



OFFICE OF THE SHERIFF WALLER COUNTY

100 R. Glenn Smith Dr. • Hempstead, Texas 77445-4699

979 / 826-8282 • FAX 979 / 826-7781



SHERIFF TROY GUIDRY

Date: January 31, 2025

To: Sheriff Troy Guidry

Thru: Chief Deputy Robert Schields

Lieutenant Angela Turner


OK 1/31/25

From: Lieutenant John Garner

RE: Texas Workforce Commission (TWC) Data Exchange Request

This letter is a request for approval to apply for the TWC Data Exchange Request and Safeguard Plan. The application would include a one (1) year SUBSCRIPTION fee for 1-10 users at the rate of \$1,500 per year. This subscription will be used by law enforcement as indicated in the application in Item 8., Legal Purpose(s) for Requesting Information.

We request approval from the Commissioner's Court to APPLY to TWC, and if approved be authorized to sign all contracts and applications regarding this new subscription starting in 2025 with an annual cost of \$1,500.00.

This costs of this contract would write to the Sheriff's line item **125-516-562323 - Dues and Subscriptions.**

Description	Unit Price	Quantity	Total Cost
TWC Subscription Fee	\$1,500.00	1-10 Users	\$1,500.00
Total Cost			\$1,500.00

Exhibit 1. TWC Data Exchange Request and Safeguard Plan

All statements and information on this form and associated correspondence relating to the Request and Security Plan (RSP) are incorporated by reference into the data exchange Contract with TWC as Exhibit 1.

Recipient agrees to provide written notice to TWC of any changes to the responses contained in this RSP during the Contract term immediately but no later than three (3) calendar days from the date of change. Email changes to DEcontracts@twc.texas.gov. After review and approval by TWC, the notice of changes shall be incorporated by reference into the Contract under Exhibit 1. **Any changes to the responses requested by Recipient and accepted by TWC in this Exhibit 1 shall amend the corresponding information in the GTC and A-H.**

This document is confidential under Texas Government Code regarding infrastructure security and shall be redacted from release in response to a request for information or documents. Contact TWC upon such a request.

CONTRACTOR INFORMATION		Please answer each question. Do not leave any unanswered.
1.	Legal name of requesting governmental entity/Responsible Financial Party	Waller County Sheriff's Office
2.	Entity Tax ID#	74-6001079
3.	Street Address – Line 1	100 Sheriff R. Glenn Smith Dr.
4.	Street Address – Line 2	
5.	City, State, Zip	Hempstead, TX 77445
6.	New request or renewal of an existing contract?	☒ New request ☐ Extension of existing agreement Previous/Current Contract #: _____ ☐ There are other contracts between TWC, and the party not affected by this Contract, which are as follows:
7.	Type of entity and authority to contract	☐ Texas Local Government Code, Chapter 791, Interlocal Cooperation Act (e.g., cities, counties) ☒ Texas Government Code, Chapter 771, Interagency Cooperation Act (e.g., state agency) ☐ Federal Agency Authority ☐ If state agency, please specify authority
8.	Legal Purpose(s) for requesting information (Check all that apply)	☒ to assist in criminal investigations ☒ to assist in locating defendants, witnesses, and fugitives in criminal cases ☐ to assist in locating persons with outstanding warrants ☐ to assist in locating probation absconders ☐ to assist in determining eligibility for public assistance/services ☐ other: please specify: (language will be inserted into contract)
9.	Requested length of contract term	☒ 1 year ☐ 2 years ☐ 3 years ☐ 4 years ☐ 5 years (Renewal Option up to a total of 5 years combined)
10.	Requested start date	☐ For federal entities only: to correspond with start of fiscal year starting:2025

	DATA REQUESTED	Please answer each question. Do not leave any unanswered.
11.	Information requested <i>(Check the data being requested)</i>	☒ Wage Records (WR): <u>Wage Detail Inquiry:</u> View wage information for an individual. <u>Coworker Search:</u> View wages reported by an employer. ☒ UI Benefits and Claimant Info (UI): <u>Personal Information:</u> View demographic information for an individual. <u>Claims:</u> View unemployment insurance claim information. <u>Payments:</u> View unemployment insurance payment info. <u>Employer Search:</u> Search employers by name or address. ☒ Employer Records (ER) <u>Employer Master File:</u> Search Employer Master File and view state unemployment tax information.
12.	Method of receiving data	☒ Online access: Contractor access for lookup by SSN through a password-protected log-in account. Number of individuals needing access accounts: ☒ 1-10 (The subscription rate is \$1,500 per year.) ☐ 11-25 (The subscription rate is \$2,000 per year.) ☐ 26-50 (The subscription rate is \$3,500 per year.) * ☐ Specify other quantity * Please confirm that the number of Users given access is and will be limited to the minimum number necessary to accomplish the Limited Purpose(s). ☐ Yes ☐ No Online Access for Over 25 User Accounts: *If the request is for more than 25 user accounts, please indicate the reason the volume of access accounts is necessary (check all that apply): There is/are: ☐ a high volume of daily/weekly inquiries require the requested volume of use accounts ☐ other reason(s) for the volume of access accounts: _____ _____ ☐ Offline access: Offline Method of Transfer and Frequency: (Check applicable options) ☐ Ongoing: Scheduled computer matching against file of SSNs or tax account numbers submitted by Requestor periodically.

		Frequency of ongoing scheduled requests: ☐ Nightly ☐ Weekly ☐ Bi-Weekly ☐ Monthly ☐ Quarterly ☐ Annually ☐ Other – specify: ☐ Non-scheduled - Upon Request: Ad hoc request for non-scheduled matches or data files. ☐ One-time request for large quantity of records. ☐ One-time request for one or a few records (less than 100 matches of SSNS or <5 TWC Employer ID or FEIN). Submit request to open.records@twc.texas.gov or fax request to 512-463-2990 or the open records portal at https://twc.govqa.us/WEBAPP/rs/(S(rqjbfuq2yv4rbj2wrzlu c3se))/supporthome.aspx. Specify the particular data elements for the information requested in question 11. E.g., name, address, wage benefit amount, employer name, telephone number, etc. 1. If other specific data elements are requested, provide a data format. Offline Data Elements Requested: Data elements to be submitted to TWC for the resulting matched data: ☐ SSN – Social Security Number Data available from TWC available for SSN matches from the <u>UI Wage Records</u>: Name: last, first, middle initial NAICS Quarter Wages were earned Quarterly Wages Employer Name Employer Address Employer Zip Employer contract Employer Telephone Employer Tax Account Number Instructions for submitting SSN-UI Wage Record Match Requests: Filename and format will be provided by and coordinated with the TWC developer upon receipt of Attachment E. REQUEST FOR TEXAS WORKFORCE COMMISSION RECORDS
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		File transmission shall be protected using TWC Secure FTP and encrypted using at least 256-bit encryption. ☐ TWC Employer ID Number (EIN) Data available from TWC available for EIN matches from the <u>Employer Tax Master File</u>: Name: last, first, middle initial Social Security Number Quarterly Wages Employer Name Employer Address Employer Zip Employer contact Employer Telephone Employer Tax Account Number Instructions for submitting Texas EIDs or FEINs: (follow the same pattern as for SSNs): Format sample: 123456789 Send seed file via secure file transfer to Agency's secure portal, currently GoAnywhere – https://mft.twc.state.tx.us/webclient/Login.xhtml (prior account establishment required) ☐ Federal Employer ID Number (FEIN) Same as Texas Employer ID information Volume/quantity of offline records requested per submission and associated rates: Estimated number of individuals in which sensitive personally identifiable information requested at any one time: ☐ 1-999: \$250 ☐ 1,000 – 14,999: \$300 ☐ 15,000 – 19,999: \$375 ☐ 20,000 – 24,999: \$500 ☐ 25,000 -Above: \$1,000 Hourly rate for programming of a new request or modification of an existing job: \$48.81. <u>De-identification:</u> If submitting SSNs to TWC, also include a unique identifier. For enhanced security, the return file will not include SSNs but instead will include only the unique identifier where feasible.
SAFEGUARD REQUIREMENTS		Please answer each question. Do not leave any unanswered.

13.	How will data be viewed? Select one of the three options.	1) ☐ We will ONLY view screen information. (Respond to #14-19, check "N/A" to #20 and #21.) 2) ☒ We will use electronic copies of screen prints (PDF), or ☒ We will transfer data into an electronic record. (Respond to #14-20, check "N/A" to #21.) 3) ☐ We will use paper copies of screen prints, or ☐ We will transfer information into paper records format. (Respond to #14-19 and #21, check "N/A" to #20)
14.	Will non-employees be provided access to the data? Express written contract language authorizing data exchange with non-employees is required for re-distribution of information accessed.	☐ Only direct employees will be provided access. ☒ Persons who are not employees may/will be provided access. Please specify those that apply: ☐ Data Center Operators ☒ Other Governmental Contractors: Please specify: Criminal Prosecutors
15.	Will the data you are requesting be disclosed to any other entity? Express written contract language authorizing data exchange with non-employees is required for re-distribution of information accessed.	☐ Yes - Specify: ☒ No
16.	What access control methods will you use for access to the TWC information?	☒ Texas State Requirements under Title 1, Part 10, TAC Sec. 202, or comparable standards ☐ National Institute of Standards and Technology (NIST) or comparable standards ☐ IRS Publication 1075 or comparable standards
17.	How does your organization assess your security posture? How frequently are these assessments conducted?	☐ Vulnerability testing Frequency: ☐ Penetration testing Frequency: ☒ Audits Frequency: DAILY SIEM & IS STANDARD INTERNAL QUARTERLY AUDITS ☐ Other – Please specify: Frequency:
18.0	Are background checks performed on employees who will access information?	☒ Yes, background checks are performed (go to 18.1). ☐ No, background checks are not performed If No background checks are performed, state what type of records checks are being performed:
18.1	When are background checks performed?	☒ Pre-employment ☐ Periodic checks during employment ☐ N/A
19.	How will you have an auditable trail?	☒ I will keep a worksheet that includes at a minimum, the person making the inquiry, the reason for the inquiry, identifying information regarding the case or claim for which the inquiry was made, and the date the inquiry was made. ☐ Other, If Other specify:
20.	How will you encrypt the data at rest? (Ex: Once transferred to a database or other electronic system)	☐ Please specify: ☒ N/A – We do not keep data at rest.
21.	When will data destruction occur?	☐ Consistent with Texas State Libraries and Archives Commission (state records retention laws) ☐ Consistent with other standards: Please specify:

		☒ N/A - We do not retain data.
	CONTACTS	
22.	Point of Contact Name (for daily matters)	John Garner
23.	Point of Contact Title	Lieutenant – Detective Bureau
24.	Point of Contact Phone	979-826-8282-4124
25.	Point of Contact E-mail	jp.garner@wallercounty.us
26.	Point of Contact Address	100 Sheriff R. Glenn Smith Dr., Hempstead, TX 77445
27.	Alternate Point of Contact Name and Title	Nick Covarrubias – Sergeant – Detective Bureau
28.	Alternate Point of Contact Phone	979-826-8282 - 5104
29.	Alternate Point of Contact E-mail	n.covarrubias@wallercounty.us
30.	Alternate Point of Contact Address	If different from Point of Contact
31.	Signatory Name	Troy Guidry
32.	Signatory Title	Sheriff
33.	Signatory Phone Number	979-826-8282
34.	Signatory E-mail	t.guidry@wallercounty.us
35.	Signatory Address	If different from Point of Contact
36.	Data Technology Contact Name	Angela Turner
37.	Data Technology Contact Phone	979-826-8282-4078
38.	Data Technology Contact E-mail	a.turner@wallercounty.us
39.	Invoice Recipient Name	Rebecca Wallett
40.	Invoice Recipient Phone Number	979-826-8282
41.	Invoice Recipient Title	Assistant to the Sheriff
42.	Invoice Recipient E-mail	r.wallett@wallercounty.us
43.	Invoice Recipient Address	If different from Point of Contact

All statements and information on this form and associated correspondence relating to the Request and Safeguard Plan are incorporated by reference into the data exchange Contract with TWC as Exhibit 1. The original Exhibit 1 and contract must be signed by the Contract Signatory.

The person signing is authorized by Recipient to bind their organization to the terms of the contract.

Designation For Subsequent Submissions:

☐ By checking here, the contract signatory approves the Recipient Point of Contact as their designee for submission of subsequent updates to the Request for Safeguard Plan and requests for renewals for purposes of extending the duration and associated amount.


Contract Signatory or designee

1.30.2025
Date

R.R. SCHIELDS JR., CHIEF DEPUTY
Printed Name/Title

For questions on how to complete this request form, contact DEContracts@twc.texas.com

Field Training Transport				
INSTRUCTIONAL GUIDELINES	Explained	Demonstrated	Practiced	PPO
1. Uniform and Appearance				
a. Inspections will be routinely completed				
b. Uniform and regulations				
c. Dry cleaning and care of uniforms				
d. Glossy shine on leather and footwear				
e. Personal grooming and appearance				
f. Command presence and bearing				
g. Required Equipment				
2. Admin/Oper. Issues for Deputies				
a. Chain of command				
b. Professionalism				
c. WCSO Intranet / WCSO email				
d. Tobacco products				
e. Breaks				
f. On-duty injury				
g. Change of address or phone number				
h. Requests for leave				
i. Sick leave				
j. General Orders				
k. Disciplinary procedures				
l. Obtaining supplies and equipment				
m. Compensation				
n. Performance evaluations				
o. Submitting time / Time cards				

	Explained	Demonstrated	Practiced	PPO
3. Patrol Units and Driving				
a. Vehicle Inspection procedures				
b. Required maintenance				
c. Damage to unit				
1. How to report				
2. Responsibility				
d. Driving habits and tactics				
1. Public perception				
2. Legal obligations				
3. Defensive driving				
4. Adverse conditions				
5. Responding to non-emergency calls				
6. Responding to emergency calls				
7. Parking				
8. Use of emergency equipment				
9. Use of camera system				
10. Operation of all equipment				
12. Maintaining officer security				
13. WCSO pursuit policy (obtain approval)				
4. Reports				
1. Generating a report (OCA)				
2. Supplemental reports				
3. Obtaining information				
4. Report outline and composition				
5. Spelling / Grammar				
6. Officer Activity Log				
7. Transportation Log				

8. Attachments (video, pictures, etc.)				
9. Completed reports				
10. Completed CIT transports				
	Explained	Demonstrated	Practiced	PPO
5. Locations and Orientation				
a. TDCJ Units and County Jails				
b. Mental Health Facilities				
c. Medical Health Facilities				
d. Maps				
e. Important Locations				
1. Waller County DA				
2. Waller County Jail				
3. Waller County Courthouses				
3. Waller County Juvenile				
3. Detective Bureau				
4. Communications				
	Explained	Demonstrated	Practiced	PPO
6. Communications				
a. Radio Procedures				
1. Channel assignments				
2. Phonetic alphabet				
3. Operation and communication				
4. Radio discipline and courtesy				
b. MDT operations				
1. Sign-on / off				
2. Function and uses				
3. Professionalism				
4. Pre-booking				

7. Transporting	Explained	Demonstrated	Practiced	PPO
a. Search vehicle before and after transports.				
b. Safety / radio traffic / driving				
c. Securing hand /belt /ankle restraints (double locked)				
d. Positioning and location of person(s)				
e. Transporting male/female/juvenile				
f. Transporting a pregnant inmate				
g. Exposure to contagious diseases				
h. Pat downs/Searches/Strip-search				
i. Inventory of all property (medication)				
j. Texas Uniform Medical Health Status				
k. Use of in car camera /body camera				
8. Hospital detail and appointments				
a. Safety /radio traffic /integrity				
b. Pat downs/Searches/Strip-search				
c. Securing hand /belt /ankle restraints (double locked)				
d. Transporting male/female/juvenile				
e. Transporting a pregnant inmate				
f. Exposure to contagious diseases				
g. Maintain security and control of the area				
h. Maintain visual contact of inmate				
i. Proper placement and securing restraints				
j. Updating supervisor and dispatch				
k. Discharged /Returning inmates				
l. Use of car camera / body camera				
m. Medical Yellow folder				
n. Dentist Blue folder				

	Explained	Demonstrated	Practiced	PPO
9. Court Procedures				
a. Subpoenas				
b. Testifying				
c. Secured areas of the courtroom				
d. Warrant service during court				
e. Courtesies and decorum of the courtroom				
f. Dress code				
10. Traffic Accidents				
a. Unit positioning and lights				
b. Radio Communication				
c. Protecting the scene				
d. Safety and first aid				
e. Directing traffic				
11. Calls for Service				
a. Courtesy transport				
b. Warrant service				
c. Bench Warrant service				
d. CIT				
e. Medical / dental transport				
f. Hospital transport				
g. Hospital detail / pass along				
12. Arrests and Searches				
a. Location and positioning of inmate and deputy				
b. Pat downs / searches				
c. CIT patients/consumer/mhmr/Texana				

d. Juveniles / CIT				
e. Resisting arrest (elements)				
f. Refusal to submit to arrest				
g. Fleeing				
h. Inventory of all property				
i. Intake / Booking at other jails				
j. Intake / Booking at our jail				
	Explained	Demonstrated	Practiced	PPO
13. Use of Force				
a. Reasonable force				
b. Use of force continuum				
c. Deadly force				
d. Types of resistance				
e. Use of force forms				
f. Reports for use of force				
g. Taser deployment				
g. Notification of supervisor for a use of force				
	Explained	Demonstrated	Practiced	PPO
14. Available Force Options				
1. Firearms				
a. Duty weapon				
b. Back-up and off-duty weapons				
c. Safety /maintenance / operation				
2. Shotgun if issued / owned				
a. Safety /maintenance /operation				
3. Rifle if issued / owned				
a. Safety /maintenance /operation				
4. Ammunition				
5. Vehicles				
6. Impact Weapons				

[illegible]