

## Minutes

**Meeting:** Administrative Rules Advisory Committee  
**Location:** The Arc of Texas, 8001 Centre Park Dr  
Austin, Texas  
**Time:** 10:00 AM  
**Date:** October 9, 2025

I. Call to Order

Meeting called to order by \_\_\_\_ at 10:00 AM.

II. Roll Call of Committee Members

Sheriff Kelly Rowe, Chairman	Jana Pence
Sheriff Wayne Dicky	Lori Compton
Sheriff Scott Cass	Gary Pinkerton
Vacant	Caroline Crain
Sammy Farias	Krish Gundu

The Committee members present at the roll call were:

**Others Present**

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III. **Reading and Approval of Minutes**

IV. **Public Comment**

- a. **Mark Robinson** Provided testimony regarding his experience as an internal medicine physician in Harris County and working with hospitalized jail patients, and in the jail setting, and specified that his testimony was given in a personal capacity, not a professional one. He spoke regarding the notification of an inmate's family during medical care. He spoke regarding the use of restraints on inmates in a hospital setting, and HIV medication protocols, and discharge protocols regarding medication.

V. **Old Business**

- a. **Vice Chair Election:** Sheriff Dicky nominated Sheriff Cass as vice chair. Krish Gundu seconded the motion. The motion passed unanimously.

- b. **Chapter 259 New Construction Rules:** Assistant Director Armstrong advised the committee members that staff had identified several rules, with suggested changes, as recommended to the committee. These rules were:
- i. **259.115** Add F. Mental Health and 2D Jailer station/Control room
  - ii. **259.117** Committee requests language for adding “adjacent space should be provided for immediate medical and mental health screening” at next meeting
  - iii. **259.123** committee agrees to correct type from “covered” to “coved”
  - iv. **259.129** committee agrees to change “drugs” to “medications”
  - v. **259.132** committee requests language for making this section more precise at next meeting.
  - vi. **259.141** committee agrees to update width to 7 feet in accordance with International Business Code (IBC)
  - vii. **259.144** committee agrees to wording change to allow every-other wall
  - viii. **259.151** committee agrees to wording change to increase door width to 32 inches in accordance with IBC for new facilities and add a date for grandfathered facilities. Also agreed to remove the 18ga requirement for outside perimeter
  - ix. **259.153** Committee agrees to clarification that swinging doors shall be provided, and be appropriate for the weight of the door, or functional.
  - x. **259.168** Committee agreed to change “closed circuit television monitoring” to “video monitoring”, and adding the use of “digital privacy screens”
  - xi. **259.264** committee agreed to add “digital privacy screens” to the wording
  - xii. **259.454** committee agreed to add “digital privacy screens” to the wording
  - xiii. **259.737** committee agreed to add direct supervision language
  - xiv. **259.70** committee agreed to add “digital privacy screen” to wording

A motion to approve staff’s recommendations, and have staff return with adjusted language, at the next meeting was made by Sheriff Cass and seconded by Sheriff Dicky, the motion passed unanimously.

- c. **Chapter 265 Admission:** Assistant Director Armstrong advised that new legislation had passed which required the changes proposed in this section regarding the use of the veteran’s reentry search service and verification of veteran status during the admission process. There was no official public comment received on this item while published. This proposed language would change 265.13 Verification of Veteran Status and 291.4 Visitation plan. No action taken.
- d. **Chapter 267 Release:** Assistant Director Armstrong advised that part of this chapter would be discussed during the guardianship item on the agenda. Assistant

Director Armstrong advised that an addition to 267.6 Inmate Release Times is required due to changes in legislation to match CCP Article 17.291(b). The Committee agreed to let staff meet with TCJS' OAG Representative to prepare proposed language to present at the next meeting. Krish Gundu discussed 267.6(c)(2) regarding release after 5 pm and before 6am. Assistant Director Armstrong advised that staff provided updated language at the next meeting. No action taken.

- e. **Chapter 269 Records and Procedures Subchapters A B C D E:** Assistant Director Armstrong advised that this chapter would need to be discussed with the legislature as parts are inaccurate and should be repealed. No action taken.
- f. **Chapter 273 Health Services:** Assistant Director Armstrong advised that part of this chapter would be discussed during the guardianship item on the agenda. Subject matter expert Dr. Ekins, referred by Dr. Porsa, provided input regarding this chapter, and made no recommendations for change. Krish Gundu and Sheriff Rowe discussed 273.2(4) and the use of "disabled" to include mental illness. No action taken.
- g. **Guardianship:** Assistant Director Armstrong advised that these proposed rules relating to guardianship had been proposed by Krish Gundu. Ms. Gundu advised that the research on these rule suggestions were from Disability Rights, Texas, regarding what definitions and citations to use. These suggested changes would affect the following rules:
  - i. 265.4 Admission
  - ii. 265.5 Health Tags
  - iii. 265.7 Telephone use
  - iv. 273.2 Health Services Plan
  - v. 265.7 New Addition

Krish Gundu, Lori Compton, Sheriff Rowe, and Sheriff Cass discussed potential issues regarding the suggested release addition (265.7). Assistant Director Armstrong discussed potential issues receiving medical records due to ownership of the records.

- h. **Reporting Out of State Custodial Deaths:** Assistant Director Armstrong discussed TA Memo 25-3 regarding the required reporting of out of state custodial deaths beginning September 1, 2025. No action taken.
- i. **Four Year Rule Review Chapter 275 Supervision of inmates:** Assistant Director Armstrong advised that staff had no recommendations for changes to this chapter. Lori Compton discussed matching the use of "video monitoring" to match the changes made in 259 previously. Krish Gundu discussed 275.1 and how observations are performed. Dr. Ekins was asked for input and advised that he believed the 30-minute requirement to be sufficient depending on the

circumstances. Sheriff Rowe and Sheriff Cass discussed administrative rule requirements for operational plans, and how jail meet those requirements and the immediate supervision requirements in situations where an inmate may be on 30-minute checks instead of 60.

- j. **Chapter 269.3 Weapons/Ammunition Procedures:** Assistant Director Armstrong advised that staff recommend a change to this chapter due to the production of the TASER 10 and the legal definition of a firearm, and that the TASER 10 qualifies as a firearm and this chapter specifically prohibits firearms. Sheriff Rowe requested that staff bring adjusted language to the next meeting. No action taken.
- k. **Public Petitions to minimum jail standards:** Assistant Director Armstrong advised that these petitions were on the agenda from previous meetings.
  - i. SCBA requirements: The discussion on this subject at previous meetings concluded with the consensus that a requirement for SCBAs and their fill percentage should be considered, but no agreement was made as to what the percentage should be. Sheriff Cass recommended that no action be taken.
  - ii. Victim protection requirements: Assistant Director Armstrong discussed this petition and the way that phone contact is handled in most jails, including the ability for a jail to limit who can be contacted via phone.

The committee agreed to make no recommendation on these items to allow the Commission to determine the action on these items.

## VI. **New Business**

- a. **Legislative Action Items:** Assistant Director Armstrong advised that this was a briefing item and included the language from a recent TA memo that TCJS had published regarding the changes from the legislative session. No action taken.
- b. **Consider And Take Action on Any Vacant Positions:** Sheriff Rowe advised the committee members that Gary Pinkerton, from Smith County, had been nominated to replace Johnny Jaquess as a Jail Administrator, ex-officio member. He also discussed a nomination for the County Judge or Commissioner position of a county greater than 80,000 as Lubbock County Judge Curtis Parrish.
- c. **Four Year Rule Review Chapters 279 Sanitation, 281 Food Service, 283 Discipline and Grievance, Chapter 285 Recreation and Exercise, 287 Education and Rehabilitation programs**
  - i. Assistant Director Armstrong discussed previous changes to 279.1 Sanitation Plan. No further changes were suggested.
  - ii. Assistant Director Armstrong discussed chapter 281.5 Staff Supervision and Sheriff Dicky discussed the intent of this section appears to be that someone who is familiar with food preparation and sanitation supervise

inmates in kitchens. Assistant Director Armstrong advised that staff bring updated language to the next meeting.

No other recommendations for change were made regarding the four-year rule review.

**VII. Other Business**

- a. **None**

**VIII. Date for Next Meeting**

- a. The next meeting of the Administrative Rules Advisory Committee will be held on January 8, 2026.

**IX. Adjourn**

- a. The meeting was adjourned with appropriate motion by Sheriff Cass seconded by Sammy Farias. The motion passed unanimously.