted and one variance was extended with modifications during 2010. Each request was individually reviewed and acted upon by the Commission during the year’s four regular meetings. (The Commission may grant reasonable variances, except that no variance may be granted to permit unhealthy, unsanitary or unsafe conditions).

V. 2010 Administrative Activity in Review

A. Staff Changes

The Commission did not make any staff changes in 2010.

B. Staff Turnover

The Commission had no staff turnover during 2010.

C. Training Initiatives

2010 was another successful year for jail training efforts at the Commission. The staff has continued to select timely topics and develop a solid curriculum for the training programs developed in 2001, as evidenced by the positive response all training sessions have received.

The Practitioners' Series Training called the 'The Basics' was conducted at 10 regional sites during September, October, and November. Practitioners who are widely regarded as experts in their field of jail management served as instructors for this training alongside Commission staff, using materials prepared by the agency. This program not only educates those attending the training, but also develops the presentation and leadership skills of the instructors themselves. In 2009, there were 458 participants at the ten training sessions, which represents a significant increase (118%) from the previous year's attendance.

Since creating and maintaining a responsible classification system that remains an essential part of county jail management, Objective Jail Classification training by Commission staff continues to be offered to the counties, both on-site and at headquarters. In addition, Commission staff has continued its training for Population and Paper Ready Reports for any county that requests assistance, both on-site and at headquarters. Furthermore, a new training presentation called 'What to Expect during Inspection' was developed to aid with jail standards awareness. With 69 newly elected sheriffs and a continuous change in jail command staff we have experienced an increased demand for additional Operations, Classification, Population, and Paper Ready training.

Finally, Commission staff conducted a training session regarding legislative updates at the annual Texas Jail Association Conference in Austin, Texas. In addition, "The Courtroom Challenge" game was conducted at the Conference as well. Both presentations received positive evaluations from the attendees and participants alike.

D. Legislative Actions

In 2010, the Commission implemented all of the mandates set forth in SB 1009 and other legislation.

E. Attorney General Action

In 2010, the Commission submitted four briefs to the Office of the Attorney General to have certain records excepted from public disclosure under the Public Information Act. No other Attorney General activity occurred

VI. Summary & Forecast

The year 2010 marked another successful year providing services for Texas counties. An increase in jail beds to be inspected, the increasing jail population, and the ability to maintain a level of service to the counties to prevent federal intervention in the local jails continues to present a challenge. For the second year in a row, the agency was able to meet or exceed each of its objectives in the areas of annual inspections, on site consultations and population report audits. The number of jails in compliance though has remained somewhat static and increasing that number and decreasing the number of jails in non-compliance due to management related deficiencies remains a top priority in this coming year.

As Executive Director, it is my responsibility to ensure that we continue to improve on each mandated strategy and provide the necessary documentation that clearly proves that the Texas

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Commission on Jail Standards should remain an independent agency and funded appropriately for continued success.