

**INTERLOCAL AGREEMENT BETWEEN THE EL PASO COUNTY
JUVENILE BOARD, THE 65TH JUDICIAL DISTRICT COURT AND
THE HORIZON CITY POLICE DEPARTMENT
REGARDING DESIGNATION OF JUVENILE PROCESSING OFFICE**

This Interlocal Agreement ("Agreement") is entered into pursuant to the Interlocal Cooperation Act. Texas Government Code, Chapter 791, and is entered into to be effective the 1st day of April 2026 regardless of when executed, between the El Paso County Juvenile Board (the "Board"), on behalf of the El Paso County Juvenile Probation Department ("JPD"), the 65th Judicial District Court (the "County"), and the Horizon City Police Department ("HCPD"), as evidenced by the respective signatures below.

WITNESSETH:

WHEREAS, Texas Government Code, Chapter 791 authorizes local governments of the state to enter into contracts for governmental functions and services to increase efficiency and effectiveness;

WHEREAS, such a consolidated effort would assist the governmental function of police protection, juvenile case processing and reporting and juvenile detention services.

NOW THEREFORE, in consideration of the promises and agreements hereinafter set forth, the Parties agree as follows:

**A. DUTIES OF THE HORIZON CITY POLICE DEPARTMENT
(HCPD)**

1. The HCPD shall abide by all statutory provisions set forth in Title III, Juvenile Justice Code of the Texas Family Code, as it relates to handling, detaining, apprehending, and processing of juveniles in El Paso County, Texas.

2. The HCPD shall, upon making a referral to the JPD Intake Unit, provide and record the following accurate information in the On-call records Webrms database, in accordance with Texas Family Code § 52.04:
 - a) All information in the possession of the HCPD related to:
 - a. The identity of the child, including the child's address.
 - b. The name and address of the child's parent, guardian, or custodian.
 - c. The names and addresses of any witnesses.
 - d. The present whereabouts of the child.
 - b) A complete and detailed statement of the circumstances surrounding the alleged delinquent conduct or conduct indicating a need for supervision.
 - c) When applicable, a complete and detailed statement of the circumstances under which the child was taken into custody.

- d) A complete and accurate record of all prior interactions or contacts between HCPD officers, other law enforcement agencies, and the child (commonly referred to as the "rap sheet").
3. As per TFC 58.001, at the time of any electronic referral to JPD, the HCPD must submit the hard copy or electronic fingerprints of said child to allow the timely reporting of the arrest by the Juvenile Probation Department to the Department of Public Safety for inclusion in the juvenile justice information system (Tex. Fam. Code § 58.001). Provision of fingerprints under this provision is required only if the case is referred to the Juvenile Court (JPD) on or before the 10th day after the date the child is taken into custody as per TFC Section 52.01. If the child is not referred to JPD within that time, the HCPD shall destroy all information, including photographs and fingerprints, relating to the child unless the child is placed in a first offender program under Section 52.031 (First Offender Program) or on informal disposition under Section 52.03 (Disposition Without Referral to Court). The HCPD may not forward any information to the Department of Public Safety relating to the child while the child is in a first offender program under Section 52.031 (First Offender Program), or during the 90 days following successful completion of the program or while the child is on informal disposition under Section 52.03 (Disposition Without Referral to Court).
4. All juveniles taken into custody pursuant to Texas Code of Criminal Procedure §45.058 or §45.059 and who are subsequently detained, shall be detained for no more than six (6) hours in either a place of non-secure custody as defined by Texas Code of Criminal Procedure §45.058 (c) or a Juvenile Curfew Processing Office as defined in Texas Code of Criminal Procedure §45.059 (b) as designated by the Chief of the HCPD.
5. The HCPD will not take any juveniles as defined in Title III, Juvenile Justice Code of the Texas Family Code, to any police facilities which are not similarly designated by the Board under Texas Family Code § 52.025, as a Juvenile Processing Office except for the purposes of reuniting a runaway or missing juvenile or other non-custodial juvenile with parent/ guardian or responsible adult.
6. All juveniles taken into custody by the HCPD pursuant to Texas Family Code § 52.01, shall be transported to the JPD at 6400 Delta Drive (79905) or the listed, designated juvenile processing office. While a juvenile is detained within any of the designated juvenile processing offices, the juvenile will be kept strictly separated from sight and sound or any contact with any adult offenders, suspects, and arrestees, TFC 51.12 (f).

Designated Juvenile Processing Offices:

Horizon City Police Department

15021 Darrington Rd, Horizon City, TX. 79928

7. The HCPD Designated Juvenile Processing Office facility will be staffed 24 hours per day, seven days per week and will be open for regular operation each and every day of each and every year. Any changes regarding this schedule will be submitted in writing to the Board thirty (30) days prior to any such change.

8. The HCPD Designated Juvenile Processing Office will utilize the Livescan System to fingerprint and photograph all juveniles formally charged with Class B or above offenses.
 - The HCPD Livescan System is housed in a secure environment and is interconnected with the County's network at the Juvenile Justice Center located at 6400 Delta, El Paso, Texas 79905. Both the HCPD and the County Networks remain segregated and secured by their respective security infrastructures.
 - All juveniles referred to the Juvenile Justice Center will be livescanned as part of the referral process. If the use of the livescan system is not available, HCPD will complete and submit a hard copy fingerprint card and the CR-43J form to JPD within 5 calendar days of the juvenile being detained.

9. The HCPD Chief of Police will provide to all police officers of the HCPD, written notice of the following matters:
 - a. A child found to be an offender of Conduct Indicating a Need for Supervision (CINS) pursuant to Texas Family Code § 51.03, will not be taken into custody but will be reunited with a parent/ guardian or responsible adult as quickly as practical and the six-hour rule for detaining juveniles will be strictly adhered to.
 - b. Juvenile offenders will remain out of sight and sound of any adult offenders, suspects, or arrestees. HCPD policy must address proper procedure when adult and juvenile offenders arrive at the HCPD building at the same time to prevent exposing juvenile to an adult offender when escorting a juvenile from the vehicle into the building.
 - c. Juvenile offenders will be brought to the Juvenile Processing Office by the entrance closest to the office and no adult offenders, suspects, or arrestees will use that office.
 - d. Juvenile offenders will be logged in and out on the Juvenile Processing Logbook (hard copy or digital version).
 - e. At no time will a juvenile offender be left alone in the Juvenile Processing Office.

10. The HCPD Chief of Police shall provide a minimum of two (2) hours of training annually to all police officers of the HCPD. This training shall cover the following areas:
 - a. Texas Family Code Title III.
 - b. Juvenile Processing protocols, including:
 - a. Use of the On-Call Records Webrms database.
 - b. Creation and submittal of the incident report and the juvenile contact card.
 - c. Proper procedures for handling juveniles taken into custody or electronically referred.

- d. The training shall include related juvenile justice procedures and guidelines to ensure compliance with applicable laws and regulations.
 - c. HCPD shall maintain records of the training and upon written request, make those records available to the 65th Judicial District Court and JPD for inspection. HCPD Chief of Police will provide the following documents: a letter stating all officers are current on trainings requirements for the previous year, any updates to policy, and juvenile processing logs for the previous calendar year to JPD no later than the 31st of January of each year. The documents will be forwarded electronically, to Iris Escalona, Juvenile Probation Manager of Intake Services or her designee, to the following e-mail address: i.escalona@epcountytx.gov
11. By entering into this Agreement, the HCPD warrants that the Juvenile Processing Office listed in section A-6, and subsequently designated pursuant to this Agreement is suitable for the processing of children in accordance with the recognized professional standards for the detention of children, to include minimum standards promulgated by the Texas Juvenile Justice Department (“TJJJ”) and Prison Rape Elimination Act (PREA) Federal guidelines to include but not limited to:
- a. Abuse, Neglect and Exploitation (ANE) posters and signage related to the PREA will be clearly visible in the Juvenile Processing Office to ensure detained youth are aware of their rights. Posters will contain the TJJJ contact information in which to report allegations within a custodial setting.
 - b. A lesbian, homosexual, bisexual, transgender, or intersex youth's own view with respect to his/her own safety will be given serious consideration. Such youth will be given the opportunity to be held in a separate holding cell from other detained youth, as available.
12. In the matter of juvenile statements, it will be necessary for law enforcement officers to take the juvenile(s) to the local magistrate for provision of a voluntary statement.
13. In the matter of reporting of Abuse, Neglect, and Exploitation, HCPD agrees to timely report any ANE or PREA complaint to the proper authority and cooperate in any investigation of any violation.
14. Upon request by the Board or its designee, HCPD will provide juvenile processing logs for inspection. Logs provided in electronic format will require HCPD to certify submissions are true and correct.

B. DUTIES OF THE EL PASO COUNTY JUVENILE BOARD:

- 1. The El Paso County Juvenile Board will certify as a juvenile processing office the named facility of the HCPD every three years based upon the HCPD’s agreement to the terms of this Agreement and compliance with this Agreement, and all applicable state statutes and regulations. The El Paso County Juvenile Processing Office Checklist will be used as the guideline in which certification will be based on. (Attachment A)

2. The Board shall designate a JPD representative to work with the designated representatives of the HCPD to provide updates and review training material, as needed for HCPD to provide training updates as they are made by JPD or required due to changes in statute.
3. Failure of the HCPD to comply with any provision of this Agreement in whole or in part may result in the decertification as a Juvenile Processing Office by the Juvenile Board of any or all facilities listed in paragraph A-6 of this Agreement as well as any agreed upon facilities listed pursuant to this Agreement. In the event that the Board considers taking any action under this paragraph to decertify any facility, the Board shall first send a written notice of such proposed action to the HCPD Chief of Police, along with a brief summary of the alleged noncompliant action. The HCPD Chief of Police may, within 20 days after the receipt of such written notice, send any written documentation to the Board that the HCPD Chief deems appropriate to address any allegation. Additionally, the parties may agree to allow the HCPD Chief of Police or his designee(s) to personally appear before the Board to address any allegation. The Board shall review any written documentation sent pursuant to this paragraph prior to making any final decision regarding decertification.
4. In the event the HCPD desires to obtain a designation for part of a new or existing juvenile processing office, the HCPD shall notify the Juvenile Board or designee. In the case of an existing juvenile processing office, the HCPD will work with the Board or its representative(s) to establish the applicable requirements and to determine what modifications will need to be made to the facility in order for the Board to accept the facility as a Juvenile Processing Office. In the case of a new or proposed facility, the HCPD will work with the Board or its representative(s) prior to construction to establish applicable requirements to streamline necessary construction guidelines in order for the Board to accept the facility as a Juvenile Processing Office. Upon completion of any construction or modifications, the HCPD shall contact the Board and request a visual inspection of the facility. Every other year, the Board or its representative(s) shall inspect the facility for compliance of all requirements as outlined in this Agreement and as mandated by the appropriate separation of juveniles from adult offenders. An affirmation that juvenile will not be detained in the processing office for more than six hours. That all other appropriate measures have been taken and that the facility is suitable for the processing of juveniles in accordance with recognized professional standards for the detention of juveniles, including minimum standards promulgated by the TJJD. Once this inspection is completed, the Board may provide a letter certifying an existing or newly constructed facility and shall be distributed to each agency involved and be physically attached to each respective agency's copy of this agreement.

C. MISCELLANEOUS PROVISIONS:

1. Nothing in this Agreement shall serve to preclude any party to this Agreement from exercising any rights and responsibilities statutorily granted.
2. Any notice required in this Agreement must be given in writing and shall be sent to the following persons and addresses below:

Notice Shall
be mailed to:

El Paso County Juvenile Court Attn: Judge Selina Saenz,
500. E. San Antonio, Room# 1105 El Paso, Texas 79901.

El Paso County Juvenile Board Attn: Judge Selina Saenz,
500 E. San Antonio, Room# 1105 El Paso, Texas 79901.

Horizon City Police Department
ATTN: Chief of Police Marco A. Vargas
Horizon City Police Department
15021 Darrington Rd., Horizon City, Texas 79928

A copy shall be
Mailed to:

Juvenile Probation Department
Attn: Rosie Medina, Chief Juvenile Probation Officer 6400
Delta Dr., El Paso, Texas 79905

3. This Agreement may be amended by mutual written agreement. This Agreement may be terminated by either party upon the giving of sixty (60) days written to the other party.

(Signatures on next page)

IN WITNESS WHEREOF, the parties execute this Agreement on the date noted.

Horizon City Police Department

Chief of Police Marco A. Vargas

Date

El Paso County Juvenile Board

Honorable Selina Saenz
Juvenile Board Chair
65th Judicial District Court Judge

Date

APPROVED AS TO CONTENT

Rosie Medina, Chief Juvenile Probation Officer

Date