



Texas Jail Association

LIST SERVE POLICIES AND PROCEDURES

Purpose

Subject to the rules of this policy, the Texas Jail Association (TJA) email list serve is an Internet resource provided by the TJA to its members. The list is a discussion forum that will allow members to ask and answer questions, to discuss matters of interest, and to facilitate TJA business. Specifically, this list serve provides a way for TJA members to share their collective professional knowledge and experience on various jail related issues and to promote conversation on subject matters related to the operation of jails.

The TJA's Board of Directors has adopted the following policies and procedures for use of the List Serve. Access to the List Serve constitutes acceptance of, and agreement with, these policies and procedures. In addition to appearing on TJA's website, these policies and procedures will be posted to the List Serve from time to time. TJA, through its Board of Directors, reserves the right to amend these policies and procedures from time to time and will notify members of any amendments by publishing the amendments on the List Serve.

- Messages may not contain commercial, personal or political solicitations
- Subject line must include an accurate description of the topic
- All postings (whether the initial inquiry or response) are the sole responsibility of the poster.
- Please remember that postings to the List Serve and all responses to them are not confidential.
- Content has to be of clear interest or importance to the members of the list serve
- Message must conclude with author's information including name, title and affiliation
- Subscribers to the List Serve are expected to maintain high qualities of professionalism, ethics, decorum and civility regarding postings. All postings should reflect the following:
 - Good taste
 - Appropriate language
 - Brevity
 - Ethical conduct pursuant to applicable rules
- Requests for information:
 - Postings that request positive or negative information, about an individual, group or entity are permitted. However, if a response is negative in whole or in part, it should not be posted publicly, but rather communicated privately to the person posting the inquiry.
 - Responses to a request for names or recommendations of persons, groups or entities with expertise in a particular area or on a particular issue are permitted. However, any responses must be brief and simply indicate the identity of the recommended person,

group or entity. Responses recommending or promoting the responder, his or her firm or organization, or any other person affiliated with the responder's firm or organization, must not be posted to the List Serve generally but rather communicated privately to the person posting the inquiry.

- Responses to any requests contemplated by this section must be truthful and reliable and otherwise comply with these policies.
- Social exchanges:
 - Communications of a purely social nature should not be posted to the List Serve generally, but communicated privately.
- Solicitations of funds or donations for any purpose other than a TJA sponsored program or event, unless the solicitation is approved in advance, is prohibited. The List Serve is provided by the Texas Jail Association for the convenience of its members. No representations or warranties whatsoever, express or implied, are given as to the accuracy of the information posted to, or received from, the List Serve, or as to the continued availability of the List Serve.