

FILED FOR RECORD: 11-29- 1979 at 4:00 o'clock P M
DULY RECORDED: 12-4- 1979 at 9:00 o'clock A M
INSTRUMENT NO. _____ GRACE BOSTICK, TYLER CO. CLK.

Grace Bostick

TYLER COUNTY COMMISSIONER'S COURT
SPECIAL MEETING
NOVEMBER 16, 1979

Vol. 5 Pg. 537

A Special Meeting of the Commissioner's Court met on Friday November 16, 1979 at 10:00 A.M. All members being present. The meeting was opened with prayer by County Judge Allen Sturrock.

A motion was made by Commissioner Riley and seconded by Commissioner Odom to approve of the paying monthly bills, as submitted by County Auditor Ann Fondren. This is for the month of October 1979. All voted yes and none no. See attached.

A report was given by County Auditor, Ann Fondren, of a discrepancy of funds in the J.P. #3, account of Frank Grimes. A motion was made by Commissioner Odom and seconded by Commissioner Fowler for further action to be tabled, pending Legal advice. A meeting is scheduled for Monday November 26, 1979 at 10:00 A.M. All voted yes and none no. See attached.

The Commissioners Court agreed to adopt the Tyler County Jail Plans, See attached.

There being no further business, the meeting adjourned.

SIGNED: Allen Sturrock Allen Sturrock, County Judge
Maxie Riley Maxie Riley, Comm. Pct. #1
H.K. Lowe H.K. Lowe, Comm. Pct. #2
Leon Fowler Leon Fowler, Comm. Pct. #3
Berton Adnell Odom Berton Adnell Odom, Comm. Pct. #4
ATTEST: Grace Bostick Grace Bostick, County Clerk



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COMMISSIONER'S COURT OF November 14, 1979 Page 1 of 1
 CLAIM REGISTER AND MINUTES OF ACCOUNTS ALLOWED, Road & Bridge I FUND TYLER COUNTY, TEXAS

Claim Number	NAME OF CLAIMANT	NATURE OF CLAIM	Amount of Claim	Da Allow
13837	Geo P. Bane Inc.	Parts	45.13	
13776	Birdwells Welding	Repairs to Equip.	71.50	
13838	Allisons Inc.	Shovel	8.20	
13772	A-Z Discount Auto Parts	Parts	20.39	
13775	Boykin Lumber Co.	Nails-Flood Disaster	48.06	
13771	Durham Electric co.	Reparis To Equip.	87.00	
13764	Davis Food Market	Gas	14.00	
13767	J.E. Gardner Oil Co.	Fuel	998.33	
13811	Gulf States	Utilities-Co. Barn	37.00	
13766	Hart Creosoting Co.	Timbers-Flood Disaster	747.12	
13773	Jack Lane Ford	Parts	4.35	
13763	Seneca Water Supply	Utilities-Co. barn	6.00	
13781	South Magnolia Gro.	Ice	21.94	
13774	Smiths Exxon	Saw REpair	6.00	
13829	Tyler Co. booster	Notice to Bidders on Loader	24.00	
13777	Turners Radiator	Reparis to Equip.	50.00	
13765	Tyco feed Co.	Unloading Premix	40.00	
13828	Woodville Exxon Sta.	Tire Repair	27.00	
13770	White Mines	Premix-Flood Disaster	1,291.43	
12768	Woodville Exxon	Tire Repair	49.95	
13769	Woodville AutoParts	Repairs to Equip.	257.16	
13881	Deep east Tex Work Comp	Work Comp for Nov.	141.40	
13878	Deep East Tex Work Comp	Work Comp for Dec.	183.63	

4,179.59

APPROVED THIS 14 day of Nov., 1979.
Allen Shivers
 COUNTY JUDGE

CLAIMS CHECKED AND APPROVED
Allen Shivers
 COUNTY AUDITOR

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COMMISSIONER'S COURT OF November 16, 1979

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CLAIM REGISTER AND MINUTES OF ACCOUNTS ALLOWED, General FUND TYLER COUNTY, TEXAS

Claim Number	NAME OF CLAIMANT	NATURE OF CLAIM	Amount of Claim	Date Allowed
13808	Tex Dist & Co Atty Assoc.	Co. Atty Supplies	10.00	
13814	Tyler Co. Booster	Notice Weatherization-Houseing	8.00	
13890	Tyler County Booster	Relief-37.80, Election Exp-19.20 Advertising on 3 Bridges-Disaster	57.00	
13891	Texas Association of Counties	1980 Assoc. Dues	405.00	
13815	Woodville Big Star	Janitors Suppleis	45.67	
13892	Western Data Service	Voter Registration List	44.70	
13893	West Publishing Co.	Law Books-Co. Atty	37.00	
13894	Woodville Auto Parts	Reparis to Mini Bus-Ageing	33.20	
13782	Xerox	Co. Clerk-Meter usage 8-17 thru ¹⁰⁻¹⁶	556.97	
13778	Barbara's Industrial Engraving	Engraved sign for holder-JP#1 Off.	14.96	
			11,187.11	

APPROVED THIS 16 day of November, 1979.
Allen Hancock
 COUNTY JUDGE

CLAIMS CHECKED AND APPROVED
Alan Jordan
 COUNTY AUDITOR

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COMMISSIONER'S COURT OF November ¹⁶~~17~~, 1979

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CLAIM REGISTER AND MINUTES OF ACCOUNTS ALLOWED, General FUND TYLER COUNTY, TEXAS

Claim Number	NAME OF CLAIMANT	NATURE OF CLAIM	Amount of Claim	Date Allowed
13785	Edward T. McFarland, Atty	Court Appt'd Atty re ^{1-A Dist. Court} D. Lewis	50.00	
13803	Mann Furniture	Vac. Bags-Janitors Supplies	5.00	
13885	Office Supply Center	Receipt Book for Solid Waste	9.95	
13860	Ogden Service Center	Sheriff Dept-Tire Repair	12.00	
138 86	Rogers Office Supply	Aud-5.95, Tax Off-49.60, DPS-8.30, JP1-24.64, C.Cl-57.50, Hous-29.00, D. Cl-45.65, C. Jud-6.00, Sheriff-14.40, D.Atty-24.19 Credit-(4.80)	260.43	
13813	Story-Wright	Supplies-Tax Office	149.04	
13809	Sam Houston Elec.	Utilities-Airport	86.94	
13810	Shepherd Laundries Co.	Janitors Uniforms	24.00	
13812	Strfford Lowdon Co.	Election Expense-Supplies	249.66	
13850	South Magnolia Drive Inn	Batteries-14.00 Sheriff Dept. Food for Prisoners-36.47	50.47	✓
13887	Southwestern Bell Telephone	^{274.57 - (2 months)} Tax Off-172.88, Aud-63.12, Age-18.43, JP1-31.12, Vet-16.83, TEC-11.13, Hous-25.23, D.cl-47.38, D.Jud-25.2, JP1-40.31, C.cl.-44.02, Ext-68.14, Jud-89.10, c atty-20.10, Treas-30.08, JP2-11.03, Sheriff-176.75	1,021.37 914.68	
13888	Sullivans	Janitors Supplies	68.01	
13880	Joe R. Smith, Atty.	Court Appt'd Atty re ^{1-A Dist. Court} G. McDuffie	50.00	
13859	Turners Radiator	Sheriff Dept-Reparis to Vehicles	345.11	
13856	Texaco Inc.	Tire repair-12.00 Sheriff Dept.-Gas-190.26	202.26	
13851	Tyco Feed Co.	Weight Tickets-Sheriff Dept.	10.00	
13857	Tyler co. Hospital	Assault Victim-Sheriff Dept.	66.30	
13804	Turner Plumbing	Repair leak in mens restroom	28.50	

APPROVED THIS ¹⁶~~17~~ November, 1979.
Allen Hancock
 COUNTY JUDGE

CLAIMS CHECKED AND APPROVED
Allen Hancock
 COUNTY AUDITOR

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COMMISSIONER'S COURT OF November 16th, 1979 Page 2 of 4
 CLAIM REGISTER AND MINUTES OF ACCOUNTS ALLOWED, General FUND TYLER COUNTY, TEXAS

Claim Number	NAME OF CLAIMANT	NATURE OF CLAIM	Amount of Claim	Date Allowed
	FOSTER CHILD CARE CONT'D	FOSTER CHILD CARE CONT'D		
13795	Jarrots	RX drugs-E. McDuffie & C. Mashtere	53.63	
13796	Melinda Stryker	Reimb-Exp to Galveston Hosp.-B. Lewis	47.10	
13797	Tyler County Booster	Notice re Varner Case	25.20	
13798	Sheriff Raymond Franks-Austin, Tx	Serving Papers re R. Broaddus	20.00	
13799	Sheriff Dick Culbertson-Beaumont	Serving papers re R. Broaddus	10.00	
	-----	-----		
13807	Gulf States Utilities	Utilities-Courthouse	470.65	
13858	Goodyear Service Stores	Tires-Sheriff Dept.	54.84	
13855	Gulf Oil-Howard L. Jackson	Gas-Sheriff Dept.	832.22	
13852	Gulf States	Sheriff Dept.-Tower	28.29	
13863	Gulf Oil Corp.	Gas-Sheriff dept.	14.37	
13801	Globe-Mann Ins.	Bond-Constable Pct. I	10.00	
13816	Hartgraphics	Supplies-Tax Off.-Del. Tax Notice	117.60	
13882	Hensarling Auto Service	Gas & Oil-Mini Bus	13.81	
13875	Jimmys Auto Parts	Parts for Mini Bus	42.86	
13883	Knapp Ford Sales	Rental on Car to Auditors Conf.	103.74	
13786	John E. Kinney, Atty	Court Appt'd Atty re R. Barclay ^{1-A Dist.}	100.00	
13884	Lufkin Typewriter	Ribbons-Dist. Atty.	24.00	
13854	Mobil Oil Credit	Battery-65.95, Wash & Oil-101.05 ^{Gas-45.08 Sheriff Dept.}	212.08	
13779	Mike Jacobs Co.	Co. Clerk-Supplies	25.38	
13783	3M Business Products	Supplies-Co. Clerk-Duplicards	268.00	

APPROVED THIS 16 day of November, 1979.
Gene Hancock
 COUNTY JUDGE

CLAIMS CHECKED AND APPROVED
Ann Tomlin
 COUNTY AUDITOR

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COMMISSIONER'S COURT OF November 16, 1979

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CLAIM REGISTER AND MINUTES OF ACCOUNTS ALLOWED, General FUND TYLER COUNTY, TEXAS

Claim Number	NAME OF CLAIMANT	NATURE OF CLAIM	Amount of Claim	Date Allowed
13841	Allison's Inc.	Airport-Staples & Barb Wire	\$ 24.85	
13879	James M. Allison, Atty.	Court Appt'd Atty ^{1-A Dist. Court} Tyre J. Gustafson	100.00	
13861	Bob's Prescription Shop	Medication for Prisoner	3.65	
13848	Brookshire Bros.	Meals for Prisoners	120.40	✓
13853	Conoco Inc.	Gas & Wash & Oil-Sheriff Dept.	62.99	
13806	City of Woodville	Utilities-Courthouse	54.67	
13805	Consolidated Marketing Inc.	Paper Towels-Janitors Supplies	62.27	
13878	Deep East Tex Wrokmens Comp.	Solid Waste-86.71 Work.comp. for Dec. 470.95	557.66	
13802	James H. Dillion, Atty.	Court Appt'd Atty ^{County Court} re S. Joyce	57.64	
13880	Deep East Tex. Development Assoc.	Membership Dues	145.00	
13881	Deep East Tex Work. Comp.	Work Comp. for November Solid Waste-66.77	429.40 496.17	
13862	Eastex Communications	Maint on Radio-Nov.-Sheriff Dept.	182.00	
13876	Exxon	Gas-Sheriff Dept.	158.21	
	FOSTER CHILD CARE	FOSTER CHILD CARE		
13787	Mary Lee Foundation	Geo. & Rbt. Broaddus	2,396.00	
13788	Mr. & Mrs. R.A. Lee	Latonia Nix	170.50	
13789	Mr. & Mrs. Robert Odom	Cynthia D. Perkins	137.50	
13790	Mr. & Mrs. James H. Forse	Cynthia D. Perkins	33.00	
13791	Martin Child Care, Inc.	Elene McDuffie	52.50	
13792	Mr. & Mrs. Kenneth Ketham	Elene McDuffie	65.00	
13793	L. Gayle Burton, M.D.	Shot-Cynthia D. Perkins	16.00	
13794	J.B. Best Co.	Clothing-Cynthia D. Perkins	22.48	

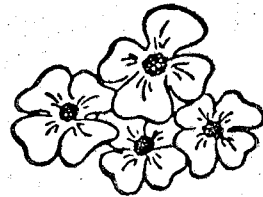
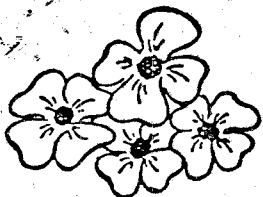
APPROVED THIS 16 day of Nov. 17, 1979.

Gene D. Brown
COUNTY JUDGE

CLAIMS CHECKED AND APPROVED

Gene D. Brown
COUNTY AUDITOR

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ANN FONDREN
COUNTY AUDITOR
100 COURTHOUSE
WOODVILLE, TEXAS 75979

County of the Dogwood Festival

November 16, 1979

Tyler County Commissioners' Court:
Allen Sturrock, County Judge
Maxie Riley, Commissioner, Pct. I
H. K. Lowe, Commissioner, Pct. II
Leon Fowler, Commissioner, Pct. III
Berton A. Odom, Commissioner, Pct. IV

Gentlemen:

In accordance with Articles 1654 and 1656, Vernons' Civil Statutes, I am reporting to you a deficiency of funds in the account of Judge Frank Grimes, Justice-of-Peace, Precinct III:

As County Auditor of Tyler County, I feel it is my duty to report any deficiencies to the Court, so they may take any action necessary for the collection of said funds. If no action is taken for the recovery of the funds, I see no further need in auditing any office in the future.

This investigation began on a request from the local Department of Public Safety. They had made every effort possible to clear some ninety old cases and were unable to obtain any kind of disposition on them. By confirmation letters mailed to defendants and personal phone calls, we were able to determine which cases were paid and various other types of dispositions. Several cases have been paid by Judge Grimes within the last two months after the defendant contacted him. There are at least twenty-five or thirty cases we were unable to clear. The defendant could not be located. Itemized account of the shortage will be retained in the Auditors' office and will not be included in this letter.

Your co-operation in the past has been appreciated and I sincerely believe that we will be able to work together in the future for the best interests of Tyler County.

Respectfully,

Ann Fondren
Tyler County Auditor

af

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LEWIS E. CRAVEN

100 Tyler County Courthouse
Woodville, Texas 75979

SHERIFF, TYLER COUNTY, TEXAS



Phone 713-283-2172

NOVEMBER 9, 79

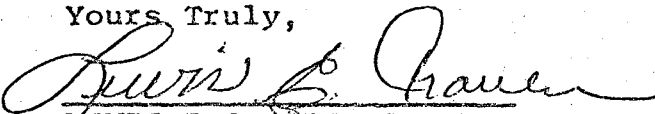
Texas Commission On Jail Standards
1414 Colorado, Suit 500
P.O. Box 12985
Austin, Texas 78711

Dear Sir,

Mr. Viterna, Enclosed please find the Tyler County Jail Plans.

If there are any questions, please feel free to contact me.

Yours Truly,


LEWIS E CRAVEN, SHERIFF
TYLER COUNTY

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PLANS FOR TYLER COUNTY JAIL

IN ACCORDANCE WITH RULES PUBLISHED

BY THE COMMISSION ON JAIL STANDARDS

1. CLASSIFICATION PLAN.....217.12.00
2. MEDICAL SERVICES.....217.13.00
3. DISCIPLINE PLAN.....217.18.001
4. RECREATION & EXCERISE PLAN.....217.19.00
5. EDUCATION & REHABILITATION PLAN.....217.20.00
6. LIBRARY PLAN.....217.20.001
7. INMATE PRIVILEGES PLAN.....217.22.001
8. PROCESSING & SUPERVISION OF
FEMALE INMATES PLAN.....217.23.001
9. EMERGENCY PLAN.....217.24.00
10. FIRE PREVENTION &
SUPPRESSION PLAN.....217.24.002
11. SANITATION PLAN.....217.16.001

CLASSIFICATION PLAN
TYLER COUNTY JAIL
WOODVILLE, TEXAS
217.12.00

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- I. Inmate will be classified after he has been booked, fingerprinted, mugged, showered and issued housekeeping items.
- II. Booking Officer will use the inmate classification form to aid in deciding what classification inmate should have. Form will become a permanent part of the inmates records.
- III. Basically, inmates will be segregated by:
 - SEX
 - FELON
 - First Offender
 - Prior Offender
 - MISDEMEANOR
 - HIGH SECURITY RISK
 - WITNESS
 - INSANE
 - MEDICAL
- IV. Juveniles will be housed according to juvenile officers instructions, if no cell available here, they will be transported to Kountze, Texas.
- V. Females will be segregated from males by sight and sound.
- VI. Felons will be separated from each other on the basis of First Offenders and Prior Offenders.
- VII. Misdemeanors will be segregated from Felons when cell space is available.
- VIII. High Security Risk inmates, those who are aggressive, assaultive or likely to cause disturbances or trouble among inmates, will be segregated from all other inmates and housed in a cell alone.
- IX. Persons who are ill with a communicable disease will be kept separate from all other inmates. The county health officer or if he is not available, then the inmate will be transported to Tyler county hospital and the Doctor on call will determine if an inmate has a communicable disease.
- X. Witnesses will be kept segregated from all other classifications of prisoners.
- XI. Inmates may appeal their classification with the Sheriff, whose word will be final.

MEDICAL SERVICES PLAN
TYLER COUNTY JAIL
WOODVILLE, TEXAS
217.13.00

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- I. Sick Call. During morning inspection, inmates will be asked if they require medical treatment. However, at any time during the day or night an inmate may ask for medical treatment. The Sheriff or Deputy will decide if the inmate should be taken to the Doctor on call at the hospital. No inmate will be denied any reasonable request for medical treatment and the Sheriff will be informed daily of all requests for medical treatment.
- II. Emergency Medical Service. In the event of medical emergency the Corrections officer who first become aware of the event will notify Tyler County Hospital that medical emergency is necessary. Medical emergency is any condition of an inmate that is beyond the immediate ability of the Corrections Officer to diagnose and take corrective action, for instance, coma, unconsciousness, severe bleeding, excruciating pain, bizarre behavior.
- III. Long Term Care. Any inmate who requires long term medical or convalescent care will be admitted to Tyler County Hospital, in Woodville. The inmate will be kept under 24-hour guard furnished by the Sheriff. If possible and practicable, the inmate may be transferred when possible.
- IV. Chronic Care. Any inmate who has a condition which requires chronic care will be examined by a Doctor who will prescribe, in writing to the Sheriff, what drugs, medications and procedures are to be used. These written instructions will be read by all corrections officers so that care will remain uninterrupted from shift to shift. Medication will be handled as prescribed below.
- V. Medications. Only Medications and drugs prescribed as a result of medical referral by the Sheriff or a Corrections Officer will be administered to an inmate. All other medications, drugs or ect. which the inmate brings into the jail with him will be kept with his personal property and not be available to him. Medications prescribed by the county medical Doctor will be kept locked except when in actual use. A medication form will be initiated for each inmate requiring medication. Each morning prior to inspection and sick call, the Corrections Officers will lay out the medications for each inmate in the proper cups and write the inmates name and time to be given. The inmate personally will be watched to insure that he swallows the medication. If for any reason it is believed that the inmate is not swallowing the medication, then the capsules or pills will be broken up or opened up and put into water, and the inmate will be asked to drink it. The Officer administering the medicine will keep proper written entries of all medicine given.

MEDICAL SERVICES PLAN
TYLER COUNTY JAIL
WOODVILLE, TEXAS
217.13.00

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- VI. Medical Records. Upon Being booked in, each inmate will execute the medical Evaluation Form as part of the Classification process. This form becomes the basis for the Medical Record, which will be kept in the inmates master-file. Any medical referrals, or subsequent diagnosis and treatment instructions will be kept in these records. The medications Issue Form will become part of this record too. Medication Records are confidential and may not be revealed to anyone without permission from the Sheriff.
- VII. The right to body integrity of inmates shall be preserved. The inmate must consent to medical treatment unless he is incompetent.

DISCIPLINE PLAN
TYLER COUNTY JAIL
WOODVILLE, TEXAS
217.18.001

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- I. Inmate rules will be conspicuously posted and made known to each inmate in English and Spanish, and read to illiterate inmates. Each inmate will be required to acknowledge on his classification Form that he has read or is aware of the rules.
- II. State and Federal law concerning administrative Disciplinary procedures for inmates require no constitutional privileges may be revoked. For instance, the Correctional Officer may deny privileges or segregate the inmate for rules infraction, but may not deny correspondence or visiting privileges, any denial of privileges must be communicated in writing to the Sheriff.
- III. Uniform application of Disciplinary rules among all inmates. Any disciplinary action other than an on-the-spot correction must be written up by the Correction Officer and communicated to the Sheriff with a recommendation as to the punishment. Punishment must be uniform, that is like in actions must receive like in punishment.
- IV. Appointment of Disciplinary Officers. The Sheriff and the Chief Deputy are the Disciplinary Officers. All cases are to be reported to one or both Officers before any action is taken.
- V. Accused inmates will be informed of charges against him. He has the right to appear in his own behalf, and present his own witnesses before loss of good time or solitary confinement is imposed.
- VI. The Following Disciplinary measures are prohibited:
 - A. deprivation of food
 - B. corporal punishment
 - C. one inmate disciplining another inmate
 - D. solitary confinement for more than 15 consecutive days unless there is findings of a new charge
 - E. deprivation of personal hygiene items

RECREATION AND EXERCISE PLAN
TYLER COUNTY JAIL
WOODVILLE, TEXAS
217.19.00

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- I. All inmates will be allowed one hour of supervised physical exercise once a day. Inmates will be kept segregated in the exercise area as to sex and felons and misdemeanants. The supervision of exercises will be done by a schedule approved by the Sheriff. Reserve Deputys may be used to aid in the supervision plan.
- II. All Exercise programs will be on an inmate voluntary basis with no mandatory plan.

EDUCATION AND REHABILITATION PLAN
TYLER COUNTY JAIL
WOODVILLE, TEXAS
217.20.00

- I. IF A PERSON IS TO BE INCARCARATED IN THE TYLER COUNTY JAIL FOR MORE THAN 60 DAYS AND WISHES TO PARTICIPATE IN AN EDUCATION PROGRAM
THE FOLLOWING WILL BE MADE AVAILABLE
 - a. A.G.E.D. (High school completion) by correspondence with the books available in the sheriffs office
 - b. basic reading and writing skills improvements available
- II. Rehabilitation: Counseling from local resources are;
 - a. local M.H.M.R.
 - b. ministerial alliance
 - c. Tyler county Probation Officer
- III. ANY INMATE IS ELIGIBLE FOR REHABILITATION PROGRAM:
 - a. if approved by magistrate
 - b. if approved by Sheriff
- IV. Inmates participation in educational programs and rehabilitation programs will be informed that participation depends upon proper conduct.

LIBRARY PLAN
TYLER COUNTY JAIL
WOODVILLE, TEXAS
217.20.001

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- I. Source of Library materials is through the Allan Shivers Library. The library will accept and exchange books weekly on schedule with the Sheriffs Dept.
- II. All inmates are eligible to participate in the library program. It is a privilege, however and may be denied for rules infractions.
- III. Inmates may request books by title or subject matter from the corrections Officer on Wednesday Mornings in conjunction with commissary orders.
- IV. Inmates will sign the Library Card and be responsible for the books and the books may be kept for two weeks from time they are checked out.

INMATE PRIVILEGES PLAN
TYLER COUNTY JAIL
WOODVILLE, TEXAS
217.22.001

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I. TELEPHONE PRIVILEGES:

- A. Inmates may complete two (2) local calls from the jail office phone as soon as possible after being booked. Long distance calls will be placed collect only.
- B. Procedures for allowing inmates to make phone calls at any reasonable time during their incarceration. Requests will be made verbally to the corrections Officer. Calls may be up to ten minutes at length and made to any one known to the inmate.
- C. In-coming call procedure. Only emergency in-coming calls will be accepted and the inmate brought down to the phone. If not an emergency, then the caller will be asked to leave a number that the inmate can call back.
- D. All calls will be written down as to date, time and number called, and placed in inmates master-file.
- E. Procedure for maintaining security during inmates phone-calling. The corrections Officer will remain in sight and sound of inmate while he is using phone.
- F. Procedure for telephone message to inmates. In-coming calls will be recorded and at a reasonable time will be shown to inmate.
- G. Procedure for telephone contact between inmate and his attorney. Inmates may contact his attorney by phone during normal business hours. Inmates can return all calls to attorneys.

II. CORRESPONDENCE PRIVILEGES:

- A. Scheduling of pick-up and delivery of inmates correspondence. Inmates may retain writing materials, and stamps at their own expense, out-going mail will be picked up at noon-time meal and in-coming mail will be delivered at this time.
- B. Procedure for availability and limitation. Inmates may write as many letters as many times as they wish if they furnish their own stamps. Sheriffs Dept will furnish writing material upon request, to indigent inmates and furnish their stamps.
- C. Procedure for quaranteeing inmate correspondence:
Rights:
 1. PRISON OFFICIALS DIRECTED NOT TO OPEN MAIL TRANSMITTED BETWEEN INMATES OF THE JAIL AND COURTS, PROSECUTING ATTORNEYS, PROBATION AND PAROLE OFFICERS, GOVERNMENTAL LAWYERS AND PRESS, UNLESS THERE IS REASONABLE POSSIBILITY THAT CONTRABAND IS INCLUDED IN THE MAIL, IN WHICH CASE MAIL MIGHT BE OPENED IN THE PRESENCE OF INMATE.

INMATE PRIVILEGES PLAN
TYLER COUNTY JAIL
WOODVILLE, TEXAS
217.22.001

201.5 P.559

- D. Procedure for inspection of inmates correspondence; The Correction Officer will abide by the Correspondence Rule (C section)
- E. Accounting for any article withheld from inmates correspondence. Money or contraband found in mail will be placed in the inmates personal-property bag. Illegal items will be confiscated and disposed of according to the law.
- F. Procedure for record of inmate mail. The date stamped on the in-coming mail will be recorded and placed on file with telephone info. in inmates master file.

III. COMMISSARY PRIVILEGES:

- A. Procedures for obtaining commissary items. Each Wednesday morning and other occasions as warranted inmates may submit to the Corrections Officer a list of health and comfort items. Razors and Razor blades and sharp instruments, medications and Girlie Magazines may not be purchased. Requested items will be purchased and placed in individual sacks and delivered to the inmate the same day. Items will be accounted for and receipted for by the inmates.
- B. Accounting procedure for inmates money. Inmates will receipt for money withdrawn from their personal property bag.

IV. VISITING DAYS AND HOURS: Visiting hours are normally each Thursday from 2:30 to 4:30 p.m. & Wednesday from 2:30 to 4:30.

- A. Visitors authorized. Only immediate members of the family may visit the inmate, except lawyers and ministers may visit at any reasonable time. Persons bringing children to visit be responsible for the conduct of the children. If they can-not control the children this can cause the visit to terminate.
- B. Duration of visits. There is no duration to a visit but will not exceed the 2:30 to 4:30 p.m. limit.
- C. Procedure for emergency visitation. The Sheriff or correction Officer may permit visitation at other than named times whenever the situation is warranted, the privilege will be liberally interpreted.

INMATE PRIVILEGES PLAN
TYLER COUNTY JAIL
WOODVILLE, TEXAS
217.22.001

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- D. Visitations will occur normally in the corridor visiting areas. All visitors are, as a condition of visit, are subject to search.
 - E. Provisions for special visitations, wife, clergy, attorney ect. The Sheriff or Chief Deputy may authorize visiting in other places than (D) above if the situation is warranted.
 - F. Record of inmate visitors: Visitors will sign into the jail on Jail Log.
- V. RELIGIOUS SERVICE PRIVILEGES. Inmates may request the services of a minister at any reasonable time to include Sundays and religious holidays. Requests to the Corrections Officer will be communicated to the Ministerial Alliance which will arrange for the visit. No request will be arbitrarily denied by the jail-personnel. Only the non-availability of a clergy should prevent such visits. Services will be conducted in a cell. Inmates not wanting to be present during services, may be transferred to another cell.

PROCESSING AND SUPERVISING
OF FEMALE INMATES PLAN
WOODVILLE, TEXAS
TYLER COUNTY
217.23.001

201.5 Pg. 561

- I. A. When a female is admitted, the dispatcher (if female) or Female Deputy, or the Sheriff's secretary will be present and will conduct the search and supervise the booking process.
- B. When the cell of a female is entered for other than emergency reasons, a female authority will be present.
- II. A. Female inmates are to be classified, housed, fed and receive medical care the same as would male inmates.
- B. Female inmates will be afforded the opportunity to participate in all inmate programs.
- C. Female inmates will be furnished an adequate supply of toiletries, personal hygiene equipment and other similar materials. Females with funds will be expected to purchase any specially desired item.
- D. Female inmates will be allowed, upon request to continue to use medications related to menstrual cycle. These medications will be handled in the same manner as are prescribed medications and drugs.
- III. Males will not be permitted in female cells or housing areas unless emergency, health or welfare conditions require.

EMERGENCY PLAN
TYLER COUNTY JAIL
WOODVILLE, TEXAS
217.24.00

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I. In the event the jail must be evacuated under emergency conditions it is essential that all personnel be familiar with locations and procedures incident to an orderly operation.

A. Location of Key.

All keys to the jail are to kept in dispatchers office.

B. Evacuation Procedure (Non-Duty Hours)

When the Jailer or Dispatcher determines the need for evacuation(Fire, Smoke, Flood, Weather) the Sheriff will be notified and the Chief of Police and the Patrolmen and Tyler County Fire Dept will be called in, by the quickest means possible.

Upon their arrival the dispatcher will have the keys ready and tell them how many prisoners are in the jail.

The patrolman will enter the jail and lock the door behind them. One Patrolman will unlock the cells and let the prisoners out directing them downstairs. The Patrolman downstairs will control the prisoners and when All are accounted for, the dispatcher will release the entrance to the back door of the courthouse. Then upon the arrival of the Sheriff the inmates will be transferred to a County Jail nearby.

IN THE EVENT MEDICAL SERVICES WILL BE NEEDED:
TYLER COUNTY HOSPITAL WILL BE NOTIFIED AND PRISONORS
NEEDING TREATMENT WILL BE RUSHED THERE

In the event there is an emergency during the normal duty hours, then the Sheriffs Dept. Personnel will be used.

II. ESCAPE:

The person discovering an escape will notify the dispatcher who in turn will notify the Sheriff and Chief Deputy. A Personal prisoner count will be immediately made and it will be determined who is absent.

The Jail will be put in a hold and secure condition and any damage either temporarily repaired or it will be kept under observation.

The area of escape and the escapees living area will be searched for evidence of further investigation and prosecution.

Description of escapees will be communicated to surrounding

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area Sheriffs Dept. and the Texas Dept. of Public Safety.

III. RIOT AND REBELLION:

- A. IN the event of riot or rebellion the Sheriff and Chief Deputy will be notified immediately. The Emergency Room at the Tyler County Hospital, and the Woodville City Police Dept. The DPS troopers will be alerted for possible back up action. All persons will await the arrival of the Sheriff or Chief Deputy.

On Duty personnel will attempt to quell the disturbance by communication with the rioters, without subjecting themselves to compromise.

- B. The Sheriff or in his absence, the Chief Deputy will have the responsibility to direct quelling activities. Under no circumstances will fire arms or chemical weapons be used without the express authority of the person in charge.
- C. Reassuring tactics will be employed to the utmost in an attempt to cool the situation. If force must be used only the minimum necessary to regain control of the situation will be used. The area will be sealed off and secured to prevent innocent persons from becoming involved. Only the persons necessary for the manning of essential equipment (dispatchers) will remain in the sheriffs office. All others being evacuated outside the sealed off area.

If access is available into the jail, peaceful inmates will be evacuated if it is possible. Water and electricity to the jail will be turned off, but kept available for immediate restoration.

Demands by the dissidents will be handled by the highest governmental authority involved in the demands.

IV. FIRE:

When smoke or fire is discovered in the jail the person discovering it will immediately notify the dispatcher, who in turn will notify the Woodville Fire Dept. and then Sheriff and then all Deputys and the City Police.

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The discoverer will return to the jail and assess the situation and if the fire can be contained by use of the installed fire equipment this will be attempted. If it appears it cannot be contained, then the emergency evacuation PLAN will be used.

If the fire is contained, a head count will be made as soon as possible and all prisoners will be given a medical exam.

If the jail remains habitable, inmates will return to their cells, otherwise they will be housed in surrounding county jail.

V. ASSAULTS AND DISTURBANCES:

Assaults will be quelled with the least amount of force. The aggressor(s) will be identified and separated. Injured persons will be treated. All participants and onlookers will be questioned and the incident investigated. If the situation warrants disciplinary actions following the procedures set forth in the disciplinary plan, will be followed. If the situation is sufficiently serious, criminal charges may be brought under standard county criminal justice procedures.

VI. Civil Emergencies:

In the event of unexpected emergencies the jail will be placed in a hold and secure condition. Inmates will be evacuated to surrounding counties jails as soon as possible. In the event the Emergency can be anticipated, inmates will be evacuated prior to its onset.

FIRE PREVENTION AND SUPPRESSION PLAN
TYLER COUNTY JAIL
WOODVILLE, TEXAS
217.24.002

I. FIRE PREVENTION

A. Procedure for regular scheduled fire inspections.

1. Wiring will be inspected twice yearly by the Tyler County Fire Chief.
2. No combustible materials will be stored in or near Jail area.
3. During his regular inspections the fire Chief shall inspect for grease build-up in the kitchen area.
4. The Jailer will inspect the jail daily to insure that no make-shift heating devices are used.

II. In order to record deficiencies in the Fire Plan the Fire Chief is authorized to make a written report to the conditions of the Jail to the Sheriff, every six months.

In this report the Fire Chief or his representative will test fire-fighting equipment and Sheriff dept will replace or keep all in working order

Also Fire Chief will recommend in writing how to eliminate any existing hazards.

The Fire Plan will be posted on each floor of the jail. It must be posted in a conspicuous place for all to see.

To provide for proper training of corrections officer or Jailer, the following training periods will be held:

1. Before any new officer is put to work he will read and understand the Fire Plan
2. Because of the seriousness of fire prevention and fire-readiness, the Sheriff shall cause each Jailer to review the Fire Plan once each month

FIRE PREVENTION AND SUPPRESSION PLAN
TYLER COUNTY PLAN
WOODVILLE, TEXAS
21.724.002

III. FIRE SUPERVISION

A. Actions to be taken by person discovering fire..

1. The Tyler County Fire Dept. located two blocks from the Jail, will be called at once, by Radio & telephone # of Fire Chief will be called 283-3685
2. The Sheriff and All Deputy's will be called on radio or telephone

B. Actions of Jailer, Correction Officer or Dispatcher in charge

1. The corrections officer is responsible for the immediate use of the fire equipment in place in the jail
2. If the corrections officer deems that the fire is too far gone and out of control for him to effectively fight then he will make immediate evacuations of inmates.
3. Inmates will be evacuated to the outside area of the building and be secured there.
4. It shall be the duty of the Sheriff to give the all clear from the fire and shall verbally give the order to resume normal jail operations
5. Quarterly fire drills will be conducted on each shift and a record will be kept of the drills. The Sheriff will make a schedule for the drills and either the Sheriff or the chief deputy will supervise the fire drills.

SANITATION PLAN
TYLER COUNTY JAIL
WOODVILLE, TEXAS
217.16.00

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1. THE JAIL COMPLEX SHALL BE KEPT CLEAN AND SHALL BE SWEEPED AND MOPPED DAILY.
 - A. THE SWEEPING AND MOPPING WILL BE DONE BY INMATES IF INMATES ARE WILLING & IF NOT THEN THE COUNTY JANITOR WILL DO IT.
2. FOOD AREA WILL BE INSPECTED DAILY BY EITHER JAILER OR CORRECTIONS OFFICER AND IF ANY UNSANITARY CONDITIONS ARE NOTED THEN CORRECTIVE ACTION WILL BE TAKEN
3. ADEQUATE AND SAFE CLEANING EQUIPMENT WILL BE KEPT BY THE JAILER TO INSURE CLEANLINESS IN THE JAIL. IF AT ANY TIME ADEQUATE SUPPLIES ARE NOT AVAILABLE THEN THE JAILER WILL GET THEM FROM THE MAINTENAINCE SUPPLY OFFICE STOREROOM IN THE COURTHOUSE
4. WATER TIGHT GARBAGE CONTAINERS WITH TIGHT FITTING LIDS WILL BE KEPT WITHIN THE JAIL AND THE JAILER WILL INSURE THAT EACH CONTAINER IS EMPTIED
5. ALL TOILETS, WASH BASINS, SINKS AND OTHER EQUIPMENT THROUGHOUT THE TYLER COUNTY JAIL WILL BE INSPECTED BY EACH JAILERS\$ SHIFT. IF ANY THING IS FOUND UNSANITARY, HE WILL CORRECT THE SITUATION IMMEDIATELY.
6. FOR CLEANING OF DISHES AND COOKING UTENSILS, THIS WILL BE DONE BY THE JAILER, AND ALL ITEMS WILL BE STERILIZED
7. THE WATER AND SANITARY SEWER SYSTEM WILL BE INSPECTED TWICE A YEAR BY THE WATER AND SEWER INSPECTOR OF THE CITY OF WOODVILLE

NOTICE OF TIME AND PLACE OF MEETING

COMMISSIONERS COURT
TYLER COUNTY, TEXAS

THIS NOTICE POSTED IN ACCORDANCE WITH V. A. T. S. - ART. 6252-17

NOTICE is hereby given that Commissioners Court will hold it's
Special meeting on FRIDAY, NOVEMBER 16 1979 at 10:00 A.M.
in the Commissioners Courtroom, First Floor, Tyler County Courthouse.

A G E N D A

1. APPROVE PAYING BILLS FROM AUDITORS OFFICE.

2. *Auditors Report on Discrepancy of Funds 11/14/79*
1:30PM JDM

Allen Sturrock
Allen Sturrock, County Judge
Tyler County, Texas

NO. ~~90~~ AM
TIME: 9:00
NOV 18 1979
GRACE BOSTICK, COUNTY CLERK
TYLER COUNTY, TEXAS
BY: *D. Yawn*
DONEGE-XAWIN