EXECUTIVE DIRECTIVE

SUBJECT: PUBLIC INFORMATION REQUESTS

AUTHORITY: Tex. Gov’t Code § 493.001, 493.006(b), 552.201(a), 552.234; BP-02.08, “Statement of Internal Controls”

APPLICABILITY: Texas Department of Criminal Justice (TDCJ)

POLICY:

The executive director, as chief administrative officer of the TDCJ, is designated by the Public Information Act (PIA) as the officer for public information. In that role, the executive director has the authority to name a designee to receive written requests for information sent to the TDCJ.

The executive director hereby designates Executive Services as the office authorized to receive written requests under the PIA transmitted by email, U.S. mail, hand delivery, or electronic submission through the TDCJ website.

PROCEDURES:

I. Executive Services is authorized to accept written public information requests for information made to the TDCJ Monday through Friday from 8:00 a.m. to 5:00 p.m., Central Standard Time, except state and federal holidays. Any request transmitted to Executive Services at a time other than the time authorized by this section shall be accepted on the first business day after the date of transmission when received.

II. Contact Information

Public information requests must be received in one of the following ways:

A. Email to PIA@tdcj.texas.gov;

B. U.S. mail to TDCJ Public Information Request, P.O. Box 4017, Huntsville, TX, 77342;
C. Hand delivery to 2 Financial Plaza, Suite 600, Huntsville, TX, 77340; or

D. Electronic submission through the TDCJ website.

III. A notice in the format shown in Attachment A is provided as a link on TDCJ’s website, designating Executive Services as recipient of public information requests made by email, U.S. mail, hand delivery, or electronic submission through the TDCJ website.

IV. Executive Services shall disseminate requests for information in a timely manner to the proper custodian for response in accordance with the PIA. Questions concerning the proper custodian for response shall be directed to the Office of the General Counsel.

___________________________________
Bryan Collier*
Executive Director

* Signature on file
Public Information Act Requests

In Executive Directive 15.12, the executive director of the Texas Department of Criminal Justice (TDCJ) has designated Executive Services as the recipient of all requests under the Public Information Act. Requests can be submitted by email, U.S. mail, hand delivery, or electronic submission through the TDCJ website as follows:

Email: PIA@tdcj.texas.gov

Mailing address: TDCJ Public Information Request
P.O. Box 4017
Huntsville, TX 77342

Physical address: 2 Financial Plaza, Suite 600
Huntsville, TX 77340

TDCJ website: https://www.tdcj.texas.gov/

Questions regarding an individual who is on adult community supervision (probation) should be directed to the local Community Supervision and Corrections (probation) Department.