


TEXAS COMMISSION ON JAIL STANDARDS

EXECUTIVE DIRECTOR
Brandon S. Wood



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TECHNICAL ASSISTANCE MEMORANDUM

To: All Sheriff & Jail Administrators
From: Brandon S. Wood, Executive Director 
Date: August 18, 2020
RE: Daily Reporting of COVID-19 Cases

As the State of Texas continues to deal with the COVID-19 pandemic, it is vital that confirmed cases be accurately and timely reported to TCJS. To aid in this endeavor, and try to limit reporting issues, we are providing a single point of submission. **Beginning August 24, 2020**, all daily COVID-19 reports, both **Forms A and B**, will be submitted to COVID19@tcjs.state.tx.us. Any questions or concerns regarding COVID-19 reporting can be directed to the attention of Assistant Director Jason Ross via the same email listed above.

In an effort to standardize how this information is reported, the attached Excel forms shall be utilized and submitted daily by any county that has an inmate or jailer with a confirmed case of COVID-19. The forms, in Excel format, shall be emailed by 10:00 a.m. each day to COVID19@tcjs.state.tx.us. This will allow staff to log each submission and compile them all by 5 p.m. for publication and distribution. This information will assist the state in their mitigation efforts and be used to determine how resources will be allocated. To date, our county jails have done an outstanding job of promptly reporting positive cases along with presumptive cases and inmates that have been placed in quarantine.

TCJS COVID-19 Form A is the summary overview sheet for your county. You are not required to submit this form if you have NOT had a Jailer or Inmate test positive. If a Jailer or Inmate is confirmed positive, counties are required to begin submitting this form daily via the email to COVID19@tcjs.state.tx.us

TCJS COVID-19 Form B is the individual inmate reporting form. This form is only required to be submitted once and only after the inmate has tested positive. This form shall be submitted immediately after it is confirmed the inmate has tested positive via email to COVID19@tcjs.state.tx.us. If the inmate is transferred, released or recovers, please provide notification using Form B to the same email address, so the individual inmate reporting form can be updated.

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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