

TEXAS COMMISSION ON JAIL STANDARDS

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TECHNICAL ASSISTANCE MEMORANDUM

TO: All Sheriffs and Jail Administrators
FROM: Brandon Wood, Executive Director
REGARDING: Electronic Reporting
DATE: December 4, 2019

Electronic Reporting Enacted by HB 3440; §269.1

The Commission adopted the following new Minimum Jail Standards on November 7, 2019. As noted in Technical Assistance Memo sent to jails on September 27, 2019, jails will begin using this new reporting process on December 1, 2019 for pregnant inmate reports only. Additional reports will then be phased-in to the electronic reporting process.

§269.1. Record System.

The sheriff/operator shall maintain the following records:

(8) The sheriff/operator shall submit the following reports in electronic format as prescribed by the Commission:

- (A) Population Report;**
- (B) Immigration/Detainer Report;**
- (C) Paper-ready Report;**
- (D) Licensed Jailer Turnover Rate Report;**
- (E) Pregnant Inmates Report;**
- (F) Death In Custody Report;**
- (G) Escape Report; and**
- (H) Serious Incident Report.**

(9) A sheriff/operator may submit the reports listed under 269.1(8) in non-electronic format; however, the Commission will charge an administrative processing fee in accordance with the fee schedule established for this section.

For more information, contact Will Turner at (512) 463-2690 or via e-mail at:
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"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."
To empower local government to provide safe, secure and suitable local jail facilities through proper rules and procedures while promoting innovative programs and ideas