

# TEXAS COMMISSION ON JAIL STANDARDS

File

EXECUTIVE DIRECTOR  
Brandon S. Wood



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Shelby

July 19, 2022

The Honorable Allison Harbison  
Shelby County Judge  
200 San Augustine  
Center, TX 75935-3963

and

Sheriff Kevin Windham  
Shelby County Sheriff  
100 Hurst St.  
Center, TX 75935-4320

Dear Judge Harbison and Sheriff Windham,

Pursuant to the provisions of V.T.C.A. Government Code, Section 511.011 and Title 37, Texas Administrative Code (Chapter 297, Section 5, Texas Minimum Jail Standards), you are hereby notified that the jail in your county fails to comply with minimum standards established under V.T.C.A. Local Government Code, Chapter 351, and the rules of this Commission, and that appropriate corrective measures must be initiated. A reasonable completion date for corrective measures should be set. Failure to initiate appropriate corrective action may cause a remedial order to be issued and enforced, or other appropriate action taken. **In accordance with Chapter 297, Section 6, Texas Minimum Jail Standards, please notify this agency in writing within thirty (30) days of receipt of this notice as to actions initiated.**

The attached page(s) indicate minimum standards violated, corrective measures required, and date by which corrective measures must be initiated. Please reference the Inspection Requirements Review and Jail Inspection Report issued on July 12, 2022, detailing the specific issues that resulted in the issuance of this notice of non-compliance.

Issued this 19th day of July 2022  
Texas Commission on Jail Standards

By   
Brandon S. Wood, Executive Director

BW/cw

Judge Bill Stoudt, Longview, Chair  
Dr. Esmaeil Porsa, M.D., Parker, Vice-Chair  
Ross Reyes, Melissa

Sheriff Kelly Rowe, Lubbock  
Sheriff Raul "Pinky" Gonzales, Refugio  
Patricia M. Anthony, Garland

Commissioner Ben Perry, Waco  
Duane Lock, Southlake  
Monica McBride, Alpine

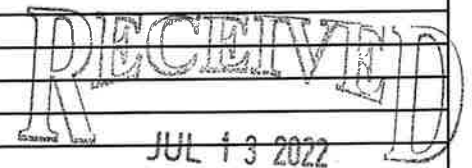
**TEXAS COMMISSION ON JAIL STANDARDS - INSPECTION REQUIREMENTS REVIEW**

  
Michael Gravitt, TCJS Inspector

Facility Name: Shelby County Jail

Date: July 12, 2022

Chapter	Title	Comments
259	New Construction	Conducted a walk through inspection of the facility.
261	Existing Construction	Not applicable.
263	Life Safety	Inspected life safety equipment and conducted and observed emergency drill. Reviewed documentation. Conducted staff interviews. <b>Deficiency noted, see report. Technical assistance provided</b> – During the walk through of the facility, it was determined that an issue still exists with the facility fire alarm. A fire drill was conducted in zone 2 of the facility by activating a smoke detector with artificial smoke. The facility fire panel failed to display the location of the alarm. Staff in the control room were unaware of where to send responding staff. Issue was addressed with administration on site. The company contracted with to maintain the fire alarm is being contacted to check the addresses of the smoke heads. <b>Follow-up action required</b> - Administration will contact the contracted company that maintains the fire alarm for repairs to be made. Upon completion of the repairs, administration will advise this inspector and a re-inspection of the alarm system will be scheduled.
265	Admission	Reviewed a random sample of 5 inmate files. Interviewed staff. Reviewed policy.
267	Release	Reviewed a random sample of 3 inmate files. Interviewed staff.
269	Records/Procedures	Reviewed policy and documentation. Interviewed staff and reviewed ADA compliance evaluation.
271	Classification	Reviewed a random selection of 5 inmate files. Reviewed staff training records. Reviewed internal classification audits. Reviewed policy. Interviewed staff.
273	Health Services	Reviewed a random selection of 5 files. Interviewed staff and inmates. Reviewed training records. Reviewed policy.
275	Supervision	Reviewed a random selection of 17 jailer TCOLE certification records. Reviewed officer documentation. Interviewed staff. <b>Deficiency noted, see report. Technical assistance provided</b> - During the review of staff licensing, it was determined that jailer Rodie Lawhorn does not possess a valid TCOLE Jailer License. Jailer Lawhorn was hired on July 6, 2022 and was actively working within the facility on the day of inspection. Issue was addressed with administration that jailer Lawhorn may not work in a jailer capacity until a valid TCOLE Jailer License has been established. <b>Follow-up action required</b> - Administration will work to correct the licensing issue with jailer Lawhorn and notify this inspector once a valid license is established. A check of TCOLE records will then be conducted to verify a valid license.
277	Personal Hygiene	Conducted a facility walk through. Reviewed facility schedule.
279	Sanitation	Conducted a facility walk through. Interviewed staff and inmates. Reviewed policy.
281	Food Service	Conducted walk through inspection in kitchen area. Interviewed staff. Reviewed documentation.
283.1	Discipline	Reviewed 0 disciplinary hearing records. Interviewed staff and inmates. Reviewed policy. Reviewed inmate rules. <b>***No Inmate Disciplinary Records on file</b>
283.3	Grievance	Reviewed 8 inmate grievance/complaints. Reviewed policy. Interviewed staff and inmates.
285	Exercise	Walk through of exercise area conducted. Reviewed documentation. Interviewed staff and inmates.
287	Education/Library	Reviewed policy and schedule. Interviewed staff and inmates.
289	Work Assignments	Reviewed policy and schedule. Interviewed staff and inmates.
291.1	Telephone	Reviewed policy and schedule. Interviewed staff and inmates.
291.2	Correspondence	Reviewed policy and schedule. Interviewed staff and inmates.
291.3	Commissary	Reviewed policy and schedule. Interviewed staff and inmates.
291.4	Visitation	Reviewed policy and schedule. Interviewed staff and inmates.
291.5	Religious Practices	Reviewed policy and schedule. Interviewed staff and inmates.
xxx	Variances	Not applicable.
xxx	Remedial Orders	Not applicable.
xxx	Complaints	Not applicable.
xxx	CCQ	CCQ inquiries are being submitted through TLETS as required.

  
 RECEIVED  
 JUL 13 2022

TEXAS COMMISSION  
ON JAIL STANDARDS

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## NOTICE OF NON-COMPLIANCE

### SHELBY COUNTY JAIL

July 19, 2022

Please reference the Inspection Requirements Review and Jail Inspection Report issued on July 12, 2022 detailing the specific issues that resulted in the issuance of this notice of non-compliance.

Minimum Standards Violated:	Corrective Measure Required	Date Corrective Action Must Be Completed
263.55	All life safety equipment shall be inspected, maintained, and tested by persons qualified to do so (whether under vendor contract, by state or private agency or otherwise) in order that such equipment shall be safe, secure, and fully operative at all times. <b>The facility fire alarm panel failed to show the location of an active smoke detector while conducting a fire drill. This was an area of technical assistance during the FY21 annual inspection.</b>	Upon receipt of this notice.
275.2	Jailer Training and Licensing. Personnel employed or appointed as jailers of county jails or personnel appointed, employed, or assigned to directly supervise jailers shall be licensed as per the requirements of the Texas Commission on Law Enforcement under the provisions of Part 7 of this title. Personnel employed or appointed as jailers or personnel appointed, employed, or assigned to directly supervise jailers at facilities operated under vendor contract with a county or city shall be licensed as per the requirements of the Texas Commission on Law Enforcement under the provisions of Part 7 of this title. <b>During the review of staff licensing, it was determined that a staff member does not possess a valid TCOLE Jailers License. The identified staff member was on duty and actively supervising inmates at the time of inspection.</b>	Upon receipt of this notice.

Judge Bill Stoudt, Longview, Chair  
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