

TEXAS COMMISSION ON JAIL STANDARDS

EXECUTIVE DIRECTOR
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Technical Assistance Memorandum

To: All Sheriffs and Jail Administrators
From: Brandon S. Wood, Executive Director *Brandon S. Wood*
DATE: April 3, 2020
RE: COVID19-Providing Current Criminal History (CCH) for Magistration

For any inmate that is being magistrated, in person or via video, the magistrate **SHALL** be provided a copy of the CCH in order for them to make a decision regarding bond. This is even more critical after the issuance of EO-GA 13 which addresses release of inmates with a history of or current charge of physical violence.

Listed below are guidelines for the use, distribution, handling and protection of this sensitive information for magistrates utilizing video magistration:

The following is acceptable:

- A. The CCH may be faxed to the magistrate;
- B. The CCH may be emailed, but it must be to a law enforcement or official government email account (no yahoo, Gmail, etc... or commercial/private accounts); and,
- C. If emailed, the CCH shall be encrypted as required by Section 5.10.1.2 of the CJIS Security Policy linked below.
- D. If the magistrate prints the CCH, it must be destroyed after use or placed in the case file.
- E. Provide each magistrate that utilizes video magistration with the following guide and have them verify receipt and acknowledgement of the restrictions regarding CCHs.

More information pertaining dissemination, storage, and disposal of CCH (CHRI), please see the CJIS Security Policy in the link below.

<https://www.dps.texas.gov/SecurityReview/documents/cjisSecurityPolicy.pdf>

**If you have questions regarding encryption procedures or capability, please contact
Tx DPS CJIS Department: Security.Committee@dps.texas.gov**

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