



September 2, 2015

Jennifer Essary
Montague County Auditor
PO Box 56
Montague, TX 76251-0056

Re: Montague County – Liability Renewal Questionnaire

Thank you for participating in TAC Risk Management Pool's Liability Programs. As we prepare your January 2016 renewal, there are a few questions we need you to answer so that we can provide you the most comprehensive and cost effective Liability Coverage possible. To ensure that we have up-to-date information, please fill out each page completely and make any changes directly to the document. You can also provide supplemental sheets as necessary. Please note that omitted information may result in an exclusion from coverage.

The Interlocal Participation Agreement, Section 4. Annual Contribution, 4.01 requires that the member timely submit to the Pool documentation necessary for the Pool to properly underwrite the renewal.

Some of the new Liability Coverage enhancements that we are presenting this year are:

- **Cyber Liability** has been added to the Public Officials Coverage at no additional cost.
- **Back Wages:** Limits have been increased under the Public Officials Liability Coverage to \$50,000 per claim and \$100,000 aggregate at no additional cost.
- **Garagekeeper's Liability Coverage:** This coverage will be included in the General Liability program at no additional cost.

Please complete the Liability Renewal Questionnaire and return it and any supplemental documents within 30 days. If you need help completing the Liability Renewal Questionnaire, please contact me at 800-456-5974 or kathiel@county.org.



We value your membership in the TAC Risk Management Pool and look forward to another successful year! Please do not hesitate to contact me if you would like to discuss your coverage options.

Sincerely,

A handwritten signature in cursive script that reads "Kathie Lopez".

Kathie Lopez

Member Service Representative



TEXAS ASSOCIATION *of* COUNTIES RISK MANAGEMENT POOL

Liability Renewal Questionnaire

Member: Montague County

Coverage Period: January 8, 2016 through January 8, 2017

Thank you for participating in the TAC Risk Management Pool's Liability program. As we prepare your renewal, there are a few questions we need you to answer so that we can provide you the most comprehensive and cost effective coverage possible. Pursuant to the Interlocal Participation Agreement, Section 4. Annual Contribution, 4.01 requires that the member timely submit to the Pool documentation necessary for the Pool to properly underwrite the renewal. To ensure that we have up-to-date information, please fill out each page completely and make any changes directly to this document. You can also provide supplemental sheets as necessary. **NOTE: Omitted information may result in an exclusion from coverage.**

The following coverage is eligible for renewal:

- Law Enforcement Liability

We value your membership in the TAC Risk Management Pool and look forward to another successful year! If you have any questions or need help completing the Renewal Questionnaire, please contact your Member Services Representative Kathie Lopez at 800-456-5974 or kathiel@county.org.

Pool Coordinator

Our records indicate that the Member has designated the individual below as the Pool Coordinator for this coverage. In accordance with the terms of the Interlocal Participation Agreement, the Pool Coordinator has express authority to represent and to bind the Member, and the Pool will not be required to contact any other individual regarding matters arising from or related to this Agreement. If the Member wishes to change or update the Pool Coordinator information, please make the necessary changes below.

Pool Coordinator: Jennifer Essary

Email: jessarymca@gmail.com

Phone Number: (940) 894-6090

Fax Number: (940) 894-3110

Address: PO Box 56

City, State, Zip: Montague TX, 76251-0056

Liability Renewal Questions

1. Please update the total number of Montague County employees, including elected officials.

	Total	Airport	Hospital	
Full Time Employees:	102	0	0	Full Time = 35 or more hours per week
Part Time Employees:	27			Part Time = Less than 35 hours per week
Volunteers:	2			Volunteer = Actively serving

Law Enforcement Liability

Current Law Enforcement Liability Deductible: \$10,000

To make changes to your current Law Enforcement Liability coverage, please complete the section below:

Coverage	Currently Included	Add to Coverage	Reject from Coverage	Current Limit	Change Limit	Limit Options
Law Enforcement Liability	<input checked="" type="checkbox"/>			\$2,000,000	<input type="checkbox"/>	<input type="checkbox"/> \$2,000,000 <input type="checkbox"/> \$3,000,000
District Judge		<input type="checkbox"/> Add				
Additional Punitive Damage - Increased Limits (\$1,000,000)		<input type="checkbox"/> Add				

1. Please review the list of law enforcement departments and agencies below and add or delete as appropriate:

Example: Sheriff's Department, Constables' Offices, Detention Facilities

- Montague County Attorney's Office
- Montague County Constable's Office
- Montague County Employees Of The District Attorney's Office
- Montague County Juvenile Probation Department
- Montague County Sheriff's Office

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. Please provide below, the current number of Law Enforcement personnel for all law enforcement office, department, and agency listed above. If no Juvenile - Class B personnel are reported, coverage will not be provided for these personnel.

NOTE: Full time = 35 or more hours per week. Part Time = Less than 35 hours per week

Actively Engaged			Juvenile			Other			Reserves		
Include: sheriff, deputies, armed investigators, armed bailiffs, constables, jail admins, jailers, other front line personnel			Include: probation officers, detention center guards, boot camp instructors			Include: dispatchers, unarmed prosecutors' investigators, jail nurses, cooks, clerical, unarmed bailiffs, other personnel			Include: all reserve and auxiliary officers and employees		
Class A	Full Time:	26	Class B	Full Time:	3	Class C	Full Time:	5	Class D	Full Time:	0
	Part Time:	5		Part Time:	0		Part Time:	0		Part Time:	0

3. Does Montague County participate in a Law Enforcement Task Force? Yes No

If yes, do you lead this Task Force? Yes No

Name of Law Enforcement Task Force: _____

4. Do you participate in a Mutual Aid Agreement? Yes No

If yes, list name of Mutual Aid Agreement _____

5. Is any law enforcement officer, office, department or agency for which coverage is requested under any criminal or administrative investigation? Yes No

If yes, provide details or circumstances which are unprivileged public information.

6. Does Montague County own a Jail Facility and Detention Facility? Yes No

If yes, who operates the Jail Facility? Sheriff Dept.

If yes, who operates the Detention Facility? N/A

If the Jail Facility or Detention Facility is privately operated, the Pool recommends Montague County request a currently dated Certificate of Insurance issued by the facility operator's insurance agent or company that names the County as an Additional Insured and includes the following coverage as applicable:

- General Liability
- Professional Liability (airport facility operations)
- Employment Practices Liability
- Property (if the County owns the building)

7. If Montague County operates a Jail Facility and Detention Facility, please provide a copy of the Certificate of Compliance from the Texas Commissions of Jail Standards.

8. If a copy of the Certificate of Compliance is not held, attach information on actions being taken to bring facility into compliance. NOTE: Failure to provide Certificate of Compliance from the Texas Commissions of Jail Standards may result in the jail being excluded from coverage.

Unreported Claims

Are you, or any officer or employee, aware of, or have knowledge of any circumstance, occurrence, fact or event which is likely to be a basis of a claim, either now or in the future? Yes No

If yes, please describe:

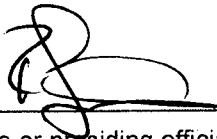
Has the situation been reported to TAC Claims Department? Yes No

Acknowledgement and Acceptance

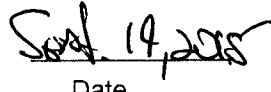
Montague County (MEMBER) acknowledges that the information submitted in this questionnaire and Auto Schedule is true and accurate, including all known potential claims. The information submitted may be used by the Pool in processing the renewal and in assessing the coverage needs of MEMBER. The questions posed, or any wording of the questionnaire, should not and may not be relied upon by MEMBER as implying that coverage exists for any particular claim or class of claims. The only coverage provided by the Pool to MEMBER is as described in the applicable Coverage Document, including any endorsements and the Contribution and Coverage Declaration, issued to a covered MEMBER.

MEMBER acknowledges and agrees that vehicles not listed on the attached vehicle schedule, and/or additionally identified by MEMBER as an update to the attached vehicle schedule, will not be provided coverage during the Coverage Period.

If MEMBER makes no changes, the Pool will assume MEMBER is requesting renewal for the same Liability Coverage as in the previous applicable Coverage Period. MEMBER understands that any failure to fully and accurately answer the questionnaire and any attached schedules may result in denial of coverage provided by the Pool. Coverage issued for Public Officials Liability and Law Enforcement Liability will apply on a Claims Made Basis.



Signature of County Judge or presiding official of the Political Subdivision



Date

TEXAS COMMISSION ON JAIL STANDARDS

EXECUTIVE DIRECTOR
Brandon S. Wood



P.O. Box 12985
Austin, Texas 78711
Voice: (512) 463-5505
Fax: (512) 463-3185
Agency Website: <http://www.tcjs.state.tx.us>
E-mail Address: Brandon.wood@tcjs.state.tx.us

November 19, 2014

Sheriff Paul Cunningham
Montague County Sheriff's Office
P. O. Box 127
Montague, TX 76251-0127

Dear Sheriff Cunningham,

The Texas Commission on Jail Standards wishes to acknowledge the excellent work of the Montague County Sheriff's Office with a Certificate of Compliance for the Montague County Jail. The most recent inspection of your facility on November 18, 2014 by Texas Commission on Jail Standards Inspector Jacqueline Semmler has demonstrated that your facility is in compliance with Texas Minimum Jail Standards.

The Certificate of Compliance demonstrates your outstanding leadership and the diligent work of your staff in complying with minimum jail standards. In addition, this achievement is a direct result of your office's commitment to excellence and is an example of dedication and professionalism in maintaining a safe, secure, and sanitary facility.

Providing the essential budgetary support for jail operations is also imperative to achieving compliance, so let me also congratulate the Montague County Commissioners' Court for their vital support of jail operations.

The citizens of Montague County should be proud of your combined efforts, as is the Texas Commission on Jail Standards.

Best regards,

A handwritten signature in black ink that reads "Brandon S. Wood". The signature is written in a cursive style.

Brandon S. Wood
Executive Director

BW/lb

cc: Judge Rick Lewis, Montague County

Judge Donna S. Klaeger, Burnet, Chair
Stanley D. Egger, Abilene, Vice Chair
Irene A. Armendariz, Austin

Allan D. Cain, Carthage
Jerry W. Lowry, New Caney
Larry S. May, Sweetwater

Sheriff Gary Painter, Midland
Dr. Michael M. Seale, M.D., Houston
Sheriff Dennis D. Wilson, Groesbeck

Mission Statement

To empower local government to provide safe, secure and suitable local jail facilities through proper rules and procedures while promoting innovative programs and ideas.
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.



Texas Commission on Jail Standards

Montague County

November 18, 2014

Montague, Texas

Date(s) of Inspection

SUBJECT: INSPECTION REPORT

State Law requires periodic inspections of county jail facilities (VTCA, Local Government Code, Chapter 351, VTCA, Government Code, Chapter 511; Chapter 297.8, Texas Commission on Jail Standards).

- The facility was inspected on the date(s) indicated above, and it was determined that deficiencies exist. You are urged: (1) to give these areas of noncompliance your serious and immediate consideration; and (2) to promptly initiate and complete appropriate corrective measures. The Commission is available to discuss or assist you with the appropriate corrective measures required.

Failure to initiate and complete corrective measures following receipt of the Notice of Noncompliance may result in the issuance of a Remedial Order (Chapter 297.8, et seq.).

- This facility was inspected on the date(s) indicated above. There were no deficiencies noted and upon review of this report by the Executive Director of the Texas Commission on Jail Standards, a certificate of Compliance may be issued per the requirements of VTCA, Chapter 511 and Texas Minimum Jail Standards.

Authenticated:

Inter-Office Use Only

Jackie Semmler, TCJS Inspector

Received by: _____	Date _____
Reviewed by: _____	Date _____

cc: Judge
Sheriff

Individuals and/or entities regulated by the Texas Commission on Jail Standards shall direct all complaints regarding the commission procedures and functions to the Executive Director at: P.O. Box 12985 Austin, Texas 78711 (512) 463-5505 Fax (512) 463-3185 or at our agency website at www.tcjs.state.tx.us .

ANNUAL JAIL REPORT

County: <u>Montague</u>	
Sheriff: <u>Paul Cunningham</u> email: <u>pcunning@montague-sheriff.com</u>	Judge: <u>Rick Lewis</u> email: <u>rl@montague-tx.us</u>
Jail Administrator: <u>Carolyn Berryman</u> email: <u>cberryman@montague-sheriff.com</u>	Inspector: <u>Jackie Semmler</u>

Last Inspection November 13, 2013 Compliant Yes Inspection Date(s) November 18, 2014
 Remedial Order N/A Effect: _____

Reportable Incidents <small>(Previous 12 month History)</small>	Fires <u>1</u>	Escapes <u>0</u>
	Deaths <u>0</u>	Walkaway <u>0</u>
	Suicides <u>1</u>	Secured <u>0</u>

Contract Inmates Housed	
County1	_____
County2	_____
County3	_____
County4	_____
County5	_____
County6	_____

Date Plans Approved July 26, 2012

1. **Facility Name** Montague County Jail
 Address 100 Grand, Montague, TX Zip Code 76251
 Phone # (940) 894-2871 Fax # (940) 894-6448
 Built 1982 Renovated N/A Addition N/A
 Type Max Number of Variances 0

Drill Time	<u>1m42s</u>
Facility Capacity	<u>101</u>
Average Daily Population	<u>57.53</u>
Housing Total this Date	<u>52</u>
Holding Total this Date	<u>0</u>

2. **Facility Name** _____
 Address _____ Zip Code _____
 Phone # _____ Fax# _____
 Built _____ Renovated _____ Addition _____
 Type Max Number of Variances 0

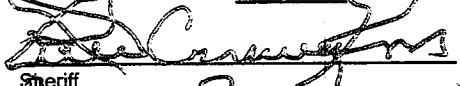
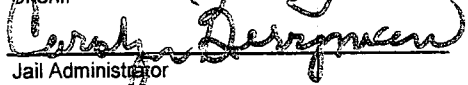
Drill Time	_____
Facility Capacity	_____
Average Daily Population	_____
Housing Total this Date	_____
Holding Total this Date	_____


3. **Facility Name** _____
 Address _____ Zip Code _____
 Phone # _____ Fax # _____
 Built _____ Renovated _____ Addition _____
 Type _____ Number of Variances _____

Drill Time	_____
Facility Capacity	_____
Average Daily Population	_____
Housing Total this Date	_____
Holding Total this Date	_____

<table border="0"> <tr> <td>Housing Capacity <u>101</u></td> <td></td> </tr> <tr> <td style="text-align: center;">Cells</td> <td style="text-align: center;">Capacity</td> </tr> <tr> <td>Sep Cells <u>5</u></td> <td><u>5</u></td> </tr> <tr> <td>Single Cells <u>14</u></td> <td><u>14</u></td> </tr> <tr> <td>M.O. Cells <u>13</u></td> <td><u>82</u></td> </tr> <tr> <td>Dorms <u>0</u></td> <td><u>0</u></td> </tr> <tr> <td>Neg Press Cells <u>0</u></td> <td><u>0</u></td> </tr> <tr> <td>Medical Cells <u>0</u></td> <td><u>0</u></td> </tr> <tr> <td>Notes:</td> <td></td> </tr> </table>	Housing Capacity <u>101</u>		Cells	Capacity	Sep Cells <u>5</u>	<u>5</u>	Single Cells <u>14</u>	<u>14</u>	M.O. Cells <u>13</u>	<u>82</u>	Dorms <u>0</u>	<u>0</u>	Neg Press Cells <u>0</u>	<u>0</u>	Medical Cells <u>0</u>	<u>0</u>	Notes:		<table border="0"> <tr> <td>Holding Capacity <u>16</u></td> <td></td> </tr> <tr> <td style="text-align: center;">Cells</td> <td style="text-align: center;">Capacity</td> </tr> <tr> <td>Holding Cells <u>2</u></td> <td><u>8</u></td> </tr> <tr> <td>Detoxification Cells <u>2</u></td> <td><u>8</u></td> </tr> <tr> <td>Violent Cells <u>0</u></td> <td><u>0</u></td> </tr> <tr> <td colspan="2">Construction Security Level</td> </tr> <tr> <td>Minimum Capacity</td> <td><u>0</u></td> </tr> <tr> <td>Medium Capacity</td> <td><u>0</u></td> </tr> <tr> <td>Maximum Capacity</td> <td><u>101</u></td> </tr> </table>	Holding Capacity <u>16</u>		Cells	Capacity	Holding Cells <u>2</u>	<u>8</u>	Detoxification Cells <u>2</u>	<u>8</u>	Violent Cells <u>0</u>	<u>0</u>	Construction Security Level		Minimum Capacity	<u>0</u>	Medium Capacity	<u>0</u>	Maximum Capacity	<u>101</u>	<table border="0"> <tr> <td>Females <u>6</u></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;"><small>(Female Population Today)</small></td> </tr> <tr> <td># of Cells <u>4</u></td> <td></td> </tr> <tr> <td># of Bunks <u>20</u></td> <td></td> </tr> <tr> <td colspan="2">Contract Inmates</td> </tr> <tr> <td colspan="2">100 + Capacity (30% + Non - TX)</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input checked="" type="checkbox"/> No</td> </tr> </table>	Females <u>6</u>		<small>(Female Population Today)</small>		# of Cells <u>4</u>		# of Bunks <u>20</u>		Contract Inmates		100 + Capacity (30% + Non - TX)		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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Population: **Housing** 52 **Hold/Detox/Violent** 0 **Total System Population** 52
(During Inspection)
 Total Inspection Time 10 hours **Total Average Daily Population** 57.53


 Sheriff

 Jail Administrator

Interview with Court Representative Yes No

 Commissioners Court Representative

TEXAS COMMISSION ON JAIL STANDARDS - INSPECTION REQUIREMENTS REVIEW

Jackie Semmler
 Jackie Semmler, TCJS Inspector

Facility Name: Montague County Jail

Date: November 18, 2014

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. Technical assistance provided. Ensure that all newly hired jailers receive training for emergency situations, drills, and the use and location of life safety equipment immediately upon employment. After reviewing documentation it was determined that four jailers did not receive training immediately upon employment. Although these four jailers have received training within the quarter they were hired in, it was approx. 30 days after they began employment with the Montague County Jail. One jailer was hired on October 10, 2014 and had not received training. Tyler Coates is a part time employee and student. Coates was trained on emergency situations, drills and the location and use of life safety equipment on the day of inspection. Issue was addressed on site. This inspector will follow up within 30-90 days to verify that any newly hired jailers are receiving training immediately upon employment. Ensure that when the fire panel indicates that the system is not normal to notify the Captain so the issue can be addressed immediately. On the day of inspection the fire panel indicated that the duct detector in 49A required maintenance. This inspector tested the fire alarm system in the inmate occupied area and the system was fully operational. The duct detector is located in the northeast corner in ceiling in the east hallway. The facility has been placed on 15 minute fire watches as a precautionary measure. This inspector remained at the facility until the repairs were completed. No follow up action
265	Admission	Reviewed a random sample of 5 inmate files. Interviewed staff. Reviewed policy.
267	Release	Reviewed a random sample of 5 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. Technical assistance provided. Ensure that all jailers are tested for tuberculosis upon employment and at least annually. Melissa Walker was hired on October 24, 2014 but had not been tested for tuberculosis. Issue was addressed on site. Melissa Walker was tested prior to the conclusion of the annual inspection. This inspector will follow up with Captain Berryman on Thursday for the results of the TB test.
275	Supervision	Reviewed a random selection of 18 officer TCOLE certification records. Reviewed officer documentation. Interviewed staff.
277	Personal Hygiene	Conducted a facility walk through. Reviewed facility schedule.
279	Sanitation	Conducted a facility walk through. Interviewed staff and inmates. Reviewed policy. Technical assistance provided. Ensure to address the issue in cells 18A, 18B, 19A, 19B, 21A and 21B, the windows have several cracks. This inspector emailed photos to Jason Ross for review and to provide the facility with alternatives for replacement. This inspector will follow up with facility staff and Jason Ross in regards to a solutions to the issue.
281	Food Service	Conducted walk through inspection in kitchen area. Interviewed staff. Reviewed documentation.
283.1	Discipline	Reviewed 10 disciplinary hearing records. Interviewed staff and inmates. Reviewed policy. Reviewed inmate rules.
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.

TEXAS COMMISSION ON JAIL STANDARDS - INSPECTION REQUIREMENTS REVIEW

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.