



SHERIFF ED GONZALEZ

1200 Baker Street, Houston, Texas 77002 ★ (346) 286-1600 ★ www.sheriff.hctx.net

June 11, 2025

To: Ed Gonzalez, Sheriff
Harris County Sheriff Office *Ed Gonzalez* 6/18/2025

Approved

Thomas Diaz, Chief Deputy
Executive Command

Thomas Diaz 6/18/2025

Approved

Has been reviewed by
HCSO legal.

From: Phillip Bosquez, Assistant Chief
Detention Operations Command *Phillip Bosquez*

Re: US Dept. of Justice – National Institute of Corrections - MOU

This letter is to request approval of the attached Memorandum of Understanding between the US Department of Justice National Institute of Corrections and the Harris County Sheriff's Office. The purpose is to establish a partnership and understanding of the responsibilities of HCSO regarding the use of office space by NIC National Programs Advisor.

The Harris County Sheriff's Office will provide a private office or conference room space for the NIC Advisor at 1307 Baker St., Houston, TX 77002. There is no charge for use of space and HCSO will provide an office or space deemed necessary by both parties.

Attached is the Agreement for your review and approval.

Respectfully submitted.

**U.S. Department of Justice****National Institute of Corrections***Washington, DC 20534*

March 27, 2025

BY EMAIL

Ed Gonzalez, Sheriff
Harris County Sheriff's Department
1200 Baker Street
Houston, TX
SheriffGonzalez@Sheriff.hctx.net

Re: NIC Partnership Placement Program of NIC Staff in Local and State Corrections

Dear Sheriff Gonzalez:

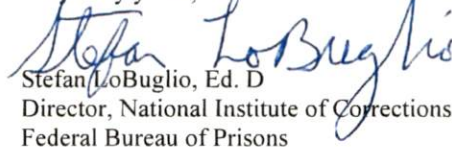
The National Institute of Corrections (NIC) is exploring opportunities to place NIC staff members within the offices of state and local state correctional agencies as a mutually beneficial voluntary partnership program. This idea was developed in response to the President's Executive Order requiring the federal workforce to report back to the office including those who had been hired on a remote work status. While NIC has placed members of its national workforce in the federal offices of components of USDOJ, we have been unable to find suitable federal office space for several individuals.

I am writing to solicit your agency's interest and ability to provide office space to NIC National Programs Advisor Dr. Dena Owens. Dr. Dena M. Owens has over 19 years of experience in Correctional Mental Health. She began her career in Corrections at the Cook County Jail in Chicago, IL. Before joining NIC in 2021, she served in various leadership positions, including Director of Behavioral Health, Religious Services, and Enrichment Programs at Cook County Jail. She also served as Director of Behavioral Health Services at the Lafourche Parish Correctional Complex in Thibodaux, LA. Her expertise includes issues related to occupational stress and burnout, trauma-informed care, stress management, resiliency, and emotional intelligence. Dr. Owens has an undergraduate degree in Psychology, a Master of Arts Degree in Forensic Psychology, and a Doctor of Psychology (Psy.D.) in Clinical Psychology. At NIC, Dr. Owens oversees crisis intervention teams training (CIT), staff trauma, and the Mental Health Network for the Prisons Division. Her portfolio of work also includes competency restoration, management and oversight of persons with mental illness in corrections, and support and instruction of mental health first aid.

In NIC's partnership placement program, participating agencies would provide an NIC staff member with access to safe and quality office space where they would use their government-issued computer and a cellphone/hotspot to perform their work for NIC. They would abide by the agency's policy and procedures as it relates to access to and conduct within the office. In return, the NIC staff member would be available to the agency to advise about the availability of federal training and technical assistance resources to address specific correctional agency issues. In a Memorandum of Understanding, we would structure this partnership as a mutually beneficial arrangement of equivalent value. The MOU would indicate that this is a voluntary agreement, involves no financial transfers, offers no preferential treatment for federal resources, and can be dissolved at any time for any reason.

Thank you for considering this request, and please feel free to call/email me with any questions
(slobuglio@bop.gov/202-839-1080).

Very truly yours,


Stefan LoBuglio, Ed. D
Director, National Institute of Corrections
Federal Bureau of Prisons

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U.S. Department of Justice National Institute of Corrections

Washington, D.C. 20534

March 28, 2025

MEMORANDUM FOR ED GONZALEZ, SHERIFF
HARRIS COUNTY, TEXAS, SHERIFF'S OFFICE

FROM: Stefan LoBuglio, Director
National Institute of Corrections

SUBJECT: **Memorandum of Understanding**

Pursuant to Executive Order title "Return to In-Person Work", signed by the President on January 20, 2025, this Memorandum of Understanding ("MOU" or "Agreement") is entered into between the National Institute of Corrections (NIC), and Harris County ("County"), a body corporate and politic under the laws of the State of Texas, acting by and through its Harris County Sheriff's Office ("HCSO"), together the "Parties". The Parties hereby agree as follows:

PURPOSE: The purpose of this Agreement is to establish a partnership and clear understanding of the responsibilities of HCSO regarding the use of HCSO office space by NIC National Programs Advisor Dena Owens.

SCOPE: The HCSO will provide a private office or conference room space for Ms. Owens at the Harris County Sheriff's Office, located at 1307 Baker Street, Houston, Texas 77002. There is no charge for the use of the space and HCSO will provide an office or space, deemed necessary by the Parties. HCSO will provide Ms. Owens with all security requirements and information relating to Harris County Sheriff's Office, 1307 Baker Street, Houston, Texas 77002, and will provide any and all necessary safety information provided to HCSO staff whose duty location is 1307 Baker Street, Houston, Texas 77002. In return, Ms. Owens will provide assistance to HCSO to understand and navigate available federal correctional resources that may assist the department. The value of services exchanged in this partnership are deemed equivalent.

MAINTENANCE OF RECORDS: HCSO staff will assume full responsibility for the security of attendance records, building benefits information, and notifications to Ms. Owens of any building maintenance or security issues.

ISSUE RESOLUTION: Any operational issues in collaboration between NIC staff and HCSO staff which are unresolvable between Ms. Owens and Assistant Chief Phillip Bosquez (Detention Operations Command, 1200 Baker Street, Houston, Texas 77002) may be referred to the NIC's Director, Stefan LoBuglio and Harris County Sheriff Ed Gonzalez for resolution.

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LIMITATIONS: For the purposes of this MOU, a partnership is a voluntary, collaborative, working relationship between NIC and HCSO. The term partnership does not imply that NIC and HCSO are jointly liable for either Party's obligations. Neither party is responsible for debts, contractual obligations, or conduct, tortious or otherwise, of the other Party. This MOU shall not be construed to create a joint venture, agency, employment, or any other relationship between NIC and HCSO.

Each party shall bear its own costs, risks, and liabilities incurred by it arising out of its obligations and efforts under this MOU. Nor can one Party commit the other to any cost, expense, or obligation without the prior written consent of that Party.

This MOU may not be assigned or otherwise transferred by any Party, in whole or in part, without the expressed prior written consent of the other Party, which shall not be unreasonably withheld.

DURATION, AMENDMENT, REVIEW, AND TERMINATION: This agreement is effective when signed by both Parties and will remain in effect until March 28, 2026. If both Parties agree at that time, the agreement may be renewed for an additional one-year term.

This agreement may only be terminated in writing with 30 days' notice sent from the authorized representative of the terminating party. This agreement may be terminated at will, without liability for any costs, direct or indirect. In no case will any oral termination be effective nor will any termination attempted outside these stated requirements.

Amendments to this Agreement must be bilaterally executed in writing, signed by authorized representatives of both Parties. No oral or unilateral amendments will be effective. Only terminations done in accordance with the terms of this agreement may be done unilaterally.

This agreement will be reviewed annually for compliance and effectiveness. Each party shall cooperate with the other party in the investigation and resolution of claims arising from this agreement. Neither party shall be responsible for delays or failures in performance from acts beyond the reasonable control of the party, e.g., a natural or man-made disaster.

Point Of Contact:

FOR NIC: Stefan LoBuglio, Director, NIC
slobuglio@bop.gov
202-839-1080
National Institute of Corrections
901 D Street, SW
Washington DC, 20024

FOR HCSO: Ed Gonzalez
SheriffGonzalez@Sheriff.hctx.net
Harris County Sheriff's Office
1200 Baker Street
Houston, TX 77002

[Signature Page to Follow]

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HARRIS COUNTY

LINA HIDALGO
County Judge

FOR HCSO:

X *Ed Gonzalez*

Ed Gonzalez
Sheriff, Harris County, Texas

APPROVED AS TO FORM:

CHRISTIAN D. MENESEE

County Attorney

By: *Haley New*

Haley New

Assistant County Attorney

C.A. File No.: 25GEN0913

FOR NIC:

X

Stefan LoBuglio, EdD
Director, National Institute of Corrections

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ORDER OF COMMISSIONERS COURT

The Commissioners Court of Harris County, Texas, met in regular session at its regular term at the Harris County Administration Building in the City of Houston, Texas, on _____, 2025, with all members present except _____.

A quorum was present. Among other business, the following was transacted.

ORDER AUTHORIZING A MEMORANDUM OF UNDERSTANDING BETWEEN HARRIS COUNTY AND NATIONAL INSTITUTE OF CORRECTIONS (NIC)

Commissioner _____ introduced an order and moved that Commissioners Court adopt the order. Commissioner _____ seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order prevailed by the following vote:

	Yes	No	Abstain
Judge Lina Hidalgo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Rodney Ellis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Adrian Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Tom S. Ramsey, P.E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Lesley Briones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The County Judge thereupon announced that the motion had duly and lawfully carried and that the order had been duly and lawfully adopted. The order adopted follows:

IT IS ORDERED that:

1. The Harris County Judge is authorized to execute on behalf of Harris County the attached Memorandum of Understanding between Harris County and National Institute of Corrections for the purpose of establishing the use of HCSO office space by NIC National Programs Advisor Dena Owens. The Memorandum of Understanding is incorporated by reference and made a part of this order for all intents and purposes as though set out in full word for word.
2. All Harris County officials and employees are authorized to do any and all things necessary or convenient to accomplish the purposes of this order.