



TEXAS DEPARTMENT  
OF  
CRIMINAL JUSTICE

**NUMBER:** ED-15.12 (rev. 2)

**DATE:** March 27, 2015

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**SUPERSEDES:** ED-15.12 (rev. 1)  
December 21, 2010

## **EXECUTIVE DIRECTIVE**

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**SUBJECT:** PUBLIC INFORMATION REQUESTS

**AUTHORITY:** Tex. Gov't Code § 493.001, 493.006(b), 552.201(a)

**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* 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 via mail, email, or fax.

The executive director hereby designates Executive Services as the office authorized to receive written requests under the *Public Information Act* transmitted by mail, email, or fax.

**PROCEDURES:**

- I. Executive Services is authorized to accept written public information requests for information made to the TDCJ by mail, email or fax at the terminals designated, Monday through Friday from 8:00 a.m. to 5:00 p.m., Central Standard Time except state holidays. Any request transmitted to Executive Services at a time other than the time authorized by this section shall be accepted only on the first business day after the date of transmission when actually received.
- II. Contact Information
  - A. The mailing address for this purpose is established as: P.O. Box 99, Huntsville, TX, 77342-0099.
  - B. The email address is established as: [exec.services@tdcj.texas.gov](mailto:exec.services@tdcj.texas.gov).

- C. The fax number is established as 936-437-2125.
- III. A notice in the format shown on the Internet Webpage Notice (Attachment A) is provided as a link on TDCJ's Internet Public Resources page, designating Executive Services as recipient of public information requests made by mail, email, or fax.
- IV. Executive Services shall disseminate requests for information in a timely manner to the proper proponent for response in accordance with the *Public Information Act*. Questions concerning the proper proponent for response shall be directed to the public information coordinator, Office of the General Counsel.
- V. TDCJ employees shall continue to process requests for information received by mail, email, or fax in accordance with the *TDCJ Public Information Act Manual*.

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Brad Livingston\*  
Executive Director

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\* Signature on file

## Internet Webpage Notice

### 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 email and fax requests under the *Public Information Act*. For such requests, the address, email address, and fax number of Executive Services are as follows:

TDCJ – Executive Services  
P.O. Box 99  
Huntsville, TX 77342-0099  
Email: [exec.services@tdcj.texas.gov](mailto:exec.services@tdcj.texas.gov)  
Fax: 936-437-2125

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