


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 
Date: January 31, 2018
Reference: Serious Incidents Report

Effective January 1, 2018, as per Sec. 511.020. SERIOUS INCIDENTS REPORT:

On or before the fifth day of each month, the sheriff of each county shall report to the commission regarding the occurrence during the preceding month of any of the following incidents involving a prisoner in the county jail:

- (a)
- (1) a suicide;
 - (2) an attempted suicide;
 - (3) a death;
 - (4) a serious bodily injury, as that term is defined by Section 1.07, Penal Code;
 - (5) an assault;
 - (6) an escape;
 - (7) a sexual assault; and
 - (8) any use of force resulting in bodily injury, as that term is defined by Section 1.07, Penal Code.
- (b) The commission shall prescribe a form for the report required by Subsection (a).
- (c) The information required to be reported under Subsection (a)(8) may not include the name or other identifying information of a county jailer or jail employee.
- (d) The information reported under Subsection (a) is public information subject to an open records request under Chapter 552.

In addition to the monthly report, Escapes and Custodial Deaths shall continue to be reported within 24 hours to the Jail Commission via email: death@tcjs.state.tx.us or escape@tcjs.state.tx.us

In the very near future, this information will be reported by logging into the Texas Commission on Jail Standards website. Unfortunately, due to some technical difficulties, the on-line portal is not fully operational at this time. In the interim, please use the attached reporting form when submitting this information until the on-line portal via the agency website is operational.

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. Esmaeil Porsa, M.D., Parker

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

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The attached form is being electronically sent to each county, **please complete the form utilizing Microsoft Excel (nothing but an Excel document will be accepted)** and return the document on or before the 5th of every month to:

Critical Incident Inspector Wendy Wisneski
wendy.wisneski@tcjs.state.tx.us

Below are the definitions of the reportable criteria:

Suicide: the act of intentionally causing one's own death

Attempted suicide: a serious self-destructive action made by an inmate which could have resulted in death. This act may have taken place when the inmate was alone and in a place where the likelihood of being discovered is minimal to none, and is rescued by accident or by some unexpected and unpredictable quirk of fate. Intention in these instances is an unequivocal desire to die.

Death in Custody: Any custodial death, other than suicide.

Escape: Use TPC Sec 38.06~ESCAPE

Assault: Use TPC Sec 22.01~ASSAULT (To be reported regardless if charges are filed or if the case is accepted by the District Attorney)

Sexual Assault: Use TPC Sec 22.011~SEXUAL ASSAULT (To be reported in the month they are founded as true/confession obtained/indictment obtained)

Serious Bodily Injury: Use TPC 1.07~Definition for SERIOUS BODILY INJURY

Use of Force Resulting in Bodily Injury: any injury incurred during a use of force incident, whether inmate, jailer, or civilian employee

The Jail Commission strongly recommends that each facility keep this information, as well as additional information regarding these critical incidents in some type of database. Information reported to the Commission is public information subject to an open records request and requests for additional information above and beyond numbers received, will be referred back to each county.

Reminder: If you have not yet done so, please submit a point of contact (including name and email address) who will be responsible for submitting this information once the portal is available.

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