

# TEXAS COMMISSION ON JAIL STANDARDS

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EXECUTIVE DIRECTOR  
Brandon S. Wood



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## TECHNICAL ASSISTANCE MEMORANDUM

#22-04

**TO:** All Sheriffs and Jail Administrators  
**FROM:** Brandon Wood, Executive Director *BW*  
**REGARDING:** Submitting Serious Incident Reports  
**DATE:** March 4, 2022

Development of this report has progressed to the point where it has been moved completely to online submissions. At this time, please begin submitting this report via the new online portal **ONLY**; if you have already submitted the February Serious Incident Report via email, please resubmit via the online portal.

Each county is able to log in via the portal to submit the Serious Incident Report. User access was previously set up utilizing the emails and passwords provided by your respective agencies.

Should you have an issue logging into the portal contact Program Specialist Kaitlin Lopez Cano at [kaitlin.lopezcano@tcjs.state.tx.us](mailto:kaitlin.lopezcano@tcjs.state.tx.us) or (512)463-8079, or Assistant Director Jason Ross at [jason.ross@tcjs.state.tx.us](mailto:jason.ross@tcjs.state.tx.us) or (512)769-6976.

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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*