


TEXAS COMMISSION ON JAIL STANDARDS

INTERIM EXECUTIVE DIRECTOR
Ricky Armstrong



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TECHNICAL ASSISTANCE MEMORANDUM #26-05

TO: All Sheriff's and Jail Administrators
FROM: Ricky Armstrong, Interim Executive Director 
DATE: February 24, 2026
RE: New Operational Plan Checklists Now Available on the TCJS Website

Dear Sheriff and Jail Administrator,

The Texas Commission on Jail Standards (TCJS) is pleased to announce the release of newly developed Operational Plan Checklists designed to support counties in drafting each of the 17 required operational plans. These checklists were created to streamline the operational plan writing and review process by offering clearer guidance, improving consistency across submissions, and ensuring that counties have a practical resource to aid in developing complete and compliant plans. The checklists are now available on the TCJS website for immediate use. To access the checklists, visit the [TCJS Homepage](#), hover over "Resources," and select "Guides for Operational Plans."

Important Notice Regarding Use

Because this is an initial rollout, the checklists will undergo refinement as we gather user feedback. For this reason, we ask that you do not download or save the checklists for long-term use. The most current version will always be maintained on the TCJS website, and we strongly encourage counties to access the checklists online each time they are needed to ensure use of the latest version.

Request for Feedback

Feedback during this early stage is especially valuable. Your input will help TCJS strengthen and finalize the checklists for long-term use. If you have suggestions for additions, clarifications, or improvements, please contact Gale Van Pelt at (512) 876-0258 or gale.vanpelt@tcjs.state.tx.us.

Appreciation

Thank you for your continued cooperation and commitment to improving county jail operations across Texas. We appreciate your participation in this rollout and look forward to providing additional tools that support your work.

Sheriff Kelly Rowe, Chair
Dr. Esmail Porsa, M.D., Vice-Chair
Judge Joseph "Joe" Fauth, III, Plantersville

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