

TEXAS COMMISSION ON JAIL STANDARDS

EXECUTIVE DIRECTOR
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23-02

To: All Sheriffs and Jail Administrators
From: Brandon S. Wood, Executive Director
Date: 02 January 2023
RE: Revised Inspection Process

The Texas Commission on Jail Standards was subjected to the Sunset Review process during the last legislative session which has resulted in a number of changes in our internal operations as well as our on-site operations. This includes use of a risk-based inspection process that will replace the required annual inspection process.

The foundation of this, or any, risk-based review process is the use of a validated risk assessment tool. With the assistance of Sam Houston State University, the agency's risk assessment tool is being revised and validated at this time. This tool, referred to as the Inspection Priority Assessment (IPA) will be fully implemented beginning September 1, 2023. A full overview and explanation of the IPA will be provided prior to the implementation date and agency staff will also be making presentations at workshops and conferences throughout the year.

By transitioning to a risk-based process, the frequency an inspector will be at your jail will change as will the type of inspection that will be conducted. This will be determined by the jail's IPA score and any required enforcement action. To assist your inspector in determining when and what type of inspection to conduct, we have developed a matrix that guides this process. Depending on your jail's IPA score, there will be three types of inspections:

Comprehensive Inspection: Conducted on-site, all items/areas subject to review

On-site Limited Compliance Review (OLCR): Conducted on site, only specific records will be reviewed

Limited Compliance Review (LCR): Conducted administratively, only specific records will be reviewed. An affidavit of fact will be required in order to demonstrate that electronic copies of original documents necessary to conduct the Limited Compliance Review are true and accurate.

The attached documents outline what your inspector will be reviewing during each of these inspections and when they will be scheduled.

I would like to also draw your attention to §511.009(8) and 297.1, both of which refer to a required report that is to be submitted by the sheriff and commissioner's court of your county. Previously, your inspector had assisted you by ensuring a standardized Annual Jail Report was properly completed and secured the signature of the sheriff and a representative of the commissioner's court. This process will be revised, and additional information provided in a separate TA Memo.

Judge Bill Stoudt, Longview, Chair
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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