



TEXAS ASSOCIATION *of* COUNTIES RISK MANAGEMENT POOL

Liability Renewal Questionnaire

Member: Montague County

Coverage Period: January 8, 2019 through January 8, 2020

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 Sabrina Pena at 800-456-5974 or sabrinae@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: Rick Lewis

Email: co.judge@co.montague.tx.us

Phone Number: (940) 894-2401

Fax Number: (940) 894-3999

Address: PO Box 475

City, State, Zip: Montague TX, 76251-0475

Liability Renewal Questions

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

	Total	Airport	Hospital	
Full Time Employees:	105			Full Time = 35 or more hours per week
Part Time Employees:	26			Part Time = Less than 35 hours per week
Volunteers:	0			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				
Unmanned Aircraft		<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. If Unmanned Aircraft is selected, please complete the following for each Unmanned Aircraft:

- a. U.A.S./ Drone Model _____
- b. Weight in lbs including all attachments _____
- c. Year _____
- d. Description of use _____
- e. Operator Name _____
- f. Date of Receipt of FAA COA- copy will need to be submitted _____
- g. Total U.A.S./Drone flight hours _____
- h. Description of Training Certifications _____

3. 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		Reserve	
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: 25 Part Time: 1	Class B	Full Time: 0 Part Time: 0	Class C	Full Time: 10 Part Time: 1	Class D	Full Time: 0 Part Time: 5

4. 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: _____

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

If yes, list name of Mutual Aid Agreement _____

6. 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.

7. Does Montague County own a Jail Facility and/or Detention Facility? Yes No

If yes, who operates the Jail Facility? Montague County Sheriff's Office

If yes, who operates the Detention Facility? _____

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
- Employment Practices Liability
- Property (if the County owns the building)

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

9. 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 Claim:

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

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 16, 2017

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

Dear Sheriff Thomas,

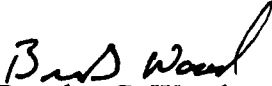
The Texas Commission on Jail Standards wishes to acknowledge the excellent work of the Montague County Sheriff's Office with a Certificate of Compliance for the Montague County Jail. The most recent inspection of your facility on November 8, 2017 by Texas Commission on Jail Standards Inspector Jackie Benningfield 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.

Respectfully,


Brandon S. Wood
Executive Director

BW/sh

cc: Judge Rick Lewis, Montague County

Judge Bill Stoudt, Longview, Chair
Jerry W. Lowry, New Caney, Vice Chair
Larry S. May, Sweetwater

Sheriff Dennis D. Wilson, Groesbeck
Sheriff Kelly Rowe, Lubbock
Dr. Esmail Porsa, M.D., Parker

Commissioner Ben Perry, Waco
Duane Lock, Southlake
Melinda E. Taylor, Austin

"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



Texas Commission on Jail Standards

Montague County Jail

Montague, Texas

November 8, 2017

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:

Jackie Benningfield
Jackie Benningfield, TCJS Inspector

Inter-Office Use Only

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 42895, Austin, Texas 78744 (512) 462 5505 Fax (512) 462 2495 or at our



Texas Commission on Jail Standards

Proceedings should be submitted to the Executive Director at: P.O. BOX 12909 Austin, Texas 78711 (512) 463-5505 FAX (512) 463-5165 or at our agency website at www.tcjs.state.tx.us.

ANNUAL JAIL REPORT

County: <u>Montague</u>		
Sheriff: <u>Marshall Thomas</u>	Judge: <u>Rick Lewis</u>	
email: <u>mthomas@montaguesheriff.com</u>	email: <u>co.judge@co.montague.tx.us</u>	
Jail Administrator: <u>Carolyn Berryman</u>	Inspector: <u>Jackie Benningfield</u>	
email: <u>cberryman@montaguesheriff.com</u>		

Last Inspection October 13, 2016 Compliant Yes Inspection Date(s) November 8, 2017
 Remedial Order N/A Effect: _____

Reportable Incidents (Previous 12 month History)
 Fires 0 Escapes 0
 Deaths 0 Walkaway 0
 Suicides 0 Secured 0

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

Date Plans Approved May 31, 2016

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 47 sec
 Facility Capacity 101
 Average Daily Population 55.98
 Housing Total this Date 48
 Holding Total this Date 1

2. **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 _____

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 _____

<p>Housing Capacity <u>101</u></p> <table style="width: 100%;"> <tr> <th>Cells</th> <th>Capacity</th> </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> </table> <p>Notes: _____</p>	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>	<p>Holding Capacity <u>16</u></p> <table style="width: 100%;"> <tr> <th>Cells</th> <th>Capacity</th> </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> </table> <p>Construction Security Level</p> <table style="width: 100%;"> <tr> <td>Minimum Capacity _____</td> </tr> <tr> <td>Medium Capacity _____</td> </tr> <tr> <td>Maximum Capacity <u>101</u></td> </tr> </table>	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>	Minimum Capacity _____	Medium Capacity _____	Maximum Capacity <u>101</u>	<p>Females <u>13</u> <small>(Female Population Today)</small></p> <p># of Cells <u>2</u> # of Bunks <u>20</u></p> <p>Contract Inmates <u>100 + Capacity (30% + Non - TX)</u> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
Cells	Capacity																										
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Maximum Capacity <u>101</u>																											

Population: Housing 48 Hold/Detox/Violent 1 Total System Population 49
(During Inspection)

Total Inspection Time 6.5 hours Total Average Daily Population 55.98

Marshall Thomas
 Sheriff
Carolyn Berryman
 Jail Administrator

Interview with Court Representative Yes No
[Signature]
 Commissioners/Court Representative

TEXAS COMMISSION ON JAIL STANDARDS - INSPECTION REQUIREMENTS REVIEW


 Jackie Benningfield, TCJS Inspector

Facility Name: Montague County Jail

Date: November 8, 2017

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.
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. Inspector's notes: The had records readily available for review by commission staff.
271	Classification	Reviewed a random selection of 5 inmate files. Reviewed staff training records. Reviewed internal classification audits. Reviewed policy. Interviewed staff. Technical assistance provided. Ensure that Reyes and Elred receive suicide prevention training before December 31, 2017. Issue addressed on site. Follow up action required. Once Reyes and Elred have received the jail administrator will scan and email a copy of the certificate from TEEEX to this inspector.
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 that have not completed suicide prevention training complete training no later than December 31, 2017. Issue addressed on site. Follow up action required. Oncethe remaining jailers have completed the required training the jail administrator will scan and email a copy of the signature sheet to this inspector. Technical assistance provided. There was a discussion regarding the upcoming changes to standards regarding SB 1849.
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. Inspector's notes: The facility was very clean and well maintained at the time of inspection.
281	Food Service	Conducted walk through inspection in kitchen area. Interviewed staff. Reviewed documentation.
283.1	Discipline	Reviewed 15 disciplinary hearing records. Interviewed staff and inmates. Reviewed policy. Reviewed inmate rules.
283.3	Grievance	Reviewed 24 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.

TEXAS COMMISSION ON JAIL STANDARDS - INSPECTION REQUIREMENTS REVIEW


xxx	Remedial Orders	Not applicable.
xxx	Complaints	Not applicable.
xxx	CCQ	CCQ inquiries are being submitted through TLETS as required.

Acknowledgment 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