



20

April 1, 2021

Terri Gillen
Navarro County Auditor
300 W 3rd Ave Ste 4
Corsicana, TX 75110

Re: Navarro County – Liability Renewal Questionnaire

Thank you for participating in TAC Risk Management Pool's Liability Programs. As we prepare your August 2021 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.

The Liability Coverage enhancements that were approved by the Pool board members are:

- **General Liability:** Added new section Crisis Management Coverage with an included sublimit of \$100,000 per coverage period for Crisis Management.
- **Public Officials Liability:** Removed coverage extension sublimits for Privacy or Security Event coverage. Privacy response expenses, Regulatory Penalties, Regulatory Proceedings, and Claims Expenses no longer have separate sublimits.

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, by fax at 512-478-1426, or email me at yolandam@county.org.



We value your continued participation 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,

Yolanda R. Mondragon

Yolanda Mondragon

Member Service Representative



TEXAS ASSOCIATION *of* COUNTIES RISK MANAGEMENT POOL

Liability Renewal Questionnaire

Member: Navarro County

Coverage Period: August 1, 2021 through August 1, 2022

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 Yolanda Mondragon at 800-456-5974 or yolandam@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: Terri Gillen

Email: tgillen@navarrocounty.org

Phone Number: (903) 654-3095

Fax Number: (903) 654-3097

Address: 300 W 3rd Ave Ste 4

City, State, Zip: Corsicana TX, 75110

Liability Renewal Questions

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

	Total	Airport	Hospital	
Full Time Employees:	301	0	0	Full Time = 35 or more hours per week
Part Time Employees:	22			Part Time = Less than 35 hours per week
Volunteers:	0			Volunteer = Actively serving

Law Enforcement Liability

Current Law Enforcement Liability Deductible: \$5,000

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 checked="" type="checkbox"/>		<input type="checkbox"/> Reject			
Unmanned Aircraft	<input checked="" type="checkbox"/>		<input type="checkbox"/> Reject			

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

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

_____	_____
_____	_____
_____	_____
_____	_____

2. If Unmanned Aircraft is selected, please complete the following for each Unmanned Aircraft:

- a. U.A.S./ Drone Model and Value DJI / Mavic Mini 2 // \$600
- b. Weight in lbs including all attachments .6 Pounds
- c. Year and Serial Number 2021 and S#3Q4SHAN0030ANC
- d. Description of use Criminal Investigations for the Sheriff's Office
- e. Operator Name Captain Stan Farmer & Sergeant Caleb Loftis
- f. Date of Receipt of FAA COA & Registration Number as applicable 04-07-2021 // FAA Registration #FA33NRYKA9
- g. Total U.A.S./Drone flight hours Zero Hours as of 05-06-2021
- h. Description of Training Certifications Captain Farmer & Sergeant Loftis both hold Chapter 107 Licenses

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			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:	112	Class B	Full Time:	3	Class C	Full Time:	13	Class D	Full Time:	0
	Part Time:	0		Part Time:	0		Part Time:	0		Part Time:	0

4. Does Navarro 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 Navarro County own a Jail Facility and/or Detention Facility? Yes No

If yes, who operates the Jail Facility? Navarro County Justice Center

If yes, who operates the Detention Facility? _____

If the Jail Facility or Detention Facility is privately operated, the Pool recommends Navarro 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 Navarro 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. See Attached

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 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:

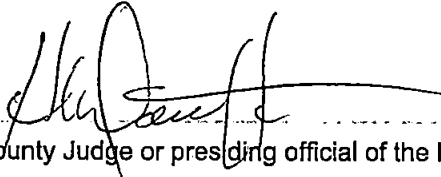
Has the situation been reported to TAC Claims Department? Yes No

Acknowledgement and Acceptance

Navarro 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

05/10/2021

Date



CERTIFICATE OF COMPLIANCE

This is to certify that the

NAVARRO COUNTY JAIL

Has been duly inspected on

March 9, 2021

**and has been found that date to be in compliance with
Texas Minimum Jail Standards**

Under Authority of Government Code,
Chapter 511, Texas Commission On Jail Standards



A handwritten signature in blue ink, reading "Brandon S. Wood".

Brandon S. Wood, Executive Director

TEXAS COMMISSION ON JAIL STANDARDS - INSPECTOR REQUIREMENTS REVIEW



Michael Gravitt, TCJS Inspector

Facility N Navarro County Jail

Date:

March 9, 2021

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 19 inmate files. Interviewed staff. Reviewed policy.
267	Release	Reviewed a random sample of 10 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 19 inmate files. Reviewed staff training records. Reviewed internal classification audits. Reviewed policy. Interviewed staff.
273	Health Services	Reviewed a random selection of 19 files. Interviewed staff and inmates. Reviewed training records. Reviewed policy. Technical assistance provided - 1) During the review of restraint logs, it was noted that staff were exceeding the required 15 minute observation period by 5 to 6 minutes. Administration discovered these discrepancies during an audit of the restraint logs conducted in December 2020 as a result of a Technical Assistance Memorandum that was sent to all Sheriffs and Jail Administrators. Administration conducted documented training with staff on the importance of conducting 15 minute observation checks on inmates who are restrained in the emergency restraint chair or WRAP restraint system. Issue was addressed by administration prior to the annual inspection and corrective action was taken. Recent restraint logs were reviewed and were within standards. No follow-up action required. 2) During the review of medication administration records (MARs), it was observed that medication refusals are not being consistently documented. At least three different styles of markings were identified on the MARs. Refusals are documented with a slash, an "R", or an initial that is circled. It was recommended to standardize how medication refusals are documented by all staff to lessen confusion. Issue was addressed with the nurse in charge of medical. No follow-up action required.
275	Supervision	Reviewed a random selection of 66 jailer 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. ***Inspector's note - Facility was found to be clean and well maintained. Administration continues perform both routine maintenance and upgrades within the facility.
281	Food Service	Conducted walk through inspection in kitchen area. Interviewed staff. Reviewed documentation.
283.1	Discipline	Reviewed 30 disciplinary hearing records. Interviewed staff and inmates. Reviewed policy. Reviewed inmate
283.3	Grievance	Reviewed 30 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.
xxx	Remedial Orders	Not applicable.

RECEIVED

MAR 10 2021

Texas Commission On
Jail Standards

TEXAS COMMISSION ON JAIL STANDARDS - INSPECTOR REQUIREMENTS REVIEW

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

RECEIVED

MAR 10 2021

Texas Commission On
Jail Standards