

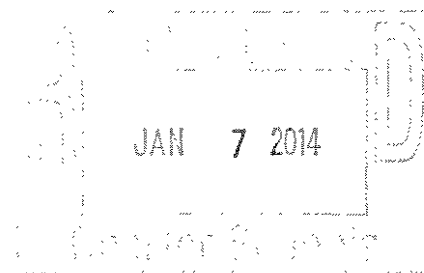
**OPEN-ENROLLMENT CHARTER
RENEWAL APPLICATION
FOR
CONTRACT END DATE
OF
JULY 31, 2015**

1.1.1.1.1

OPEN-ENROLLMENT CHARTER CONTRACT RENEWAL PETITION

Current Information in Charter School Tracking System

Charter Holder Name: DALLAS COUNTY JUVENILE BOARD
Charter School Name: ACADEMY FOR ACADEMIC EXCELLENCE
Charter School County/District #: 057-814
Generation: 03
Maximum Approved Enrollment: 900
Grades Approved: 3,4,5,6,7,8,9,10,11,12,GED
Campuses:



0578149001 DALLAS COUNTY JUVENILE JUSTICE 2600 LONE STAR DR., STE 5 DALLAS, TX 75212 Grade Levels Currently Served: 5,6,7,8,9,10,11,12	057814002 DRC CAMPUS 1673 TERRE COLONY CT DALLAS, TX 75212 Grade Levels Currently Served: 6,7,8,9,10,11	057814003 MEDLOCK YOUTH VILLAGE 1508 E LANGDON RD DALLAS, TX 75241 Grade Levels Currently Served: 6,7,8,9,10,11,12
057814004 SAU CAMPUS 414 S R L THORNTON FWY DALLAS, TX 75203 Grade Levels Currently Served: 7,8,9,10,11	057814005 LETOT CAMPUS 10505 DENTON DR DALLAS, TX 75220 Grade Levels Currently Served: 7,8,9,10,11	

Geographical Boundary:

The original charter application and amendment history reflects that the following district(s) comprise the charter school's geographic boundary:

CARROLLTON-FARMERS BRANCH ISD	GRAND PRAIRIE ISD
CEDAR HILL ISD	HIGHLAND PARK ISD
COPPELL ISD	IRVING ISD
DALLAS ISD	LANCASTER ISD
DESOTO ISD	MESQUITE ISD
DUNCANVILLE ISD	RICHARDSON ISD
GARLAND ISD	SUNNYVALE ISD

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This is a printout of current charter holder information from the TEA Division of Charter School Administration database, the CSTS, and must be attached as the application coversheet (Attachment A).	
Section II. Contact Information.....	8
Requires the charter holder to provide the current contact information for the superintendent, the charter holder board chair, and the person who prepared the application.	
Section III. Website Postings.....	9
Requires the charter holder to provide the homepage web address where the names of the members of the governing body are listed; the web address where the superintendent's salary is posted; and web address where the charter financial statements are continuously posted as required by <i>Local Government Code §140.006</i> .	
Section IV. Organizational Charts.....	10
Requires the charter holder to provide the organizational chart of the charter school as well as a chart showing other entities and programs managed by the charter holder. This section requires the submission of attachments 1 and 2.	
Section V. Admission Policy	11
Requires the charter holder to provide details concerning the charter school's admission policy and practices. In addition, this section requires the submission of attachments 3, 4, and 5.	
Section VI. Special Education Assurances	14
Requires the charter holder to certify that it has policies and procedures in place that ensure implementation of all federal laws and regulations, Texas laws, State Board of Education rules, and commissioner rules related to students with disabilities, and further assures that any future amendments to the regulations, laws, and rules will be incorporated and implemented. This section must be signed by the charter holder board chair.	
Section VII. Serving Students at Residential Facilities Assurances	15
This section is required only when the charter educates students at a residential facility. Requires the charter holder to certify that it has policies and procedures in place that ensure implementation of all federal laws and regulations, Texas laws, State Board of Education rules, and commissioner rules related to charter schools serving students at residential facilities and further certifies that any future amendments to the laws, regulations, and rules will be incorporated and implemented. If required, this section must be signed by the charter holder board chair.	
Section VIII. Bilingual/ESL, Section 504, and Dyslexia Assurances.....	17
Requires the charter holder to certify that it has policies and procedures in place ensuring that it complies with the legal and regulatory requirements concerning identifying and providing appropriate education services to limited English proficient students, students protected by Section 504 of the Rehabilitation Act of 1973, and students with dyslexia or related disorders. This section must be completed and signed by the charter holder board chair.	

Section IX. Fingerprinting and Criminal Record Check Assurance18
 Requires the charter holder to certify that it is in compliance with TEC §12.120, and confirms that no individual is serving in any capacity if he or she has been convicted of a misdemeanor involving moral turpitude; a felony; an offense listed in *TEC §37.007(a)*; or an offense listed in *Article 62.001(5) Code of Criminal Procedures*; unless the individual is eligible to be employed in a position in a school district under *TEC §12.120 (a-1)*.

Section X. Certificate of Acknowledgement..... 19
 Requires at least a majority of the governing body of the charter holder to certify that it has had an opportunity to review the completed renewal application and has authorized, during an open meeting, submission of the application to the commissioner of education for consideration of the renewal of the charter.

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Attachments Required of Applicant:

- Charter School Organizational Chart (Attachment 1)
- Charter Holder Organizational Chart (Attachment 2)
- Admission Policy (Attachment 3)
- Admission Application (Attachment 4)
- Enrollment Form (Attachment 5)

Section I.

Coversheet

ATTACHMENT A: OPEN-ENROLLMENT CHARTER CONTRACT RENEWAL

The enclosed document entitled OPEN-ENROLLMENT CHARTER CONTRACT RENEWAL will serve as the coversheet when the application is completed and submitted and includes current information in the Charter School Tracking System. Verify the accuracy of the information on the coversheet and, if updates to the information are needed, create a separate sheet detailing your corrections and label the sheet "Update to Data Provided by TEA", and include it in the renewal packet immediately following the preprinted coversheet.

Section II.

Contact Information



JAN 7 2014

The persons listed below will be contacted by agency staff if there are issues to be resolved in any of the renewal application sections. Note that any contact information, including email addresses, provided with the renewal application will be public information.

Superintendent Contact Information:

Superintendent's Name:	Monique Paige
Telephone Number:	2146895504
Fax Number:	2146376136
E-mail Address:	Monique.Paige@DallasCounty.org

Charter Holder Board Chair Contact Information:

Board Chair's Name:	Judge Cheryl Lee Shannon
Telephone Number:	2146984924
Fax Number:	2146984494
E-mail Address:	Cheryl.Shannon@dallascounty.org

Application Preparer's Contact Information: Same as Superintendent Same as Board Chair

Contact Name:	Dr. Danny Pirtle
Telephone Number:	2146895506
Fax Number:	6146376136
E-mail Address:	Danny.Pirtle@DallasCounty.org

Charter School Website:

Web address:	http://www.dallascounty.org/departments/juvenile/aae_contacts.php
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Section III.

Website Postings

In accordance with the requirements of *TEC §12.1211*, an open-enrollment charter school shall list the names of the members of the governing body on the home page of the school's internet website. Provide the internet URL address where the names of the members of the governing body are listed.

http://www.dallascounty.org/departments/juvenile/aae_contacts.php

In accordance with the requirements of *TEC §12.136*, an open-enrollment charter school shall post the salary of the school's superintendent or CEO on the school's internet website. Provide the internet URL address where the superintendent's salary is posted.

www.dallascounty.org/departments/juvenile/age_salaries.php

In accordance with *Local Government Code §140.006*, an open-enrollment charter school shall post continuously on the school's internet website the annual financials of the school. Provide the internet URL address where the annual financial statements of the charter school are continuously posted.

www.dallascounty.org/departments/juvenile/age_accountability.php

Section IV.

Organizational Charts

Submit, as **Attachment 1**, the organizational chart for the charter school that specifies the administrative positions including the title and name of the individual currently in each position.

Submit, as **Attachment 2**, a chart that identifies all other entities under the direction of the charter holder. This would include entities and/or programs that the charter holder governs/manages in addition to the charter school.

Section V.

Admission Policy

Please be aware that any change to the terms of an open-enrollment charter that relates to the following subjects:

- grade levels,
- maximum enrollment,
- geographic boundaries,
- approved campus(es),
- approved sites,
- relocation of campus,
- charter holder name,
- charter school (district) name,
- charter campus name,
- charter holder governance,
- articles of incorporation,
- corporate bylaws,
- management company,
- admission policy, or
- the educational program of the school

REVISED DURING CONTINGENCY PROCESS
SEE INSERT

requires the commissioner of education's approval of an amendment. (See §100.1033(b) Types of amendments, 19 TAC Chapter 100.)

A. Specify the period during which applications for admission are accepted. *TEC, §12.117, requires that a charter school establish a reasonable application deadline for the submission of applications for admission.*

Beginning of Period (Month/Day)

08/01

End of Period (Month/Day)

06/10

B. If the school admits students by lottery when the number of admissions applications received exceeds the number of available spaces, describe the procedures followed in conducting the lottery.

N/A

C. If the school utilizes a lottery when oversubscribed, are any categories of applicants exempted from the lottery?

- Yes
- No
- Not applicable (because lotteries are not utilized)

If "Yes" was indicated in C above, state the categories of applicants that are exempted.

N/A

Section V.

Admission Policy

Please be aware that any change to the terms of an open-enrollment charter that relates to the following subjects:

- grade levels,
- maximum enrollment,
- geographic boundaries,
- approved campus(es),
- approved sites,
- relocation of campus,
- charter holder name,
- charter school (district) name,
- charter campus name,
- charter holder governance,
- articles of incorporation,
- corporate bylaws,
- management company,
- admission policy, or
- the educational program of the school

APPROVED DURING CONTINGENCY PROCESS

requires the commissioner of education's approval of an amendment. (See §100.1033(b) Types of amendments, 19 TAC Chapter 100.)

- A. Specify the period during which applications for admission are accepted. *TEC, §12.117, requires that a charter school establish a reasonable application deadline for the submission of applications for admission.*

Beginning of Period (Month/Day)

End of Period (Month/Day)

January 20

February 21

- B. If the school admits students by lottery when the number of admissions applications received exceeds the number of available spaces, describe the procedures followed in conducting the lottery.

If more students apply for admissions than can be admitted, the Academy is required is conducted a lottery. This random selection process is used to determine the order students will be admitted from the waiting list. The lottery will be held seven (7) calendar days upon the conclusion of the open enrollment period.

- C. If the school utilizes a lottery when oversubscribed, are any categories of applicants exempted from the lottery?

- Yes
 No
 Not applicable (because lotteries are not utilized)

If "Yes" was indicated in C above, state the categories of applicants that are exempted.

Section V. (Continued)

Admission Policy

D. If the school utilizes a lottery when oversubscribed, specify the approximate date on which a lottery will be conducted.

Approximate Date of Lottery (Month/Day)

N/A

REVISED DURING CONTINGENCY PROCESS
SEE INSERT

E. If the school does not utilize a lottery when oversubscribed, but rather fills the available positions in the order in which applications were received before the expiration of the application deadline (i.e., a "first-come, first-served" admission process), describe the manner in which the school notifies the community of the opportunity to apply for admission. *TEC, §12.117, requires a charter school that uses a first-come, first-served admission process when oversubscribed to publish a notice in a newspaper of general circulation not later than the seventh day before the application deadline.*

N/A

F. If the school has a separate process for re-enrollment, state the process and the timeline to be used.

If a student withdraws and attempts re-enroll they are re-admitted using the original admissions/enrollment criteria.

G. State the procedures for processing applications received once the application deadline has passed.

Applications would be accepted, but not processed for admissions/enrollment until the enrollment period re-opened.

H. Describe the information that an applicant must provide in order to be considered for admission. *Applicants may not be required to provide copies of transcripts or other academic records until after they are offered admission and are enrolling. Furthermore, a student may not be precluded from enrolling due to the charter school's failure to receive information required for enrollment from the student's parent or guardian or previous school. See TEC, §25.002.*

1. Transcripts/Student Records, 2. Birth Certificates, 3. Immunizations Records 4. Social Security, and 5. Court/Probation Officer Referral.

Section V. (Continued)
Admission Policy

D. If the school utilizes a lottery when oversubscribed, specify the approximate date on which a lottery will be conducted.

Approximate Date of Lottery (Month/Day)

March 1

APPROVED DURING CONTINGENCY PROCESS

E. If the school does not utilize a lottery when oversubscribed, but rather fills the available positions in the order in which applications were received before the expiration of the application deadline (i.e., a “first-come, first-served” admission process), describe the manner in which the school notifies the community of the opportunity to apply for admission. *TEC, §12.117, requires a charter school that uses a first-come, first-served admission process when oversubscribed to publish a notice in a newspaper of general circulation not later than the seventh day before the application deadline.*

N/A

F. If the school has a separate process for re-enrollment, state the process and the timeline to be used.

We utilized continuous enrollment until the student completes his/her mandatory placement or post-adjudication.

G. State the procedures for processing applications received once the application deadline has passed.

After the Initial Open Enrollment and possible Lottery, the school will continue to accept intent to register (ITRs) for the upcoming school year on an on-going basis. New ITRs received after the closing date of the Open Enrollment period will not be entered into the lottery, but will be processed in the order in which they are received and added to the bottom of the upcoming school year wait-list in the appropriate grade/priority AFTER all lotteried students and accepted enrollment openings become available.

H. Describe the information that an applicant must provide in order to be considered for admission. *Applicants may not be required to provide copies of transcripts or other academic records until after they are offered admission and are enrolling. Furthermore, a student may not be precluded from enrolling due to the charter school's failure to receive information required for enrollment from the student's parent or guardian or previous school. See TEC, §25.002.*

1. Name, 2. Parent Contact Information, 3. Age, and 4. Grade

Section V. (Continued)

Admission Policy

- I. The charter holder certifies that the non-discrimination statement required by *TEC, §12.111 (a)(5)* is printed in the school's admission policy. *TEC, §12.111 (a)(5)* requires that a charter school's admission policy include a statement that the school will not discriminate in admissions based on gender, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability, or the district the child would otherwise attend.

Yes

No

- J. Does the admission policy either require or permit the school to exclude from admission all students with documented histories of a criminal offense, a juvenile court adjudication, or discipline problems under *TEC Chapter 37, Subchapter A* as authorized by *TEC, § 12.111 (a)(5)(B)*?

Yes (The school excludes such students or reserves the right to exclude such students from admissions.)

No (The school does not deny admission to such students based on their documented histories of misconduct.)



Submit

- A current copy of the admission policy that incorporates the information provided in the above answers to questions A through H and any other relevant information (**Attachment 3**);
- A blank copy of the current admission application, i.e., the information requested when the student first seeks admission (**Attachment 4**); and
- A blank copy of the current enrollment form(s), i.e., the information required once an applicant has been offered admission and is registering for enrollment (**Attachment 5**)

Section VI.

Special Education Assurances

The charter holder certifies it has policies and procedures in place that ensure implementation of all federal laws and regulations, Texas laws, State Board of Education (SBOE) and commissioner of education rules related to students with disabilities and further certifies any future amendments to the laws, regulations, and rules will be incorporated and implemented.

Signature of Charter Holder Board Chair Date
(Must sign in blue ink)

Judge Cheryl Lee Shannon

Printed Name of Charter Holder Board Chair

Section VII.

Serving Students at Residential Facilities Assurances

If the charter school is not currently approved to serve students at residential facilities, do not provide a signature and indicate N/A on the signature line.

If operating a charter school campus on the site of a residential facility (RF) or serving students residing in or receiving services from an RF, the charter holder certifies by signing the assurance that:

Compliance with Special Education Requirements: The charter holder assures that it will comply with all of the requirements for the provision of educational services to students with disabilities as mandated by the Individuals with Disabilities Education Act, as amended, the Texas Education Code, and federal and state special education regulations. The charter holder acknowledges that state and federal special education requirements require, among other things, it provide a free and appropriate public education (FAPE) in the least restrictive environment (LRE) to students with disabilities residing in RFs. The charter holder further assures that it will provide, or seek the provision of, a FAPE to students with disabilities, which may require it to contract with outside service providers or another local educational agency to provide necessary services and supports to students with disabilities.

Geographic Boundaries: The charter holder assures that it will accept students who reside in the school district(s) that are within each campus's geographic boundaries regardless of the presence or absence of a disability or admission to or participation in an RF program.

Admissions Criteria: The charter holder assures that its admissions criteria will not be based on the presence or the absence of a disability; or on gender; national origin; ethnicity; religion; academic; artistic or athletic ability; or the home district the child would otherwise attend.

School Choice: The charter holder assures that parents/legal guardians (or adult students) will be advised that they may choose to enroll their child in either the charter school or the local public school district and that the elected choice will be documented in writing and filed for purposes of review or audit by the Texas Education Agency (TEA), an external auditor, or another entity.

Residential Facilities Monitoring (RFM) System: The charter holder assures that it understands that, pursuant to 19 (TAC) §97.1072, there is a specific system for monitoring school districts and charter schools serving students with disabilities who reside in RFs. The charter holder further assures that it understands it will be required to report data related to students with disabilities residing in RFs in TEA's data collection system known as *RF Tracker* and it may be subject to RFM intervention activities and on-site visits based upon a review of the data reported on a random selection or other means of selection.

Training: The charter holder assures that all personnel involved with serving students with disabilities residing in a RF and personnel involved with reporting data in *RF Tracker* will receive training on the RFM system. Please contact your regional Educational Service Center for information regarding the required RFM system training.

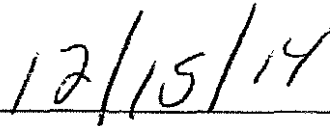
Section VII. (Continued)

Serving Students at Residential Facilities Assurances

The charter holder assures this document has been shared with, and understood by, the RF board and that the RF board has acknowledged its understanding of all federal laws and regulations, Texas laws, State Board of Education (SBOE) and commissioner of education rules related to charter schools serving students at residential facilities and further certifies that any future amendments to the laws, regulations, and rules will be incorporated and implemented.



Signature of Charter Holder Board Chair
(Must sign in blue ink)



Date

Judge Cheryl Lee Shannon

Printed Name of Charter Holder Board Chair

**Please write N/A in the signature line
if the charter does not serve students at residential facilities.**

Section VIII.

Bilingual/ESL, Section 504, and Dyslexia Assurances

Texas Education Code, Chapter 29, Subchapter B, TEC §12.104(b)(2)(G), and 19 TAC §§89.1201-89.1265 require charter schools to identify limited English proficient students based on state criteria and to provide an appropriate bilingual education or English as a second language program conducted by teachers certified for such courses.

A. The charter holder certifies it has policies and procedures in place to ensure it complies with the legal and regulatory requirements concerning identifying and providing appropriate educational services to limited English proficient students.

Yes

No

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794, prohibits discrimination on the basis of disability in any program receiving federal financial assistance. A recipient that operates a public education program or activity shall provide a free, appropriate public education to qualified individuals.

B. The charter holder certifies it has policies and procedures in place to ensure it complies with the legal and regulatory requirements concerning identifying and providing appropriate educational services to students protected by Section 504.

Yes

No

Texas Education Code §38.003, TEC §12.104(b)(2)(K), 19 TAC §74.28 and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794, require charter schools to identify students with dyslexia or related disorders and to provide appropriate educational services.

C. The charter holder certifies it has policies and procedures in place to ensure it complies with the legal and regulatory requirements concerning identifying and providing appropriate educational services to students with dyslexia or related disorders.

Yes

No

I further certify that any future amendments to the laws, regulations, and rules will be incorporated and implemented.



Signature of Charter Holder Board Chair
(Must sign in blue ink)



Date

Judge Cheryl Lee Shannon

Printed Name of Charter Holder Board Chair

Section IX.

Fingerprinting and Criminal Record Check Assurance

The charter holder certifies it is in compliance with TEC §12.120, and confirms that no individual is serving in any capacity if he or she has been convicted of a misdemeanor involving moral turpitude; a felony; an offense listed in TEC §37.007(a); or an offense listed in Article 62.001(5) Code of Criminal Procedures; unless the individual is eligible to be employed in a position in a school district under TEC §12.120 (a-1).

Additionally, the charter holder confirms all current fingerprinting and criminal record checks are available for all employees, including contract employees; volunteers who indicated in writing their intention to serve; board members; and officers of the charter holder who are not on the board, in compliance with TEC §§12.1059, 22.0832-22.0835.

Cheryl Lee Shannon

Signature of Charter Holder Board Chair
(Must sign in blue ink)

12/15/14

Date

Judge Cheryl Lee Shannon

Printed Name of Charter Holder Board Chair

Section X.


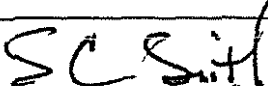
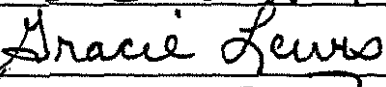


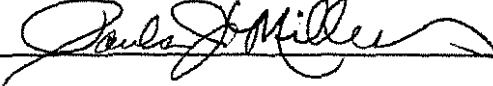
Certificate of Acknowledgement

This section requires at least a majority of the governing body of the charter holder to certify it has had an opportunity to review the completed renewal application and has authorized, during an open meeting, submission of the application to the commissioner of education for consideration of renewal of the charter.

CERTIFICATE OF ACKNOWLEDGEMENT

The undersigned members of the governing body of the charter holder hereby acknowledge that they have had an opportunity to review the completed renewal application and have authorized its submission, during an open meeting, to the commissioner of education for consideration of the renewal of the charter:

Typed Name (Type name next to corresponding signature) Signature (Must sign in blue ink) Date*

County Judge Clay Jenkins		
Judge Cheryl Lee Shannon		
Judge William Mazur		
Commissioner John Wiley Price		
Judge Craig Smith		
Judge Gracie Lewis		
Judge Robert D. Burns III		
Judge Andrea D. Plumlee		
Paula J. Miller		

*Members are to sign the acknowledgement during an open meeting; therefore, the date next to each signature must reflect the date of the meeting.

Michael Williams
Commissioner of Education

Lizzette C. González Reynolds
Chief Deputy Commissioner

Michael Berry
Deputy Commissioner, Policy and Programs

Sally Partridge
Associate Commissioner, Accreditation and School Improvement

Heather Mauzé
Director, Division of Charter School Administration

For further information contact the Division of Charter School Administration at:

Texas Education Agency
1701 North Congress Avenue
Austin, Texas 78701

(512) 463-9575
(512) 463-9732 fax

Email - CharterSchools@tea.state.tx.us

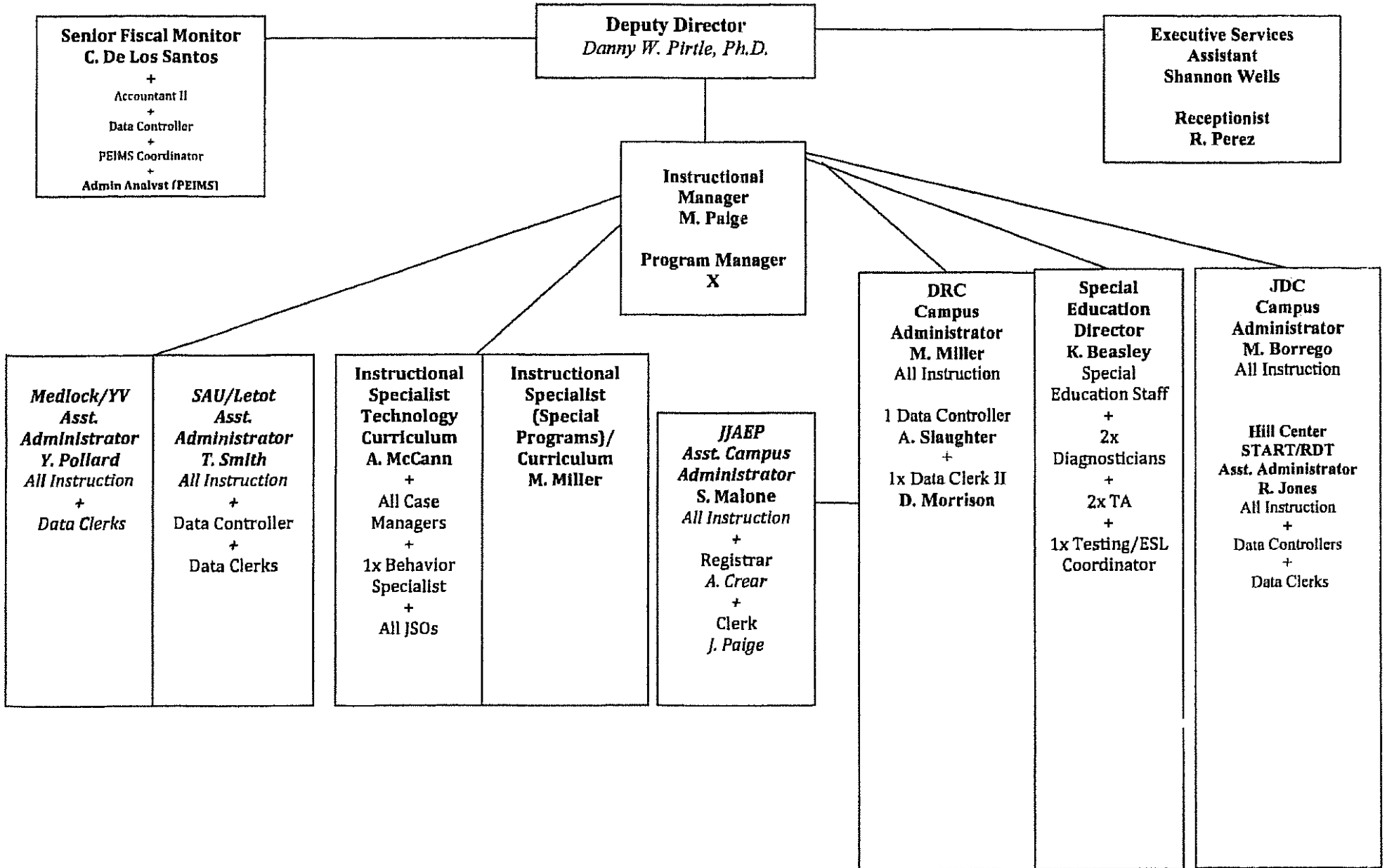
Or visit the website:

http://tea.texas.gov/Texas_Schools/Charter_Schools/Charter_Schools/

Attachment

I

**Dallas County Juvenile Justice Charter Schools
Organization Chart
2014-2015**



Senior Fiscal Monitor
C. De Los Santos
+
Accountant II
+
Data Controller
+
PEIMS Coordinator
+
Admin Analyst (PEIMS)

Deputy Director
Danny W. Pirtle, Ph.D.

Executive Services Assistant
Shannon Wells

Receptionist
R. Perez

Instructional Manager
M. Paige
Program Manager
X

Medlock/YV
Asst. Administrator
Y. Pollard
All Instruction
+
Data Clerks

SAU/Letot
Asst. Administrator
T. Smith
All Instruction
+
Data Controller
+
Data Clerks

Instructional Specialist
Technology Curriculum
A. McCann
+
All Case Managers
+
1x Behavior Specialist
+
All JSOs

Instructional Specialist
(Special Programs)/
Curriculum
M. Miller

JJAEP
Asst. Campus Administrator
S. Malone
All Instruction
+
Registrar
A. Crear
+
Clerk
J. Paige

DRC
Campus Administrator
M. Miller
All Instruction

1 Data Controller
A. Slaughter
+
1x Data Clerk II
D. Morrison

Special Education
Director
K. Beasley
Special Education Staff
+
2x Diagnosticians
+
2x TA
+
1x Testing/ESL Coordinator

JDC
Campus Administrator
M. Borrego
All Instruction

Hill Center
START/RDT
Asst. Administrator
R. Jones
All Instruction
+
Data Controllers
+
Data Clerks

Dallas County Juvenile Justice Charter Schools
Organization Chart
2014-2015

ACADEMY for ACADEMIC EXCELLENCE ADMINISTRATION

- Deputy Director
 - Danny W. Pirtle, Ph.D.
- Superintendent
 - M. Paige
- Senior Fiscal Monitor
 - C. De Los Santos
- Instructional Specialist
 - A. McCann
 - M. Miller
- Special Education Director
 - K. Beasley
- Campus Administrator
 - Mary Borrego
- Assistant Campus Administrator
 - Yvette Pollard
 - Tracie Smith
 - Robert Jones

Attachment

II

Juvenile Justice Alternative Education Program (DCJJAEP)

Campus Information

The DCJJAEP serves students who have been expelled from their home school campus or who have been placed in the program by a juvenile court judge. The length of enrollment depends upon the referring school district and the type of referral.

Grades 4-12 attend the DCJJAEP. Texas Juvenile Probation Commission standards require that the 4 courses of English / Language Arts, Math, Social Studies and Science are taught in all grades. Teaching the basic 4 core courses provide students with the opportunity to strengthen their educational foundation while in the program. Students can earn credits toward high school graduation or pass courses for grade promotion. The Physical Education course is now offered as a credited course. The Social Life Skills course teaches students valuable lessons on behavior modification, dealing with life experiences, employment related topics, money matters, health/hygiene, drugs/alcohol, as well as social skills.

The DCJJAEP also offers GED preparation courses for students who need an alternative outside of regular course work. While in the program, each student is assigned a Case Worker who will assist him/her in counseling, and educational goals, etc. The hours of operation for the DCJJAEP are: 8:30 A.M. to 5:00 P.M. - Monday through Friday.

Campus Contacts:

Shetteric Malone, Assistant Campus Administrator	214.689.5508
Angie Crear, Registrar	214.689.5505
Jennifer Paige, Attendance	214.689.5502
Larry Butler, Behavior Specialist	214.689.5518

Vision Statement



The Dallas County Juvenile Justice Alternative Education Program seeks to be the most effective and efficient Alternative Education Program in the state of Texas and ultimately the model Alternative Education Program for the country.

1673 Terre Colony Ct., Dallas, TX 75212

214.637.6136 phone

214.637.6130 fax

Attachment

III

Enrollment Criteria

Enrollment Criteria.

- A. **Student Eligibility in Pre-adjudication Facilities.** The JJCS will provide an educational program for students detained after their required detention hearing (which occurs within 48 hours of the student's referral to the Department) in a pre-adjudication juvenile facility operated by the Department.
- B. **Student Eligibility in Post-adjudication Facilities.** The JJCS will provide an educational program for students who meet the following criteria:
1. Students adjudicated by a juvenile court as delinquent;
 2. Students placed by the juvenile court into the custody of the Chief JPO; and
 3. Students placed by the Chief JPO into a Department-operated juvenile residential or drug-treatment facility.
- C. **Students Transferred from County Juvenile Institutions.** Students removed from a County juvenile institution by a juvenile court or the Department and placed into either a non-County institution or in the custody of a parent or guardian, will no longer be eligible for educational services provided by the JJCS.

The Academy for Academic Excellence offers enrollment for students in grades 5-12 with an enrollment cap of 750 students. We comply with all federal and state laws relative to admission policies, which include an open admission, and will not discriminate on the basis of race, creed, color, national origin, religion, gender, handicap, or any other specification protected by law.

All parents wishing to enroll **new students** in Academy for Academic Excellence must submit an Intent to Register (ITR) form which includes the required information for each prospective student. ITRs are accepted as follows:

1. Current School Year:

Please contact the school office to inquire about the availability of space for the remainder of the current school year.

2. Open Enrollment and Lottery for the Next School Year:

Academy for Academic Excellence admission process is driven by the legal requirements set by state and federal agencies for operating open enrollment charter schools. We have a Board adopted admission policy. These policies must align with state and federal requirements, and approved by the Texas Education Agency

Academy for Academic Excellence admits students from thirteen distinct geographic areas;

- Carrollton-Farmers Branch ISD, Cedar Hill ISD, Coppell ISD, Dallas ISD, Desoto ISD, Duncanville ISD, Garland ISD, Grand Prairie ISD, Highland Park ISD, Irving ISD, Mesquite ISD, Richardson ISD and Sunnyvale ISD.

An Open Enrollment period, recognizing the required minimum of at least 30 days and a conclusion by the third (3rd) Friday in February, is established each year as the commencement of enrollment for the upcoming school year. Should the number of applicants exceed the space available at the school; a lottery will be held to determine admission.

If more students apply for admission than can be admitted, the Academy is required to conduct a lottery. This random selection process is used to determine the order students will be admitted from the waiting list. The lottery will be held seven (7) calendar days upon the conclusion of the open enrollment period.

The date of the Open Enrollment period and Lottery will be posted on the Dallas County Education Services website; ITRs are accepted online and in person, however no ITRs for the next school year will be accepted before the Open Enrollment period begins.

3. Continued Enrollment for the Upcoming School Year:

After the initial Open Enrollment and possible Lottery, the school will continue to accept ITRs for the upcoming school year on an on-going basis. New ITRs received after the closing date of the Open Enrollment period will not be entered into the lottery, but will be processed in the order in which they are received and added to the bottom of the upcoming school year wait-list in the appropriate grade/priority AFTER all lotteried students and accepted as enrollment openings become available.

Submission of an ITR does not guarantee admission to, or constitute enrollment in, Academy for Academic Excellence. Families will be notified of their acceptance when a position becomes available.

Admission: Once a child has been accepted either through the lottery or the wait-list, parents will be notified and given the opportunity to accept or decline their child's admission and complete the necessary paperwork for registration.

Notification and Response Deadlines: Parents will be notified via e-mail and/or phone. It is the responsibility of parents to ensure that the school has their current contact information and to respond in a timely manner to an offer of admission. Academy for Academic Excellence will attempt to contact parents regarding their child's admission a minimum of two times. If the parent cannot be contacted or is non-responsive within a designated time period, the available space may be offered to another waiting student. Response deadlines are calculated from the first attempted contact as follows:

<u>Date of First Attempted Contact</u>	<u>Response Deadline</u>
Lottery through June 30	2 weeks
July 1 through July 31	1 week
August 1 through First Day of School	48 hours (2 working days)
First Day of School through September 30	24 hours (1 working day)

Final Registration: Parents who accept admission are provided with required registration materials to complete student registration as well as a firm deadline for submission of all registration materials. If the designated registration deadline is not met, the available space may be offered to another waiting student.

Parents may apply to as many schools as they wish for their children; however children may only be registered in one school at a time. If your child is accepted at more than

one educational institution, i.e. charter school, private school or traditional public school, you must choose only one school in which to register him or her. Academy for Academic Excellence works in cooperation with district and charter schools to ensure that students are not dually enrolled.

You are not prohibited from being registered in one school and maintaining wait-list status in another. It is possible for a position to open during the school year. Parents should consider in advance if they are willing to move their child mid-year or not

Attachment

IV & V

**Per TEA these
attachments can be
combined**



STUDENT ENROLLMENT FORM ACADEMY FOR ACADEMIC EXCELLENCE 2014- 2015

CAMPUS NAME: _____ ENROLLMENT DATE: _____

PLEASE COMPLETE EACH SECTION OF THIS FORM

NAME: _____
(Last) (First) (Middle)

ETHNICITY: _____ RACE: _____ GRADE: _____ DATE OF BIRTH: _____ MALE/FEMALE

SOCIAL SECURITY #: _____ STUDENT PID #: _____

STUDENT HOME ADDRESS: _____
(CITY) (STATE) (ZIP CODE)

PARENT/LEGAL GUARDIAN'S NAME: _____ RELATIONSHIP: _____

HOME ADDRESS: _____
(CITY) (STATE) (ZIP CODE)

HOME/CELL #: _____ ALTERNATE #: _____
(Area Code) (Area Code)

NAME OF LAST (3) SCHOOLS ATTENDED: _____

SPECIAL EDUCATION: YES/NO ESL: YES/NO GED: YES/NO GIFT/TALENTED YES/NO

STUDENT'S PRIMARY LANGUAGE (CIRCLE ONE): ENGLISH SPANISH OTHER _____

DCJJCS CAMPUS	ADMIT DATE	WITHDRAWAL DATE

*****COUNTY USE ONLY*****

TECHSHARE VERIFIED: _____ EDIT+/PID: _____

Data Entry Signature

Date

DALLAS COUNTY JUVENILE DEPARTMENT



2014 PROBATION SERVICES POLICIES AND PROCEDURES MANUAL

Revised 6.12.14

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Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision	
Chapter 1: Juvenile Probation Officer Certification/Duties/Responsibilities	
Section 1: Eligibility for Employment	Related Standards: TAC 344.200, 210, 500

I. Policy:

To be eligible for employment as a juvenile probation officer, an applicant shall:

- (1) Be at least 21 years of age;
- (2) Be of good moral character and have no disqualifying criminal history;
- (3) Have acquired a bachelor’s degree conferred by a college or university accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board;
- (4) Possess the work experience or graduate study required in Chapter 344.210 of Title 37 of the Texas Administrative Code (TAC);
- (5) Never have had any type of certification revoked by lawful authority of the TJJD and not be currently under an order of suspension as described in 344.840 (d) of Title 37 of the TAC.

In lieu of the graduate study requirement in TAC 344.500(a)(2), an applicant for the position of juvenile probation officer shall have one year of experience in full time casework, counseling, community, or group work:

- (1) In a social service, community, corrections, or juvenile agency that deals with offenders or disadvantaged persons; and
- (2) That the TJJD has determined it provides the kind of experience necessary to meet this requirement.

Internships may be counted toward meeting one year’s experience based on actual hours completed when duties performed were related the field of juvenile justice.

An applicant for employment as a juvenile probation officer must meet the following educational requirements:

- (1) Have acquired a bachelor’s degree conferred by a college or university accredited by an accrediting agency recognized by the Texas Higher Education Coordinating Board; and
- (2) Have one year of graduate study in criminology, corrections, counseling, law, social work, psychology, sociology, or other field of instruction approved by the TJJD or qualifying work experience as specified in TAC 344.210.

Individuals employed as juvenile probation officers prior to September 1, 1981 and who have maintained continuous certification since that date shall not be subject to the minimum educational requirements set forth in Texas Human Resources Code 14.061. An interruption or lapse of certification shall result in a requirement for the officer to meet all current applicable employment, certification and training requirements.

II. Definitions:

Juvenile Probation Officer: an individual whose primary responsibility and essential job function is to provide juvenile probation services and supervision duties authorized under statutory and agency administrative law that can only be performed by an active certified juvenile probation officer in good standing with the TJJD.

TJJD: Texas Juvenile Justice Department works in partnership with local juvenile boards and juvenile probation departments to support and enhance juvenile probation services throughout the state by providing funding, technical assistance, and training; establishing and enforcing standards; collecting, analyzing and disseminating information; and facilitating communications between state and local entities.

III. Procedure: None

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision	
Chapter 1: Juvenile Probation Officer Certification/Duties/Responsibilities	
Section 2: Requirements for Certification	Related Standards: TAC 344.600, 800

I. Policy:

To be eligible for certification as a juvenile probation officer, an individual must:

- (1) Be 21 years of age or older;
- (2) Have achieved a level of education required for the certification, or been granted an exemption from this requirement;
- (3) Be of good moral character and have no disqualifying criminal history as described in TAC 344.400;
- (4) Not be currently under an order of suspension issued under lawful authority of the TJJD;
- (5) Never had any type of certification revoked by lawful authority of the TJJD;
- (6) Have satisfactorily completed all pre-service training required by the TJJD;
- (7) Have passed the competency exam as required by the TJJD; and
- (8) Be employed by a governmental unit or a public or private vendor under contract with a governmental unit.

The Department shall submit, within 24 months of the initial certification date, and every 24 months thereafter based on the officer's birth month, documentation that:

- (1) The officer has completed the continuing education requirements in TAC 344.640; and
- (2) The criminal history search requirements in TAC 344.300 have been met.

An officer shall be required to maintain an active certification in order to perform the duties of a juvenile probation officer. The individual and the Department shall ensure that all requirements under Chapter 344 are met in order to maintain the certification in active status. An active certification status requires that the officer shall have:

- (1) No disqualifying criminal history as described in TAC 344.300;
- (2) No current suspension or revocation of certification under lawful authority of the TJJD; and
- (3) Met the continuing education requirements set forth in TAC 344.640.

An individual whose certification is inactive is not eligible to perform the duties of a certified officer or to receive salary adjustment funds from the TJJD. The Department shall submit documentation through the TJJD's automated certification system that an officer has completed all reporting requirements in accordance with TAC 344.830 in order to reactivate the officer's certification.

All certification applications shall be submitted through the TJJD's automated certification system.

The Director of Juvenile Services or designee shall submit the certification application for a juvenile probation officer and juvenile supervision officer. The certification application shall be submitted to the TJJD no more than 180 calendar days from the date of initial employment.

An individual whose application for certification has not been submitted within this time frame shall not perform the duties of a certified officer.

An extension of up to 90 days may be allowed for part-time staff who have not completed the required training.

Criminal history searches shall have been completed within 180 days prior to submission of the initial certification or certification renewal application. Dates of return shall be included in the application.

The Department will be notified of certification decisions through the TJJD's automated certification information system. Any officer whose application is denied shall not perform the duties of a certified officer.

The Department shall utilize the TJJD's training and tracking system or an equivalent automated system to document training and continuing education received by certified officers. Training information shall be included in the certification application and submitted through the TJJD's automated certification system.

The TJJD may grant an extension in the event of an unexpected absence from employment to allow a certified officer additional time to obtain training necessary to maintain active certification status. Approved extension will be granted in increments of up to 90 days from the date the certification renewal information was due. Additional time may be requested in special circumstances such as leave under the Family Medical Leave Act (FMLA) or worker's compensation leave.

An officer whose absence is due to leave for military duty will be granted an extension for an amount of time equal to the period of military leave up to a maximum of 24 months.

An officer who does not satisfy all requirements necessary to maintain active status within the extension period shall not perform the duties of a certified officer or receive salary adjustment funds from the TJJD.

The Director of Juvenile Services or designee shall notify the TJJD of the resignation or termination of individuals employed in positions requiring certification within 10 working days of the date of their separation from employment. Upon receipt of notice, the TJJD shall place the certified officer's certification on inactive status.

II. Definitions:

Training: an organized, planned and evaluated activity designed to achieve specific learning objectives.

Mandatory Topics: specified training topics mandated in the TJJD administrative standards designed to provide officers the essential skills and knowledge necessary for certification and to fulfill the duties and responsibilities of a certified officer.

III. Procedure: None

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision	
Chapter 1: Juvenile Probation Officer Certification/Duties/Responsibilities	
Section 3: Training Requirements	Related Standards: TAC 344.600

I. Policy:

An applicant for certification as a juvenile probation officer or juvenile supervision officer shall receive a minimum of 80 hours of training including training in mandatory topics discussed in TAC 344.620 prior to certification. Duties that may be performed by a juvenile supervision officers or juvenile probation officers prior to their certification are described in applicable chapters under Title 37 of the Texas Administrative Code (TAC).

Training must be relevant to the knowledge and skills required in the performance of the officer's job duties to be considered for certification or continuing education credit. Training in the mandatory topics shall be conducted by training providers who have received specialized training in the curriculum from the TJJD or from the Juvenile Department. The standardized curriculum provided by the TJJD shall be used in the provision of training on the mandatory topics.

The TJJD reserves the right to refuse to approve or grant credit for training hours that do not comply with Chapter 344 of the Texas Administrative Code (TAC).

Required Training for Certification

Successful completion of a competency exam based upon the following topics is required prior to performing the duties of a certified officer and for certification:

(1) Juvenile Probation Officer:

- a. role of the probation officer;
- b. case planning and management;
- c. recognizing and supervising youth with mental health issues;
- d. officer safety and mechanical restraints;
- e. Texas Family Code and related laws;
- f. legal liabilities;
- g. courtroom proceedings and presentation;
- h. Code of Ethics, disciplinary and revocation hearing procedures;
- i. identifying and reporting abuse, neglect, and exploitation;
- j. Prison Rape Elimination Act; and
- k. suicide prevention and intervention.

On the Job Training

The Department may implement a structured on-the-job-training program for use in meeting certification and continuing education requirements as described in TAC 344.620. The training program shall utilize the format developed by the TJJD or an equivalent format developed by the Department to document the provision of on the job training. The Director of Juvenile Services or designee shall select staff, based on experience, qualifications, and/or education to provide on the job training. A maximum of 40 hours of on the job training provided in accordance with TAC 344.630 may be used to meet the certification or continuing education requirement in a given reporting period.

Continuing Education Requirements for Maintaining Certification

A juvenile probation officer shall complete a minimum of 80 hours training every 24 months in topics related to the officer's job duties and responsibilities in order to maintain active certification.

Documentation of the required continuing education shall be submitted to the TJJD through TJJD's automated certification information system within 24 months of the initial certification date and every 24 months thereafter based on the officer's birth month.

Non-Compliance with Training and Continuing Education Requirements

Failure to comply with TAC 344.640 shall result in the following:

- (1) The officer's certification shall be placed on inactive status;
- (2) The officer shall be restricted from performing the duties of a certified officer; and
- (3) The officer shall be ineligible for salary adjustment funding from the TJJD.

The officer's certification will be returned to active status upon receipt of receipt of documentation that the required continuing education has been completed.

Approval and Review of Training Topics

All certification and continuing education training shall be approved by the TJJD. Training that is not applicable to the duties of a certified officer shall not be applied to the individual's certification or continuing education hours.

The Department may request a review of the TJJD's decision not to approve a topic for certification credit. In support of the request, the Department shall describe how the topic relates to the job duties and responsibilities of the officer. The TJJD may request additional documentation to evaluate the appropriateness of the topic.

Training Methods and Limitations

Credit shall not be allowed for training that is duplicative in nature unless the training is required to maintain certification, such as CPR or First Aid, or is required to maintain an understanding of the officer's job duties and responsibilities. Topics listed in TAC 344.620 are exempt from this limitation.

Credit for policy and procedure review shall be allowed when documentation reflects that the review was a part of a structured training event.

Training on employment related benefits and plans shall not be accepted for certification purposes unless the officer is a supervisor and the training relates to supervisory duties or the training provided is being provided as a part of a formal leadership development plan.

The limitations in TAC 344.670 apply to continuing education credits earned in a given 24 month period.

A maximum of 40 hours may be earned for the successful completion of correspondence courses provided by recognized juvenile justice organizations or accredited colleges or universities. Correspondence courses may not be used to meet the requirement for training in the mandatory training topics.

Credit for a combined total of 40 hours of video conferencing and web-based training methods may be applied toward certification and continuing education requirements.

A maximum of 20 hours of video training that is part of a structured training program may be applied to certification or continuing education requirements.

A maximum of 10 hours of credit in a given continuing education period may be allowed for the development of training curriculum.

Training providers may claim actual training time up to a maximum of 10 hours for the provision of training. The credit is allowed only for the provision of training in topics listed in TAC 344.620.

Meetings shall not be considered for training activity unless supporting documentation indicates that all or part of the meeting was designed solely for the purpose of training.

Up to 40 hours of continuing education credit may be applied for successful completion of a three hour college course in a topic relevant to the officer's job duties and that is provided by a college or university accredited by an organization recognized by the Texas Higher Education Coordinating Board and approved by the TJJD.

Documentation

Documentation of all training received shall be maintained in the Department's files for monitoring purposes. Documentation may include sign-in sheets, agendas, certificates of completion, correspondence from the instructor, registration receipts, and/or exam results. The Director of Juvenile Services or designee shall, upon request, submit training records to a juvenile probation department in which an officer has obtained subsequent employment.

Competency Examination Requirement (Date to Be Determined by the TJJD)

A juvenile probation officer shall pass the competency exam prescribed by the TJJD in order to be eligible for certification. A juvenile probation officer shall complete the mandatory training required in TAC 344.620(a) (1) or (2) prior to attempting the competency exam. The TJJD shall establish a plan for the administration of the examination, including any required fees. The TJJD shall determine the satisfactory level of performance. Scores shall be sent electronically or by other means established by the TJJD to the examinee and the Director of juvenile Services or designee upon completion of the exam. The TJJD shall maintain a record of the competency results.

The requirements of TAC 344.700 apply to applicants for positions requiring certification who begin employment as a juvenile probation officer on or after September 1, 2011.

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision	
Chapter 1: Juvenile Probation Officer Certification/Duties/Responsibilities	
Section 4: Duties of Juvenile Probation Officers	Related Standards: TAC 341.29

I. Policy:

In addition to any duties, responsibilities, or powers granted by title III of the Texas Family Code, the following duties and responsibilities shall be performed only by certified juvenile probation officers:

1. Dispositional recommendations in formal court proceedings;
2. Final approval of written social history reports;
3. Acting as the primary supervising officer for all court ordered and deferred prosecution cases;
4. Writing and administering case plans in accordance with TJJD case management standards, and
5. If authorized by the juvenile board under Texas Family Code 53.01, conducting intake interviews, investigations, and making release decisions.

An individual hired as a juvenile probation officer, who is not yet certified as a juvenile probation officer may perform the duties outlined above so long as the individual:

1. Has not worked for the probation department for more than six (6) months from the individual's date of hire;
2. Has received training on each duty listed above; and
3. Has received training in recognizing and reporting abuse, exploitation and neglect.

II. Definitions: None

III. Procedure:

- A. Supervision personnel shall ensure that all juvenile probation officers are certified within 180 days of their hire date.

I. Policy:

All employees are representatives of the Dallas County Juvenile Department and are expected to adhere to the highest standards of personal conduct while on and off duty. Any actions on the part of any employee that jeopardizes the image or integrity of the Juvenile Department or that calls into question the employee's ability to perform effectively in his/her position or that casts doubt upon the integrity of the employee is prohibited.

Any employee that is arrested or detained by any police agency shall report the matter to his/her assigned Deputy Director (Deputy Director of Institutional Services, Deputy Director of Clinical Services, Deputy Director of Probation Services, Deputy Director of Education, Deputy Director of Executive and Administrative Services) or the Human Resources Coordinator within 24 hours upon release of the arrest. It is permissible to leave a telephone message with the identified personnel after business hours. Additionally, the employees shall include the location, time and reason for the arrest along with the release date and time, if applicable.

Depending upon the circumstances surrounding the arrest, administrative or other personnel action may be required.

Chapter 344 of the Texas Administrative Code provides for the revocation of juvenile probation officer and/or juvenile supervision officer certification and termination of employment for any individual with a disqualifying criminal history. Disqualifying criminal history includes: a felony conviction against the laws of this state, another state, or the United States within the past 10 years; a deferred adjudication for a felony against the laws of this state, another state, or the United States within the past 10 years; a current felony deferred adjudication, probation, or parole; a jailable misdemeanor conviction against the laws of this state, another state, or United States within the past five years; a deferred adjudication for a jailable misdemeanor against the laws of this state, another state, or United States within the past five years; a current jailable misdemeanor deferred adjudication, probation, or parole; or the requirement to register as a sex offender under Chapter 62 of the Texas Code of Criminal Procedure.

All Department employees are notified that they shall:

- (1) Avoid misconduct that jeopardizes the image and integrity of the Juvenile Department or calls into question the ability to perform effectively in the employee's position or conduct that casts doubt upon the integrity of Department employees; and
- (2) Report any arrest that you the employee is personally involved in, to one of the aforementioned points of contact within twenty-four (24) hours following the arrest.

Failure to report any arrest or detainment by any police agency within twenty-four (24) hours upon release may lead to additional sanctions, up to and including termination. Reporting must be made to only the identified individuals listed above.

II. Definitions: None

III. Procedure: None

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision	
Chapter 1: Juvenile Probation Officer Certification/Duties/Responsibilities	
Section 6: Abuse, Neglect & Exploitation	Related Standards: TAC 358

I. Policy:

Texas Family Code 261.101 requires that if a professional, employee, or contractor has cause to believe that a child has been abused, neglected, exploited, or may be abused or neglected, or that a child is a victim of an offense under Section 21.11, Penal Code, and the professional has cause to believe that the child has been abused as defined by Section 261.001 or 261.401, the professional shall make a report no later than the 48th hour after the professional first suspects that the child has been or may be abused or neglected or is a victim of an offense under Section 21.11, Penal Code. A professional may not delegate to or rely upon another person to make the report.

The requirement to report applies without exception to an individual, whose personal communications may be otherwise privileged, including an attorney, a member of the clergy, a medical practitioner, a social worker, a mental health professional, and an employee of a clinic or health care facility that provides reproductive services.

Unless waived in writing by the person making the report, the identity of the individual making a report under Chapter 261 of the Family Code is confidential and may be disclosed only: as provided by Texas Family Code 261.021; or to a law enforcement officer for the purposes of conducting a criminal investigation of the report.

A report shall be made to:

1. Appropriate local or state law enforcement agency.
2. The Texas Department of Families and Protective Services if the alleged or suspected abuse involves a person not affiliated with the Dallas County Juvenile Department who is responsible for the care, custody, or welfare of the child.
3. The state agency that operates, licenses, certifies or registers the facility in which the alleged abuse or neglect occurred; or
4. The agency designated by the court to be responsible for the protection of children.

The person making a report shall identify, if known:

1. The name and address of the child;
2. The name and address of the person responsible for the care, custody, or welfare of the child; and
3. Any other pertinent information concerning the alleged or suspected abuse or neglect.

A person commits an offense if the person has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect and knowingly fails to report as provided by Chapter 261 of the Texas Family Code. An offense under this section is a Class A misdemeanor.

Additionally, TJJD requires any employee, volunteer or intern of a juvenile justice program or facility to report any allegations of abuse, neglect or exploitation to TJJD and local law enforcement within 24 hours.

Unless otherwise noted, standards for TAC Chapter 358 apply to all allegations of abuse, neglect, and exploitation, death and serious incidents, involving a juvenile and an employee, intern, volunteer, contractor, or service provider in a juvenile probation department, juvenile justice program, or juvenile justice facility regardless of the location of the alleged abuse, neglect, exploitation death, or serious incident.

The Dallas County Juvenile Department has policies and procedures for reporting serious incidents to the TJJD and for reporting deaths, serious incidents and alleged abuse, neglect, and exploitation to local law enforcement, TJJD, and other appropriate governmental units.

Data Collection

Juvenile probation departments, juvenile justice programs, and juvenile justice facilities shall fully and promptly provide requested data pertinent to alleged abuse, neglect, exploitation, death, and serious incidents to TJJD.

The data shall be submitted in the electronic format requested or supplied by TJJD.

The data shall include:

1. Alleged victim's name;
2. Alleged victim's personal identification number (PID);
3. Name of subject(s) of investigation;
4. Date of birth and driver's license or state issued identification number of subject(s) of investigation;
5. Date of alleged incident;
6. Time of alleged incident;
7. Date the alleged incident was reported to TJJD;
8. Type of alleged incident (i.e., abuse, neglect, or exploitation (ANE), death or serious incident(SI));
9. Type of injury if applicable;
10. Restraint related, if so, what type (i.e., personal, mechanical, or chemical);
11. Disposition of internal investigation (i.e., founded, unfounded, inconclusive); and
12. County generated case identification number.

The data shall be supplied at least annually or as required by TJJD.

Serious Incidents

Any person who witnesses, learns, of, receives an oral or written statement from a juvenile or other person with knowledge of or who has a reasonable belief as to the occurrence of a serious incident involving a juvenile shall report to TJJD.

A report of a serious incident shall be made within 24 hours from the time a person gains knowledge of or suspects the serious incident occurred.

The report shall be made by phone (877-786-7263) or by faxing (512-424-6716) or e-mailing a completed Incident Report form to TJJD (abuseneglect@tjjd.texas.gov). If the report is made by phone, a completed Incident Report Form shall be subsequently submitted to TJJD within 24 hours of the phone report.

A treatment discharge form or other medical documentation that contains evidence of medical treatment pertinent to the reported incident shall be submitted to TJJD within 24 hours of receipt.

Abuse, Neglect, and Exploitation

Any person who witnesses, learns of, or receives an oral or written statement from an alleged victim or other person with knowledge of or who has reasonable belief as to the occurrence of an alleged abuse, neglect, or exploitation involving a juvenile shall report to TJJD and local law enforcement.

In accordance with Texas Family Code 261.101, the duty to report cannot be delegated to another person. A report of alleged abuse, neglect, or exploitation, other than death and allegations involving serious physical abuse or sexual abuse, shall be made within 24 hours from the time a person gains knowledge of or suspects the alleged abuse, neglect, or exploitation.

The report shall be made by phone (877-786-7263) or by faxing (512-424-6716) or e-mailing a completed Incident Report form to TJJD (abuseneglect@tjjd.texas.gov). If the report is made by phone, a completed Incident Report Form shall be subsequently submitted to TJJD within 24 hours of the phone report.

Allegations Occurring Outside of the Juvenile System

Any person who witnesses, learns of, or receives an oral or written statement from an alleged victim or other person with knowledge of or who has reasonable belief as to the occurrence of an alleged abuse, neglect, or exploitation involving a juvenile, but that is not alleged to involve an employee, intern, volunteer, contractor, or service provider of a juvenile probation department, juvenile justice program, or juvenile justice facility, shall be reported to law enforcement or the appropriate governmental unit as required in Texas Family Code Chapter 261.

Reporting to the Texas Department of Family and Protective Services may be made by calling the toll free number (800-252-5400) or online at www.txabusehotline.org.

Reporting to the Texas Department of State Health Services may be made by calling the toll free number (800-832-9623).

Reporting of Allegations by Juveniles

Juveniles in a facility have the right to report to TJJD alleged abuse, neglect, and exploitation, including death.

Juveniles shall be advised in writing during orientation into the facility of their right to report allegations of abuse, neglect, and exploitation and of TJJD's toll free number (877-786-7263) available for reporting the allegations.

The Dallas County Juvenile Department shall ensure that juveniles have reasonable, free, and confidential access to TJJD for reporting allegations of abuse, neglect, and exploitation. Upon request of a juvenile, staff shall facilitate the juvenile's unimpeded access to TJJD to report allegations of abuse, neglect, and exploitation.

Parental Notification

Notification, or diligent efforts to notify, shall be made to the parents, guardians, custodians of a juvenile who has died or who is the alleged victim of alleged abuse, neglect, or exploitation. The notification, or the diligent efforts to make the notification shall be made as soon as possible, but no later than 24 hours from the time a person gains knowledge of or suspects the alleged abuse, neglect, exploitation, or death occurred.

The notification shall be made by phone, in writing, or in person by the administrator or designee. The notification, or the diligent efforts to make the notification, shall be documented on the TJJD Incident Report Form or in the internal investigation report.

Serious Physical Abuse and Sexual Abuse

Any person who witnesses, learns of, or receives an oral or written statement from an alleged victim or other person with knowledge of or who has reasonable belief as to the occurrence of alleged serious physical abuse or sexual abuse involving a juvenile shall report to TJJD and local law enforcement.

A report of alleged serious physical abuse or sexual abuse shall be made to local law enforcement immediately, but no later than one hour from the time a person gains knowledge of or suspects the alleged serious physical abuse or sexual abuse; and a report of serious physical abuse or sexual abuse shall be made to TJJD immediately, but no later than four hours from the time a person gains knowledge of or suspects the alleged serious physical abuse or sexual abuse.

The initial report shall be made by phone to law enforcement. The initial report shall be made by phone to TJJD using the toll free number (877-786-7263) as designated by TJJD; and within 24 hours of the report by

phone of alleged serious physical abuse or sexual abuse, the completed Incident Report Form shall be submitted to TJJD by fax (512-424-6716) or e-mail (abuseneglect@tjjd.texas.gov).

Death

The administrator or designee shall report to TJJD and local law enforcement the death of a juvenile that: occurs on the premises of a juvenile probation department, juvenile justice program, or juvenile justice facility; or emanates from an illness, incident, or injury that occurred, was discovered, or reported on the premises of a juvenile probation department, juvenile justice program, or juvenile justice facility; or occurs while in the presence of a juvenile probation department, juvenile justice program, or juvenile justice facility employee, intern, volunteer, contractor, or service provider, regardless of the location.

A report of a death shall be made to local law enforcement immediately, but no later than one hour of the discovery or notification of the death; and a report of death shall be made to TJJD immediately, but no later than four hours from the discovery or notification of the death.

The initial report shall be made by phone to law enforcement. The initial report shall be made by phone to TJJD using the toll free number (877-786-7263) as designated by TJJD; and within 24 hours of the death of a juvenile, the completed Incident Report Form shall be submitted to TJJD by fax (512-424-6716) or e-mail (abuseneglect@tjjd.texas.gov).

Custodial Death Investigation in a Facility

Upon the death of a juvenile residing in a juvenile justice facility, the administrator shall: in accordance with Texas Code of Criminal Procedure Article 49.18(b) conduct an investigation of the death; and the investigation shall be conducted in accordance with TAC 358.700.

Custodial Death Investigation Report

Upon the conclusion of the internal investigation of the custodial death of a juvenile in a facility, the administrator shall: in accordance with Texas Code of Criminal Procedure Article 49.18(b), file a written report of the cause of death with the state Attorney General no later than 30 days after the juvenile's death; submit a copy of the death investigation report to the TJJD within 10 calendar days of completion; and complete an internal investigation report in accordance with TAC 358.800.

Internal Investigation

An internal investigation shall be conducted by a person qualified by experience or training to conduct a comprehensive investigation in case in which abuse, neglect, exploitation, or death is alleged to have occurred. The Dallas County Juvenile Department shall ensure that internal investigations are completed as required by applicable laws and professional standards. The internal investigation shall be conducted in accordance with the policies and procedures of the Dallas County Juvenile Department.

The internal investigation shall be initiated immediately upon the administrator or designee gaining knowledge of the alleged abuse, neglect, exploitation, or death. However, the initiation of the internal investigation shall be postponed if: directed by law enforcement; requested by TJJD; or initiating the internal investigation compromises the integrity of a potential crime scene.

The internal investigation shall be completed within 30 days of the initial report to TJJD. TJJD may extend this timeframe upon request. If an extension is granted, TJJD may request submission of all information compiled to date or a statement of the status of the investigation.

Reassignment or Administrative Leave During the Internal Investigation

Upon gaining knowledge of alleged abuse, neglect, or exploitation, and until the finding of the internal investigation is determined, the administrator or designee shall immediately place any person alleged to have

abused, neglect, or exploited a juvenile on administrative leave or reassign the person to a position having no contact with the alleged victim or other juveniles.

If during the internal investigation, the person(s) alleged to have abused, neglected, or exploited a juvenile resigns or is terminated from employment, TJJD shall be notified no later than the second business day after the resignation or termination.

If an individual who has resigned or was terminated obtains employment in another jurisdiction prior to the finding of the internal investigation being determined, the persons(s) under investigation shall not be placed in a position having any contact with any juveniles until the disposition of the internal investigation is finalized in the county of previous employment.

Written and Electronically Recorded Statements

During the internal investigation, diligent efforts shall be made to obtain written or electronically recorded oral statements from all persons with direct knowledge of the alleged incident.

Juvenile Board Responsibilities

If the administrator is the person alleged to have abused, neglected, or exploited a juvenile and the administrator is the highest ranking member of the juvenile probation department, juvenile justice program, or juvenile justice facility, the juvenile board shall: conduct the internal investigation in accordance with TAC 358.700; or appoint an individual to conduct the internal investigation in accordance with TAC 358.700 who is not one of the following: the person alleged to have abused, neglected, or exploited a juvenile; a subordinate of the person alleged to have abused, neglected, or exploited a juvenile; or a law enforcement officer currently acting in the capacity as a criminal investigator for the alleged abuse, neglect, exploitation, or death of a juvenile.

Corrective Measures

At the conclusion of an internal investigation, the governing board, the juvenile board, administrator, or designee shall take appropriate corrective measures, if warranted, that may include, but are not limited to: a review of the policies and procedures pertinent to the alleged incident; revision or modification of any policies or procedures as needed; administrative disciplinary action or appropriate personnel actions against all persons found to have abused, neglected, or exploited a juvenile; and the provision of additional training for all appropriate persons to ensure the safety of the juveniles, employees, interns, volunteers, contractors, and service providers.

Internal Investigation Report

An internal investigation report shall be completed at the conclusion of all internal investigations resulting from alleged abuse, neglect, exploitation, or death of a juvenile.

Internal Investigation Report Components

The internal investigation report shall include:

1. The date the internal investigation was initiated;
2. The date the internal investigation was completed;
3. The date the alleged victim's parent, guardian, or custodian was notified of the allegation, or documentation of diligent efforts to provide the notification was made;
4. A summary of the internal investigation;
5. Relevant policies and procedures related to the incident;
6. A summary or listing of the steps taken during the internal investigation;
7. A written summary of the content of all oral interviews conducted;
8. A listing of all evidence collected during the internal investigation, including all audio and/or video recordings, polygraph examinations, etc.;
9. Relevant findings of the investigation that support the disposition;
10. The assigned disposition of the internal investigation: founded; unfounded; or inconclusive;

11. The administrative disciplinary action or corrective measures taken to date, if applicable (e.g. termination, suspension, retrained, returned to duty, or none, etc.);
12. The date the internal investigation report was completed;
13. The names of all persons who participated in conducting the investigation; and
14. The name and signature of the person who submitted the internal investigation report.

A copy of the internal investigation report shall be submitted to TJJD within five calendar days following its completion.

The following documentation collected during the internal investigation shall be submitted to TJJD with the internal investigation report: written statements; relevant medical documentation, if the release is authorized by law; training records, if applicable; and any other documentation used to reach the disposition of the internal investigation.

Cooperation with TJJD Investigation

The juvenile board, administrator or designee shall fully and promptly cooperate with a TJJD investigation of alleged abuse, neglect, exploitation, or death of a juvenile by providing all evidence requested by TJJD in the format requested.

All persons shall fully cooperate with any investigation of alleged abuse, neglect, exploitation, or death of a juvenile.

The juvenile board, administrator, or designee shall make a diligent effort to identify and make available for questioning all persons with knowledge of alleged abuse, neglect, exploitation, or death which is the subject of a TJJD investigation.

II. Definitions:

Abuse, Neglect, or Exploitation: is defined as having the meaning ascribed under the Texas Family Code 261.001 and 261.401. For the purposes of TAC Chapter 358, “abuse” includes serious physical abuse and sexual as defined in this section.

Abuse - means an intentional, knowing or reckless act or omission by an employee, volunteer, or other individual working under the auspices of a facility or program that causes or may cause emotional harm or physical injury to, or the death of a child served by the facility or program.

Neglect - means a negligent act or omission by an employee, volunteer, or other individual working under the auspices of a facility or program, including failure to comply with an individualized treatment plan, plan of care, individualized service plan, that causes or may cause substantial emotional harm or physical injury to, or the death of, a child serviced by the facility or program.

Exploitation – means the illegal or improper use of a child or of the resources of a child for monetary or personal benefit, profit, or gain by an employee, volunteer, or other individual working under the auspices of a facility or program.

Alleged Victim: is defined as a juvenile under the jurisdiction of the juvenile court or participating in a program operated under the authority of the governing board or juvenile board who is alleged to be a victim of abuse, neglect, or exploitation.

Attempted Suicide: is defined as any voluntary and intentional action that could reasonable result in taking one’s own life.

Emotional Abuse: is defined as mental or emotional injury to a juvenile that results in an observable and material impairment in the juvenile's growth, development, or psychological functioning; causing or permitting a juvenile to be in a situation that causes mental or emotional injury; and is generally verbal in nature.

Escape: is defined as the voluntary, unauthorized departure, or attempt to depart, by an individual who is in custody; or failure to return to custody following an authorized temporary leave for a specific purpose or limited period.

Founded: is defined as the finding assigned to an internal investigation when the evidence indicates that the conduct, which formed the basis of an allegation of abuse, neglect, or exploitation, occurred.

Incident Report Form: is defined as the required form used to report to TJJJ allegations of abuse, neglect, exploitation, death, and serious incidents.

Inconclusive: is defined as the finding assigned to an internal investigation when the evidence does not clearly indicate whether or not the conduct, which formed the basis of an allegation of abuse, neglect, or exploitation, occurred.

Internal Investigation: is defined as a formalized and systematic inquiry conducted by the administrator or designee of a juvenile probation department, juvenile justice program, or juvenile justice facility in response to an allegation of abuse, neglect, or exploitation, or death.

Internal Investigation Report: is defined as the written report submitted to TJJJ that summarizes the steps taken and evidence collected during an internal investigation of alleged abuse, neglect, exploitation, or death.

Juvenile: is defined a person who is under the jurisdiction of the juvenile court, confined in a juvenile justice facility, or participating in a juvenile justice program.

Medical Neglect: is defined as failure to seek, obtain, or follow through with medical care for a juvenile.

Medical Treatment: is defined a medical care, processes, and procedures that are performed by a physician, physician assistant, licensed nurse practitioner, emergency medical technician(EMT), paramedic, or dentist. Diagnostic procedures are excluded unless further intervention beyond basic first aid is required.

Physical Abuse: is defined as physical injury that results in substantial harm and for the purposes of this section includes the following acts or omissions: physical injury that results in substantial harm or the threat of substantial harm; failure to prevent an action by another that causes physical injury; and causing , permitting, or encouraging a child to use a controlled substance.

Professional: is defined by the Texas Family Code 261.101 (b) as an individual who is licensed or certified by the state or who is an employee of a facility licensed , certified, or operated by the state and who in the normal course of official duties or duties for which a license or certification is required has direct contact with children. The term includes teachers, nurses, doctors, daycare employees, employees of a clinic or health care facility that provides reproductive services, juvenile probation officers, and juvenile supervision officers.

Reasonable Belief: is defined as a belief that would be held by an ordinary and prudent person in the same circumstance as the reporter.

Report: is defined as formal notification to TJJJ of an alleged abuse, neglect, exploitation or death, or of serious incident.

Reportable Injury: is defined as any injury sustained accidentally, intentionally, or recklessly or otherwise that: Requires medical treatment as defined in this section; or Results from a personal, mechanical, or chemical restraint as defined in this section.

Serious Incident: is defined as attempted escape, attempted suicide, escape, reportable injury, youth on youth physical assault or youth sexual conduct as defined in this section.

Serious Physical Abuse: is defined as bodily harm or condition that resulted directly or indirectly from the conduct that formed the basis of an allegation of abuse, neglect, or exploitation, if the bodily harm or condition requires medical treatment as defined in this section.

Sexual Abuse: is defined as conduct committed by any person against a juvenile that includes sexual abuse by contact or sexual abuse by non-contact. A juvenile may not affirmatively or impliedly consent to sexual abuse by contact or sexual abuse by non-contact. Sexual abuse includes sexual conduct with a juvenile; failure to prevent sexual conduct; and compelling or encouraging sexual conduct.

Sexual Abuse by Contact: is defined as any physical contact with a juvenile that includes intentional touching of the genitalia, anus, groin, breast, inner thigh or buttocks with the intent to abuse, intimidate, hurt, humiliate, harass, arouse, or gratify sexual desire. These behaviors include deviate sexual intercourse, sexual contact, sexual intercourse, and sexual performance.

Deviate Sexual Intercourse - means any contact between any parts of the genitals of one person and the mouth or anus of another person; or the penetration of the genitals or anus of another person with a hand, finger, or other object.

Sexual Contact - means the following acts, if committed with the intent to arouse or gratify the sexual desire of any person: any touching by a person, including touching through clothing, of the anus, breast, or any part of the genitals of a person; or any touching of any part of the body of a person, including touching through clothing, with the anus, breast, or any part of the genitals of a person.

Sexual Intercourse – means any penetration of the female sex organ by the male sex organ.

Sexual Performance – means acts of a sexual or suggestive nature performed in front of one or more persons including simulated or actual sexual intercourse, deviate sexual intercourse, bestiality, masturbation, sado-masochistic abuse or lewd exhibition of the genitals, the anus, or any portion of the female breast below the top of the areola.

Sexual Abuse by Non-Contact: is defined as any sexual behavior, conduct, harassment or actions other than those defined by sexual abuse by contact, which are exhibited, performed, or simulated: in the presence of a juvenile or with reckless disregard for the presence of a juvenile; with the intent to arouse or gratify the sexual desire of any person; with the intent to intimidate, hurt, humiliate, or harass any person; including repeated verbal statements or comments of a sexual nature; and including demeaning references to gender, derogatory comments about body or clothing, or profane or obscene language or gestures. These behaviors include indecent exposure, voyeurism, distribution or exhibition of pornographic or sexually explicit material or sexual performance.

Subject of Investigation: is defined as a person alleged as being responsible for the abuse, neglect, or exploitation of a juvenile through the person's own actions or failure to act.

Substantial Injury: is defined as an injury that is significant in size, degree, or severity.

Supervisory Neglect: is defined as failure to provide juvenile with food, shelter, or clothing; failure to conduct timely room checks; and failing to remove a juvenile from a situation where he/she would be exposed to harm committed by another juvenile.

Unfounded: is defined as the finding assigned to an internal investigation when the evidence indicates the conduct, which formed the basis of the allegation of abuse, neglect, or exploitation, did not occur.

Youth on Youth Physical Assault: is defined as a physical altercation between two or more juveniles that results in any of the involved parties sustaining an injury that requires medical treatment as defined in this section.

Youth Sexual Conduct: is defined as two or more juveniles, regardless of age, who engage in deviate sexual intercourse, sexual contact, sexual intercourse, sexual performance as defined in this section, conduct or actions which are exhibited, performed, or simulated. A juvenile may not consent to sexual abuse by contact or sexual abuse by non-contact as defined in this section under any circumstances. Consent may not be implied regardless of the age of the juvenile.

III. Procedure:

A. Any staff member, volunteer, intern, or contract service provider who witnesses, learns of, or receives an oral or written statement from an alleged victim or other person with knowledge of or who has reasonable belief as to the occurrence of an alleged abuse, neglect, or exploitation involving a juvenile that is alleged to involve an employee, intern, volunteer, contractor, or service provider of the Dallas County Juvenile Department shall immediately notify his/her immediate supervisor and write an incident report.

1. Supervision personnel shall:

- a. ensure that the report of alleged abuse, neglect, or exploitation, other than death and allegations involving serious physical abuse or sexual abuse, is made within 24 hours from the time a person gains knowledge of or suspects the alleged abuse, neglect, or exploitation; and
- b. make the report by phone (877-786-7263) or by faxing (512-424-6716) or e-mailing a completed Incident Report Form to TJJD (abuseneglect@tjjd.texas.gov) ;
- c. if the report is made by phone, complete an Incident Report Form and subsequently submit to TJJD within 24 hours of the phone report;
- d. initiate and complete an internal investigation within 30 business days of the initial report to TJJD in the manner required by TAC 358.700;
- e. re-assign the person(s) alleged to have abused, neglected, or exploited where he/she has no contact with the alleged victim, relatives of the alleged victim, or other juveniles until the finding of the internal investigation is determined (it is the Department's practice to re-assign a person alleged to have abused, neglected, or exploited a juvenile whenever possible rather than place him/her on administrative leave); and
- f. Complete and submit to TJJD an internal investigation report within five calendar days of its completion as required by TAC 358.800 by using TJJD's ANE Internal Investigation Report Form. Copies of the Internal Investigation Report Form shall be submitted to the Manager of Field Services or Manager of Pre-Adjudication Services, Deputy Director of Probation Services, and Quality Assurance Administrator.

2. Supervision personnel shall:

- a. ensure that a report of alleged serious physical abuse or sexual abuse shall be made to local law enforcement immediately, but no later than one hour from the time a person gains knowledge of or suspects the alleged serious physical abuse or sexual abuse;
- b. make a report of serious physical abuse or sexual abuse to TJJD immediately, but no later than four hours from the time a person gains knowledge of or suspects the alleged serious physical abuse or sexual abuse;
- c. make the initial report of alleged serious physical abuse or sexual abuse by phone to law enforcement;

- d. make the initial report by phone to TJJD using the toll free number (877-786-7263) as designated by TJJD;
 - e. within 24 hours of the report by phone of alleged serious physical abuse or sexual abuse, the completed Incident Report Form shall be submitted to TJJD by fax (512-424-6716) or e-mail (abuseneglect@tjjd.texas.gov);
 - f. initiate and complete an internal investigation within 30 business days of the initial report to TJJD in the manner required by TAC 358.700;
 - g. re-assign the person(s) alleged to have abused, neglected, or exploited where he/she has no contact with the alleged victim, relatives of the alleged victim, or other juveniles until the finding of the internal investigation is determined (it is the Department's practice to re-assign a person alleged to have abused, neglected, or exploited a juvenile whenever possible rather than place him/her on administrative leave);
 - h. Complete and submit to TJJD an internal investigation report within five calendar days of its completion as required by TAC 358.800 by using TJJD's ANE Internal Investigation Report Form. Copies of the Internal Investigation Report Form shall be submitted to the Manager of Field Services or Manager of Pre-Adjudication Services, Deputy Director of Probation Services, and Quality Assurance Administrator.
3. The administrator or designee shall:
- a. make a report of a death shall to local law enforcement immediately, but no later than one hour of the discovery or notification of the death;
 - b. make a report of death shall be made to TJJD immediately, but no later than four hours from the discovery or notification of the death;
 - c. make the initial report by phone to law enforcement;
 - d. make the initial report by phone to TJJD using the toll free number (877-786-7263) as designated by TJJD; and within 24 hours of the death of a juvenile, the completed Incident Report Form shall be submitted to TJJD by fax (512-424-6716) or e-mail (abuseneglect@tjjd.texas.gov) ;
 - e. in accordance with Texas Code of Criminal Procedure Article 49.18(b) conduct an investigation of the death;
 - f. conduct the investigation in accordance with TAC 358.700; and
 - g. upon the conclusion of the internal investigation of the custodial death of a juvenile in a facility, the administrator shall:
 - (1) in accordance with Texas Code of Criminal Procedure Article 49.18(b), file a written report of the cause of death with the state Attorney General no later than 30 days after the juvenile's death;
 - (2) submit a copy of the death investigation report to the TJJD within 10 calendar days of completion; and
 - (3) complete an internal investigation report in accordance with TAC 358.800.
- B. Any staff member, volunteer, intern, or contract service provider who witnesses, learns of, or receives an oral or written statement from an alleged victim or other person with knowledge of or who has reasonable belief as to the occurrence of an alleged abuse, neglect, or exploitation involving a juvenile, but that is not alleged to involve an employee, intern, volunteer, contractor, or service provider of the Dallas County Juvenile Department shall be reported to law enforcement or the appropriate governmental unit as required in the Texas Family Code Chapter 261.
- C. Any staff member, volunteer, intern, or contract service provider who witnesses, learns of, or receives an oral or written statement from an alleged victim or other person with knowledge of or who has reasonable belief as to the occurrence of an alleged abuse, neglect, or exploitation involving a juvenile in a program or facility operated, licensed, certified, or registered by the Texas Department of Protective and Family Services or Texas Department of State Health Services shall immediately notify his/her immediate supervisor and write an incident report. Reporting those agencies shall be completed as required.

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision	
Chapter 1: Juvenile Probation Officer Certification/Duties/Responsibilities	
Section 7: Code of Ethics	Related Standards: TAC 345, 349

I. Policy:

The People of Texas, the Texas Juvenile Justice Department (TJJD), the Dallas County Juvenile Department and the Dallas County Juvenile Board expect professionals working within the Juvenile Department, specifically juvenile probation officers and juvenile supervision officers, to have unfailing honesty, respect for the dignity and individuality of human beings, and a commitment to professional and compassionate service. Toward this end, the Dallas County Juvenile Department and the Dallas County Juvenile Board have adopted and subscribe to the same Code of Ethics established by the TJJD as outlined in the Chapter 345 for certified juvenile probation officers and juvenile supervision officers.

To ensure the safety, protection, and welfare of the juveniles and families served by the juvenile justice system, juvenile justice professionals shall adhere to the Code of Ethics set forth in Chapter 345. Juvenile justice professionals shall report to the appropriate authorities and/or entities any unethical behavior or violations of the Code of Ethics.

Juvenile justice professionals found to be in violation of the provisions of the Code of Ethics shall be subject to disciplinary action, including but not limited to, suspension, revocation, or denial of the professional certification issued under the authority of the TJJD.

All Department employees, volunteers, interns, and contract employees shall adhere to the following the TJJD Code of Ethics. Failure to do so may result in disciplinary action up to and including termination. All employees, volunteers, interns, and contract employees shall receive training on the TJJD Code of Ethics.

The Code of Ethics is as follows:

- (1) All employees, volunteers, interns, and contractors shall:
 - a. abide by all federal laws, guidelines and rules, state laws, and TJJD administrative rules;
 - b. respect the authority and follow the directives of the juvenile court and governing juvenile board;
 - c. respect and protect the legal rights of all children and their parents and/or guardians;
 - d. serve each child with concern for the child’s welfare and with no expectation of personal gain;
 - e. respect the significance of all elements of the justice and human services systems and cultivate a professional cooperation with each segment;
 - f. respect and consider the right of the public to be safeguarded from juvenile delinquency;
 - g. be diligent in their responsibility to record and make available for review any and all information that could contribute to sound decisions affecting a child or the public safety;
 - h. report without reservation any corrupt or unethical behavior that could affect a juvenile or the integrity of the juvenile justice system;
 - i. maintain the integrity and confidentiality of juvenile information and not seek more information than needed to perform their duties, nor reveal information to any person who does not have authorized access to the information for a proper professional use;
 - j. perform all duties impartially and without regard to race, ethnicity, gender, disability, national origin, religion, sexual orientation, political belief or socioeconomic status; and
 - k. treat all juveniles and their families with courtesy, consideration, and dignity.

- (2) All employees, volunteers, interns, and contractors shall not:
 - a. use their official position to secure privileges or advantages;
 - b. permit personal interest to impair the objectivity that must be maintained to impartially execute

- their official duties;
- c. accept gifts, presents, favors, or other advantages that could give the appearance of impropriety or impair the impartial and objective exercise of professional responsibilities;
- d. maintain or give the appearance of maintaining an inappropriate relationship with a juvenile residing in a facility or under the jurisdiction of the juvenile court that includes, but is not limited to, bribery, solicitation or acceptance of gifts, favors, or services from juveniles or their families;
- e. discriminate against any employee, juvenile, parent or guardian on the basis of race, ethnicity, gender, disability, national origin, religion, sexual orientation, political belief or socioeconomic status;
- f. engage in behaviors that misuse government property or resources, or that use personal effects or funds belonging to a juvenile;
- g. be designated as a perpetrator in a TJJD abuse, neglect, or exploitation investigation conducted under the authority of the Texas Family Code, Section 261 and TAC Chapter 350;
- h. interfere with or hinder any abuse, neglect, or exploitation investigation, including a criminal investigation conducted by law enforcement or an investigation conducted pursuant to Texas Family Code Section 261 or TAC Chapter 350 and TAC Chapter 358;
- i. deliver into or remove from the grounds of a juvenile facility, program or department any item of contraband or possess or control any item of contraband beyond the time period required to immediately report and deliver such item to the proper authority within the facility, program or department;
- j. utilize unnecessary force or violence and shall only use the amount of force reasonable necessary and appropriate when justified to ensure the security of juveniles, the facility, program or department; or
- k. falsify or make material omissions entries to governmental records.

Each employee shall be provided a copy of the Code of Ethics at the time of hiring and the Code of Ethics shall be discussed during the Juvenile Probation Officer and Juvenile Supervision Officer Academy. Each staff member is expected to sign a copy of the Code of Ethics, which will be maintained in the staff member's personnel file. Volunteers and interns shall receive a copy of the Code of Ethics during Volunteer/Intern training. A signed copy of the Code of Ethics will be maintained in the volunteer's or intern's files.

Requests for disciplinary action by either a Code of Ethics violation of criminal conduct is contained in Chapter 349 as follows:

Department, Facility, or Juvenile Board Requests

- (1) The Director of Juvenile Services, Facility Administrator, or the Juvenile Board shall forward a copy of an internal investigation based on a code of ethics violation to the TJJD. The internal investigation shall serve as a request for a disciplinary hearing. If the Director of Juvenile Services or Facility Administrator makes the request for disciplinary action, the Director of Juvenile Services or Facility Administrator shall simultaneously notify in writing the Juvenile Board.
- (2) The Director of Juvenile Services, Facility Administrator, or the Juvenile Board shall submit a written request for disciplinary action to TJJD within 10 business days after obtaining notice that a certified officer has been convicted of or received deferred adjudication for any offense listed under TAC 344.400. A request for waiver or variance under TAC 349.200 may not be requested for this section unless the certified officer, Director of Juvenile Services, or Facility Administrator received a pardon.

Public Requests

- (1) In the event the TJJD receives notice from a member of the public that a certified officer has violated the code of ethics, the TJJD shall notify in writing the Juvenile Board, and provided that the allegation does not involve the Director of Juvenile Services or Facility Administrator, shall also notify in writing the director of Juvenile Services or Facility Administrator. Upon receipt of

notification from the TJJD, the Director of Juvenile Services, Facility Administrator, or the Juvenile Board shall conduct an internal investigation which shall be forwarded to TJJD upon completion.

- (2) In the event the TJJD receives notice from a member of the public that a certified officer has been convicted of or received deferred adjudication for any offense listed under TAC 344.400, the TJJD shall in writing notify the Juvenile Board, and provided the alleged violation does not involve the Director of Juvenile Services or Facility Administrator, shall also notify in writing the Director of Juvenile Services or Facility Administrator. Upon receiving notice from the TJJD, the Director of Juvenile Services, Facility Administrator, or the Juvenile Board shall investigate, and if disqualifying criminal history exists, shall request disciplinary action in accordance with this policy and TAC 349.300(a)(2).

TJJD Initiated Disciplinary Action

The TJJD may initiate a disciplinary action when it discovers through a monitoring visit, compliance audit or as a result of receiving notice in any other manner that an individual currently certified by the TJJD does not meet the requirements under TAC 344.810; or the TJJD confirms that a certified officer has committed a Code of Ethics violation; or the TJJD confirms that abuse, neglect or exploitation has occurred in a juvenile justice department.

Under the authority of Section 141.064 of the Texas Human Resources Code, the TJJD may, upon a determination that censure is warranted, impose one of the following actions for a violation of law or a TJJD administrative rule:

- (1) Revocation of an officer's certification;
- (2) Suspension of an officer's certification; or
- (3) Reprimand of a certified officer.

A person is entitled to a hearing if revocation or suspension of an officer's certification is recommended by the TJJD.

The disciplinary process for certified juvenile probation officers and juvenile supervision officers is outlined in Chapter 349.

II. Definitions:

Juvenile: a person who is under the jurisdiction of the juvenile court, confined in a juvenile justice facility, or participating in a juvenile justice program.

Juvenile Justice Professional: is defined as a person who is certified as a juvenile probation officer or juvenile supervision officer and who is employed by a juvenile probation department, juvenile justice program, or a juvenile justice facility.

III. Procedure: None

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision	
Chapter 1: Juvenile Probation Officer Certification/Duties/Responsibilities	
Section 8: Physical & Mechanical Restraints	Related Standards: TAC 341.65; 341.66 ; 341.67; 341.68; 341.69; 341.70

I. Policy:

Restraint Requirements [341.66]:

The use of physical and mechanical restraints shall only be utilized by juvenile probation officers (outside of secure pre-adjudication detention, short-term detention (holdover), and post-adjudication correctional facility settings). Prior to participating in any restraint, juvenile probation officers shall be certified in the use of an approved physical restraint technique (the Department utilizes Handle With Care) and trained in the use of all approved mechanical restraint devices. Restraints shall only be used in instances of threat of imminent self-injury, injury to others, or serious property damage. A restraint shall only be used as a last resort, and only the amount of force and type of restraint necessary to control the situation shall be used. Restraints shall be implemented in such a way as to protect the health and safety of the juvenile and others. Restraints shall be terminated as soon as the juvenile's behavior indicates that the threat of imminent self-injury, injury to others, or serious property damage has subsided.

A juvenile must be under the jurisdiction of the juvenile court for a physical or mechanical restraint to be applied by a juvenile probation officer.

Prohibitions [341.67]:

Restraints that employ a technique listed below are prohibited:

1. Restraints used for punishment, discipline, retaliation, harassment, compliance, or intimidation;
2. Restraints that deprive the juvenile of basic human necessities including restroom privileges, water, food and clothing;
3. Restraints that are intended to inflict pain;
4. Restraints that put a juvenile face down with sustained or excessive pressure on the back or chest cavity;
5. Restraints that put a juvenile face down with pressure on the neck or head;
6. Restraints that obstruct the airway or impair the breathing of the juvenile;
7. Restraints that restrict the juvenile's ability to communicate;
8. Restraints that obstruct the view of the juvenile's face;
9. Any technique that does not require the monitoring of the juvenile's respiration and other signs of physical distress during the restraint; and
10. Percussive or electrical shocking devices.

Documentation [341.68]:

Except as provided by TAC 341.71(a), all restraints shall be fully documented and maintained. Written documentation regarding the use of restraints shall require at a minimum:

1. Name of juvenile;
2. Staff member(s) name and title (s) who administered the restraint;
3. Date of the restraint;
4. Duration of the restraint including notation of the time the restraint began and ended;
5. Location of the restraint;
6. Description of the preceding activities;
7. Behavior which prompted the restraint;
8. Type of restraint applied
9. Efforts made to de-escalate the situation and alternatives to restraint that were attempted; and

10. Any injury that occurred during the restraint.

Physical Restraint [TAC 341.69]:

In addition to the requirements found in 341.66, 341.67, and 341.68, juvenile probation officers shall be re-certified in the approved physical restraint technique at least every two years. However, the Department utilizes Handle with Care as its approved personal restraint technique and it requires certification on an annual basis. TJJD holds the Department to the higher of the two requirements, and juvenile probation officers shall be re-certified in Handle with Care **every** year.

Mechanical Restraint [341.70(1) and 341.70(2)]:

In addition to the requirements found in TAC 341.66, 341.67, and 341.68, the use of mechanical restraint shall be governed by the following criteria:

1. Requirements:

- a. mechanical restraints shall only be used in a manner consistent with their intended use; and
- b. there shall be provisions for the inspection and maintenance of mechanical restraint devices.

2. Prohibitions:

- a. mechanical restraint devices shall not be altered from the manufacturers design;
- b. a juvenile shall not be placed face down while restrained in any mechanical restraint for a period of time longer than necessary to apply the restraint devices;
- c. a mechanical restraint shall not secure a juvenile in a prone (face down) position with his or her arms and/or hands behind the juvenile's back and secured to the juvenile's legs ("hog-tying");
- d. mechanical restraint devices shall not be secured so tightly as to interfere with circulation nor so loosely as to cause chafing of the skin;
- e. mechanical restraint devices shall not be secured to a stationary object.
- f. a juvenile in mechanical restraints shall not participate in any non-essential physical activity (other than walking, sitting, etc.); and
- g. plastic cuffs shall only be used in emergency situations (riots, mass restraints, etc.).

The inspection and maintenance of mechanical restraint devices shall be conducted on at least an annual basis. The inspection shall include a physical inventory of all restraint devices, and a determination that each restraint device is in working order and that it has not been altered from the manufacturer's original design.

A juvenile shall not be mechanically restrained to any stationary object (non-moveable object such as a pole, wall, etc.) or to any non-stationary object (chair, desk, table, etc.)

II. Definitions:

Approved Physical Restraint Technique: a professionally trained restraint technique that uses a person's physical exertion to completely or partially constrain another person's body movement without the use of mechanical restraints. The approved physical restraint technique shall be approved for use by the TJJD and adopted by the juvenile board.

Approved Mechanical Restraint Devices: a professionally manufactured mechanical device to aid in the restriction of a person's bodily movement. The approved mechanical restraint shall be approved by the TJJD and adopted by the juvenile board. The following are TJJD approved mechanical restraint devices:

Ankle Cuffs: metal, cloth or leather band designed to be fastened around the ankle to restrain free movement of the legs;

Anklelets: cloth or leather band designed to be fastened around the ankle or leg;

Handcuffs: metal devices designed to be fastened around the wrist to restrain free movement of the hands and arms;

Plastic Cuffs: plastic devices designed to be fastened around the wrist or legs to restrain free movement of hands, arms or legs;

Waist Band: a cloth, leather, or metal band designed to be fastened around the waist used to secure the arms to the sides or front of the body; and

Wristlets: a cloth or leather band designed to be fastened around the wrist or arm which may be secured to a waist belt.

Restraints: physical or mechanical restraint.

III. Procedure:

- A. Juvenile probation officers shall only use restraints in instances of threat of imminent self-injury, injury to others, or serious property damage. A restraint shall only be used as a last resort, and only the amount of force necessary to control the situation shall be used.
- B. Any restraint that is applied shall be documented on an Incident Report.
- C. All juvenile probation officers are responsible for ensuring that they maintain re-certification of Handle with Care annually.
- D. When a juvenile's behavior indicates that the threat of imminent self-injury, injury to others or serious property damage are present, law enforcement should be contacted to take the subject into custody. It is preferred that law enforcement transports all juveniles needing to be brought into custody. However, when circumstances require a juvenile probation officer to take a juvenile into custody, prior approval is required from Administration. Two certified juvenile probation officers trained in Handle with Care shall be present during the custody process. Due to safety precautions, juvenile probation officers shall not pursue a juvenile that runs from custody.

I. Policy:

All employees are prohibited from carrying firearms, knives, or chemical dispensing devices on any properties owned, operated, or leased by/or under the jurisdiction of the Dallas County Juvenile Department. Law Enforcement/Security Staff assigned to the Dallas County Juvenile Department shall adhere to policies set forth by their supervising agencies in compliance with Texas laws, regulations, and statues governing them while performing their duties.

II. Definitions: None

III. Procedure:

- A. All employees are prohibited from possessing any weapons on Dallas County premises, whether in the course of performing work duties or not (i.e. attending meetings, trainings, visiting, etc.).

I. Policy:

The Juvenile Department promotes and encourages safety measures to ensure the safety of all employees.

II. Definitions: None

III. Procedure:

- A. Juvenile probation officers shall leave a detailed itinerary with all visits that shall be conducted while in the field and shall be required to contact the secretary, assistant supervisor or supervisor with any changes. The itinerary shall list specific names of schools, juveniles for home visits, etc.;
- B. Juvenile probation officers are required to carry a cell phone while conducting field visits. Officers shall be required to give their supervisor contact information if they choose to use their personal cell phones while in the field. Supervisors must have access to officers at all times during the course of their work day;
- C. Juvenile probation officers are required to check in with their unit secretary, assistant supervisor or supervisor every two (2) hours while in the field;
- D. Juvenile probation officers are encouraged to conduct home visits with another officer when possible;
- E. Juvenile probation officers are encouraged to conduct home visits after dark only during the ride along with the assigned police sub-division;
- F. All field juvenile probation officers are required to participate in the ride along program if it is available in their district;
- G. Juvenile probation officers should restrict juveniles from bringing anyone to reporting other than the parent, guardian or custodian and/or mentors, counselors, etc. Friends, cousins, other relatives, etc. shall not be allowed;
- H. Juvenile probation officers shall restrict juveniles from wearing or bringing any gang related paraphernalia to the reporting site or field office;
- I. Juvenile probation officers shall avoid being left along with a juvenile and/or family during reporting or field office visits when possible;
- J. All non-Departmental employee visitors shall be escorted to and from the waiting area.
- K. Juvenile probation officers shall not use personal vehicles to transport juveniles unless prior approval is granted by Administration. Approval may be granted on a case by case basis. When approval has been granted, two probation officers shall be present and one officer should be seated in the back seat with the juvenile; and
- L. Probation officers shall not provide routine transportation of juveniles and families to program visits, to and from reporting, etc. Use of personal vehicles should be avoided due to liability issues.

I. Policy:

It shall be the policy of Dallas County Juvenile Department to maintain and promote a safe environment for gay, lesbian, bisexual, transgender, and questioning (GLBTQ) youth in Dallas County Juvenile Department operated pre-adjudication and post-adjudication institutional facilities. All Department staff, volunteers, interns and contract providers are prohibited from engaging in any form of discrimination against or harassment of youth on the basis of actual or perceived sexual orientation, gender identity, and gender expression. The Dallas County Juvenile Department is committed to providing a healthy and accepting setting for all youth placed in its facilities and treating all with dignity and respect. Any discrimination against or harassment of youth, including by other youth, will not be tolerated. Department staff shall recognize and address the individual needs of the youth and shall apply policies and practices fairly to all youth in our facilities.

II. Definitions:

GLBTQ youth: For purposes of the protections of this policy, youth shall include youth who have self-identified or are perceived by others as gay, lesbian, bisexual, transgender or questioning their sexual orientation or gender identity.

GLBTQ: is an acronym commonly used to refer to gay, lesbian, bisexual, transgender, and questioning individuals.

Gay: refers to a person who is emotionally, romantically, and sexually attracted to people of the same gender. Sometimes, it may be used to refer to gay men and boys only. It is preferred over the term "homosexual."

Lesbian: refers to a female who is emotionally, romantically, and sexually attracted to other females.

Bisexual: refers to a person who is attracted to, and may form sexual and romantic relationships with either males or females.

Questioning: refers to a person, often an adolescent, who is exploring or questioning issues of sexual orientation or gender identity or expression in his or her life. Some questioning people will ultimately identify as gay, lesbian, bisexual or transgender; others will self-identify as heterosexual and not transgender.

Sexual orientation: refers to a person's emotional, romantic, and sexual attraction to persons of the same or different gender.

Gender identity: refers to a person's internal sense of themselves as male, female, no gender, or another gender, regardless of anatomy.

Gender expression: refers to the manner in which a person expresses his or her gender through clothing, appearance, behavior, speech, etc. A person's gender expression may vary from the norms traditionally associated with his or her assigned sex at birth. Gender expression is a separate concept from sexual

orientation and gender identity. For example, a male may exhibit an effeminate manner, but identify as a heterosexual male.

Transgender: may be used as an umbrella term to include all persons whose gender identity or gender expression do not match society's expectations of how an individual of that gender should behave in relation to his or her gender. For purposes of protection from discrimination and harassment, transgender refers to both self-identified transgender individuals and individuals perceived as transgender without regard to whether they qualify for a diagnosis of Gender Identity Disorder.

Gender Identity Disorder (GID): is a diagnosis listed in the Diagnostic and Statistical Manual of Mental Disorders IV (DSM IV). Some individuals whose gender identity conflicts with the sex assigned to them at birth may be diagnosed with GID. Certain treatments, such as hormone therapy or sex reassignment surgery, may be recommended for individuals diagnosed with GID.

III. Procedures:

- A. Safety and security, as well as good child care practices (Dallas County Juvenile Department core values and code of ethics), remain paramount for all youth in Dallas County Juvenile Department facilities.
- B. All youth, regardless of gender identity, gender expression or sexual orientation, need to feel safe in their surroundings, in order for positive programming and youth outcomes to occur.
- C. Rules must be maintained with dignity and respect for all residents, regardless of their gender identity, gender expression, or sexual orientation.
- D. Staff should help youth to understand their decisions, and youth should be given the appropriate opportunity to express themselves.
- E. Staff should provide youth with information about the staffing process, and the right to request a uniform or facility change through the outlined Grievance Procedure.
- F. Unless there is reason to the contrary, staff should not over-emphasize gender identity, gender expression, and sexual orientation issues (i.e., youth are placed in Dallas County Juvenile Department facilities because of their behaviors, not their gender identities, gender expression, or sexual orientations).
- G. Staff should set a good example and make residents aware that any anti-GLBTQ threats of violence, actual violence, or disrespectful or suggestive comments or gestures will not be tolerated concerning any Dallas County Juvenile Department youth.
- H. The treatment team should decide how to approach certain issues, as they would with behavior of any youth (i.e., as a team or in each specific unit). Good childcare practice requires consistency.
- I. Certain behaviors are inappropriate regardless of gender identity, gender expression or sexual orientation (e.g., seductive or sexual behavior, exchanging sexually suggestive notes). Staff must maintain boundaries for safe and appropriate behavior with all residents.
- J. As with all residents, GLBTQ residents shall be included in all activities or jobs for which they qualify and show a positive interest.

I. Policy:

The Prison Rape Elimination Act of 2003(PREA) is a federal law that supports the elimination, reduction, and prevention of sexual abuse in adult and juvenile facilities as well as community correction programs. Pursuant to PREA, the National Standards to Prevent, Detect, and Respond to Prison Rape: Final Rule were posted to the Federal Register on June 20, 2012 and became law on August 20, 2012.

The standards apply to all facilities operated by the Juvenile Department, and any facility that contracts with the Department shall be obligated to adopt and comply with the PREA standards [§ 115.312].

Prevention Planning

Zero Tolerance: PREA Coordinator [§ 115.311]:

The Dallas County Juvenile Department mandates zero tolerance toward all forms of sexual abuse and sexual harassment. The safety and well-being of all referred juveniles is paramount, and the Department shall extend all efforts to prevent, detect, and respond to such conduct.

The Department shall designate a PREA coordinator with sufficient time and authority to develop, implement, and oversee the Department's efforts to comply with the PREA standards in all of its facilities. Further, PREA compliance managers shall be designated for each Department operated facility with sufficient time and authority to coordinate the facility's efforts to comply with the PREA standards.

Supervision and Monitoring [§ 115.313]:

The Department shall ensure that all of the facilities it operates develop, implement and document a staffing plan that provides for adequate levels of staffing, and where applicable, video monitoring, to protect residents against sexual abuse. The following shall be taken into consideration:

- (1) Generally accepted juvenile detention and correctional/secure residential practices;
- (2) Any judicial findings of inadequacy;
- (3) Any findings of inadequacy from Federal investigative agencies;
- (4) Any findings of inadequacy from internal or external oversight bodies;
- (5) All components of the facility's physical plant (including "blind spots" or areas where staff or residents may be isolated);
- (6) The composition of the resident population;
- (7) The number and placement of supervisory staff;
- (8) Institution programs occurring on a particular shift;
- (9) Any applicable State or local laws, regulations, or standards;
- (10) The prevalence of substantiated and unsubstantiated incidents of sexual abuse; and
- (11) Any other relevant factors.

Each secure facility shall maintain staff ratios of a minimum 1:8 during resident waking hours and 1:16 during resident sleeping hours, except during limited and discrete exigent circumstances, which shall be fully documented. Only security staff (juvenile supervision officers) shall be included in these ratios. Each facility shall have until October 1, 2017 to achieve compliance with the staffing ratios set forth in this paragraph.

Whenever necessary, but no less frequently than one year, each Department operated facility shall, in consultation with the PREA coordinator, assess, determine, and document whether adjustments are needed to

the staffing plan; prevailing staffing patterns; the facility's deployment of video monitoring systems and other technologies; and the resources the facility has available to commit to ensure adherence to the staffing plan.

Each secure facility shall ensure that supervisory staff conduct and document unannounced rounds on all shifts to identify and deter staff sexual abuse and sexual harassment. Staff shall be prohibited from alerting other staff members that these supervisory rounds are occurring.

Limits to Cross-Gender Viewing and Searches [§ 115.315]:

Cross gender pat-down searches and strip searches of any resident is prohibited in all Department operated facilities. Anal or genital body cavity searches are also prohibited.

All Department facilities shall require that a staff member of the opposite gender announce his or her presence when entering a resident housing unit.

Residents with Disabilities and Residents who are Limited English Proficient [§ 115.316]:

The Department shall take appropriate steps to ensure that residents with disabilities (including, for example, residents who are deaf or hard of hearing, those who are blind or have low vision, or those who have intellectual, psychiatric, or speech disabilities), have an equal opportunity to participate in or benefit from all aspects of the agency's efforts to prevent, detect, and respond to sexual abuse and sexual harassment.

The Department shall take reasonable steps to ensure meaningful access to all aspects of the agency's efforts to prevent, detect, and respond to sexual abuse and sexual harassment to residents who are limited English proficient, including steps to provide interpreters who can interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary.

The Department shall not rely on resident interpreters, resident readers, or other types of resident assistants except in limited circumstances where an extended delay in obtaining an effective interpreter could compromise the resident's safety.

Hiring and Promotion Decisions [§ 115.317]:

The Department shall not hire or promote anyone who may have contact with residents, and shall not enlist the services of any contractor who may have contact with residents, who:

- (1) Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997);
- (2) Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or
- (3) Has been civilly or administratively adjudicated to have engaged in the activity described in number 2 above.

The Department shall consider any incidents of sexual harassment in determining whether to hire or promote anyone, or to enlist the services of any contractor, who may have contact with residents.

Before hiring new employees who may have contact with residents, the Department shall:

- (1) Perform a criminal background records check;
- (2) Consult any child abuse registry maintained by the State or locality in which the employee would work; and
- (3) Consistent with Federal, State, and local law, make its best efforts to contact all prior institutional employers for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse.

The Department shall also perform a criminal background records check, and consult applicable child abuse registries, before enlisting the services of any contractor who may have contact with residents.

The Department shall either conduct criminal background records checks at least every five years of current employees and contractors who may have contact with residents or have in place a system for otherwise capturing such information for current employees.

The Department shall also ask all applicants and employees who may have contact with residents directly about previous misconduct described in the first paragraph of this section in written applications or interviews for hiring or promotions and in any interviews or written self-evaluations conducted as part of reviews of current employees. The Department shall also impose upon employees a continuing affirmative duty to disclose any such misconduct.

Material omissions regarding such misconduct, or the provision of materially false information, shall be grounds for termination.

Unless prohibited by law, the Department shall provide information on substantiated allegations of sexual abuse or sexual harassment involving a former employee upon receiving a request from an institutional employer for whom such employee has applied to work.

A criminal history search through the Texas Department of Public Safety (DPS) Fingerprint Applicant Services of Texas (FAST) shall be conducted on all prospective employees, volunteers, interns, and contractors in accordance with TAC 344 prior to employment and/or access to juveniles in the Department. The Department prohibits direct unsupervised access to juveniles in the Department by any person with a disqualifying criminal history as described in TAC 344.400 (Disqualifying Criminal History). Further, The Department shall submit, within 24 months of the initial certification date, and every 24 months thereafter based on the officer's birth month, documentation that the criminal history search requirements in TAC 344.300 (Criminal History Searches for Positions Requiring Certification) have been met.

Upgrades to Facilities and Technologies [§ 115.318]:

When designing or acquiring any new facility and in planning any substantial expansion or modification of existing facilities, the Department shall consider the effect of the design, acquisition, expansion, or modification upon the Department's ability to protect residents from sexual abuse.

When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology, the Department shall consider how such technology may enhance the agency's ability to protect residents from sexual abuse.

Responsive Planning

Evidence Protocol and Forensic Medical Examinations [§ 115.321]:

To the extent the Department is responsible for investigating allegations of sexual abuse, the Department shall follow a uniform evidence protocol that maximizes the potential for obtaining usable physical evidence for administrative proceedings and criminal prosecutions.

The protocol shall be developmentally appropriate for youth and, as appropriate, shall be adapted from or otherwise based on the most recent edition of the U.S. Department of Justice's Office on Violence Against Women publication, "A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents," or similarly comprehensive and authoritative protocols developed after 2011.

The Department shall offer all residents who experience sexual abuse access to forensic medical examinations whether on-site or at an outside facility, without financial cost, where evidentiary or medically appropriate. Such examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs) where possible. If SAFEs or SANEs cannot be made available, the examination can be

performed by other qualified medical practitioners. The Department shall document its efforts to provide SAFEs or SANEs.

The Department shall attempt to make available to the victim a victim advocate from a rape crisis center. If a rape crisis center is not available to provide victim advocate services, the Department shall make available to provide these services a qualified staff member from a community-based organization or a qualified Department staff member. The Department shall document efforts to secure services from rape crisis centers.

For the purpose of this standard, a rape crisis center refers to an entity that provides intervention and related assistance such as the services specified in 42 U.S.C. 14043g(b)(2)(C), to victims of sexual assault of all ages. The Department may utilize a rape crisis center that is part of a governmental unit as long as the center is not part of the criminal justice system (such as a law enforcement agency) and offers a comparable level of confidentiality as a nongovernmental entity that provides similar victim services.

The Parkland Health and Hospital System Victim Intervention Program /Rape Crisis Program is the designated provider.

As requested by the victim, the victim advocate, qualified agency staff member, or qualified community-based organization staff member shall accompany and support the victim through the forensic medical examination process and investigatory interviews and shall provide emotional support, crisis intervention, information, and referrals.

To the extent the Department itself is not responsible for investigating allegations of sexual abuse, the Department shall request that the investigating agency follow the requirements of paragraphs of this section listed above.

The requirements of paragraphs this section listed above of shall also apply to:

- (1) Any State entity outside of the Department that is responsible for investigating allegations of sexual abuse in juvenile facilities; and
- (2) Any Department of Justice component that is responsible for investigating allegations of sexual abuse in juvenile facilities.

For the purposes of this standard, a qualified Department staff member or a qualified community-based staff member shall be an individual who has been screened for appropriateness to serve in this role and has received education concerning sexual assault and forensic examination issues in general.

Policies to Ensure Referrals of Allegations for Investigations [§ 115.322]:

The Department shall ensure that an administrative or criminal investigation is completed for all allegations of sexual abuse and sexual harassment.

The Department shall ensure that allegations of sexual abuse or sexual harassment are referred for investigation to an agency with the legal authority to conduct criminal investigations, unless the allegation does not involve potentially criminal behavior.

The Dallas County Sheriff's Office is the designated law enforcement agency to conduct investigations of any potentially criminal behavior that stems from a sexual abuse or sexual harassment allegation that occurs in any Department operated facility.

Training and Education

Employee Training [§ 115.331]:

The Department shall train all employees who may have contact with residents on:

- (1) Its zero-tolerance policy for sexual abuse and sexual harassment;

- (2) How to fulfill their responsibilities under agency sexual abuse and sexual harassment prevention, detection, reporting, and response policies and procedures;
- (3) Residents' right to be free from sexual abuse and sexual harassment;
- (4) The right of residents and employees to be free from retaliation for reporting sexual abuse and sexual harassment;
- (5) The dynamics of sexual abuse and sexual harassment in juvenile facilities;
- (6) The common reactions of juvenile victims of sexual abuse and sexual harassment;
- (7) How to detect and respond to signs of threatened and actual sexual abuse and how to distinguish between consensual sexual contact and sexual abuse between residents;
- (8) How to avoid inappropriate relationships with residents;
- (9) How to communicate effectively and professionally with residents, including lesbian, gay, bisexual, transgender, intersex, or gender nonconforming residents;
- (10) How to comply with relevant laws related to mandatory reporting of sexual abuse to outside authorities; and
- (11) Relevant laws regarding the applicable age of consent.

Such training shall be tailored to the unique needs and attributes of the residents of the Department's operated facilities and to the gender of the residents at the employee's facility. The employee shall receive additional training if the employee is reassigned from a facility that houses only male residents to a facility that houses only female residents, or vice versa.

All current employees who have not received such training shall be trained within one year of the effective date of the PREA standards (August 20, 2013), and the Department shall provide each employee with refresher training every two years to ensure that all employees know the agency's current sexual abuse and sexual harassment policies and procedures.

In years in which an employee does not receive refresher training, the Department shall provide refresher information on current sexual abuse and sexual harassment policies.

The Department shall document, through employee signature or electronic verification, that employees understand the training they have received.

TAC 344 requires that all juvenile supervision officers and juvenile probation officers employed by the Department receive training on PREA prior to performing the duties of a certified officer and for certification.

Volunteer and Contractor Training [§ 115.332]:

The Department shall ensure that all volunteers and contractors who have contact with residents have been trained on their responsibilities under the Department's sexual abuse and sexual harassment prevention, detection, and response policies and procedures.

The level and type of training provided to volunteers and contractors shall be based on the services they provide and level of contact they have with residents, but all volunteers and contractors who have contact with residents shall be notified of the agency's zero-tolerance policy regarding sexual abuse and sexual harassment and informed how to report such incidents.

The Department shall maintain documentation confirming that volunteers and contractors understand the training they have received.

Resident Education [§ 115.333]:

During the intake process, residents shall receive information explaining, in an age appropriate fashion, the Department's zero tolerance policy regarding sexual abuse and sexual harassment and how to report incidents or suspicions of sexual abuse or sexual harassment.

Within 10 days of intake, the agency shall provide comprehensive age-appropriate education to residents either in person or through video regarding their rights to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents, and regarding Department policies and procedures for responding to such incidents.

Current residents who have not received such education shall be educated within one year of the effective date of the PREA standards, and shall receive education upon transfer to a different facility to the extent that the policies and procedures of the resident's new facility differ from those of the previous facility.

The Department shall provide resident education in formats accessible to all residents, including those who are limited English proficient, deaf, visually impaired, or otherwise disabled, as well as to residents who have limited reading skills.

The Department shall maintain documentation of resident participation in these education sessions. In addition to providing such education, the agency shall ensure that key information is continuously and readily available or visible to residents through posters, resident handbooks, or other written formats.

Specialized Training: Investigations [§ 115.334]:

In addition to the general training provided to all employees pursuant to § 115.331, the Department shall ensure that, to the extent the Department itself conducts sexual abuse investigations, its investigators have received training in conducting such investigations in confinement settings.

Specialized training shall include techniques for interviewing juvenile sexual abuse victims, proper use of *Miranda* and *Garrity* warnings, sexual abuse evidence collection in confinement settings, and the criteria and evidence required to substantiate a case for administrative action or prosecution referral.

The Department shall maintain documentation that agency investigators have completed the required specialized training in conducting sexual abuse investigations.

Specialized Training: Medical and Mental Health Care [§ 115.335]:

The Department shall ensure that all full- and part-time medical and mental health care practitioners who work regularly in its facilities have been trained in:

- (1) How to detect and assess signs of sexual abuse and sexual harassment;
 - (2) How to preserve physical evidence of sexual abuse;
 - (3) How to respond effectively and professionally to juvenile victims of sexual abuse and sexual harassment;
- and
- (4) How and to whom to report allegations or suspicions of sexual abuse and sexual harassment.

If medical staff employed by the Department conduct forensic examinations, such medical staff shall receive the appropriate training to conduct such examinations.

The Department shall maintain documentation that medical and mental health practitioners have received the training referenced in this standard either from the agency or elsewhere.

Medical and mental health care practitioners shall also receive the training mandated for employees under § 115.331 or for contractors and volunteers under § 115.332, depending upon the practitioner's status with the agency.

All medical practitioners that provide services in Department operated facilities are employees of Parkland Health and Hospital System and are contractors with the Department.

Screening for Risk of Sexual Victimization and Abusiveness

Obtaining Information from Residents [§ 115.341]:

Within 72 hours of the resident's arrival at the facility and periodically throughout a resident's confinement, the Department shall obtain and use information about each resident's personal history and behavior to reduce the risk of sexual abuse by or upon a resident.

Such assessments shall be conducted using an objective screening instrument.

At a minimum, the Department shall attempt to ascertain information about:

- (1) Prior sexual victimization or abusiveness;
- (2) Any gender nonconforming appearance or manner or identification as lesbian, gay, bisexual, transgender, or intersex, and whether the resident may therefore be vulnerable to sexual abuse;
- (3) Current charges and offense history;
- (4) Age;
- (5) Level of emotional and cognitive development;
- (6) Physical size and stature;
- (7) Mental illness or mental disabilities;
- (8) Intellectual or developmental disabilities;
- (9) Physical disabilities;
- (10) The resident's own perception of vulnerability; and
- (11) Any other specific information about individual residents that may indicate heightened needs for supervision, additional safety precautions, or separation from certain other residents.

This information shall be ascertained through conversations with the resident during the intake process and medical and mental health screenings; during classification assessments; and by reviewing court records, case files, facility behavioral records, and other relevant documentation from the resident's files.

The Department shall implement appropriate controls on the dissemination within the facility of responses to questions asked pursuant to this standard in order to ensure that sensitive information is not exploited to the resident's detriment by staff or other residents.

Placement of Residents in Housing, Bed, Program, Education, and Work Assignments [§ 115.342]:

The Department shall use all information obtained pursuant to § 115.341 and subsequently to make housing, bed, program, education, and work assignments for residents with the goal of keeping all residents safe and free from sexual abuse.

Residents may be isolated from others only as a last resort when less restrictive measures are inadequate to keep them and other residents safe, and then only until an alternative means of keeping all residents safe can be arranged. During any period of isolation, agencies shall not deny residents daily large-muscle exercise and any legally required educational programming or special education services. Residents in isolation shall receive daily visits from a medical or mental health care clinician. Residents shall also have access to other programs and work opportunities to the extent possible.

Lesbian, gay, bisexual, transgender, or intersex residents shall not be placed in particular housing, bed, or other assignments solely on the basis of such identification or status, nor shall agencies consider lesbian, gay, bisexual, transgender, or intersex identification or status as an indicator of likelihood of being sexually abusive.

In deciding whether to assign a transgender or intersex resident to a facility for male or female residents, and in making other housing and programming assignments, the agency shall consider on a case-by-case basis whether a placement would ensure the resident's health and safety, and whether the placement would present management or security problems.

Placement and programming assignments for each transgender or intersex resident shall be reassessed at least twice each year to review any threats to safety experienced by the resident.

A transgender or intersex resident's own views with respect to his or her own safety shall be given serious consideration.

Transgender and intersex residents shall be given the opportunity to shower separately from other residents.

If a resident is isolated pursuant to paragraph two of this section, the facility shall clearly document:

- (1) The basis for the facility's concern for the resident's safety; and
- (2) The reason why no alternative means of separation can be arranged.

Every 30 days, the facility shall afford each resident described in paragraph above a review to determine whether there is a continuing need for separation from the general population.

Reporting

Resident Reporting [§ 115.351]:

The Department shall provide multiple internal ways for residents to privately report sexual abuse and sexual harassment, retaliation by other residents or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents.

The Department shall also provide at least one way for residents to report abuse or harassment to a public or private entity or office that is not part of the agency and that is able to receive and immediately forward resident reports of sexual abuse and sexual harassment to agency officials, allowing the resident to remain anonymous upon request. Residents detained solely for civil immigration purposes shall be provided information on how to contact relevant consular officials and relevant officials at the Department of Homeland Security.

Staff shall accept reports made verbally, in writing, anonymously, and from third parties and shall promptly document any verbal reports.

The facility shall provide residents with access to tools necessary to make a written report.

The Department shall provide a method for staff to privately report sexual abuse and sexual harassment of residents.

TAC Chapter 358.440 (Reporting of Allegations by Juveniles) requires that juveniles in a facility shall have the right to report to the Texas Juvenile Justice Department alleged abuse, neglect, and exploitation, including death. Juveniles shall be advised in writing during orientation into the facility of their right to report allegations and of TJJD's toll-free number (877-786-7263) available for reporting allegations.

Exhaustion of Administrative Remedies [§ 115.352]:

The Department shall be exempt from this standard if it does not have administrative procedures to address resident grievances regarding sexual abuse.

Any allegations regarding sexual abuse discovered by a grievance would be reported to the appropriate oversight agency and law enforcement.

Resident Access to Outside Support Services and Legal Representation [§ 115.353]:

The facility shall provide residents with access to outside victim advocates for emotional support services related to sexual abuse, by providing, posting, or otherwise making accessible mailing addresses and telephone numbers, including toll free hotline numbers where available, of local, State, or national victim advocacy or

rape crisis organizations, and, for persons detained solely for civil immigration purposes, immigrant services agencies. The facility shall enable reasonable communication between residents and these organizations and agencies, in as confidential a manner as possible.

The facility shall inform residents, prior to giving them access, of the extent to which such communications will be monitored and the extent to which reports of abuse will be forwarded to authorities in accordance with mandatory reporting laws.

The Department shall maintain or attempt to enter into a memoranda of understanding or other agreements with community service providers that are able to provide residents with confidential emotional support services related to sexual abuse. The agency shall maintain copies of agreements or documentation showing attempts to enter into such agreements.

The facility shall also provide residents with reasonable and confidential access to their attorneys or other legal representation and reasonable access to parents or legal guardians.

Third-Party Reporting [§ 115.354]:

The Department shall establish a method to receive third-party reports of sexual abuse and sexual harassment and shall distribute publicly information on how to report sexual abuse and sexual harassment on behalf of a resident.

All Department staff, volunteers, and interns are trained on how to report any allegations of abuse, neglect, and exploitation involving a juvenile. Further, required postings and brochures are located throughout all public and housing areas of the Department's operated facilities containing information on how to report any alleged abuse, neglect, or exploitation.

Official Response Following a Resident Report

Staff and Agency Reporting Duties [§ 115.361]:

The Department shall require all staff to report immediately and according to Department policy any knowledge, suspicion, or information they receive regarding an incident of sexual abuse or sexual harassment that occurred in a facility, whether or not it is part of the Department; retaliation against residents or staff who reported such an incident; and any staff neglect or violation of responsibilities that may have contributed to an incident or retaliation.

The Department shall also require all staff to comply with any applicable mandatory child abuse reporting laws.

Apart from reporting to designated supervisors or officials and designated State or local services agencies, staff shall be prohibited from revealing any information related to a sexual abuse report to anyone other than to the extent necessary, as specified in agency policy, to make treatment, investigation, and other security and management decisions.

Medical and mental health practitioners shall be required to report sexual abuse to designated supervisors and officials pursuant to paragraph one of this section, as well as to the designated State or local services agency where required by mandatory reporting laws.

Such practitioners shall be required to inform residents at the initiation of services of their duty to report and the limitations of confidentiality.

Upon receiving any allegation of sexual abuse, the facility head or his or her designee shall promptly report the allegation to the appropriate agency office and to the alleged victim's parents or legal guardians, unless the facility has official documentation showing the parents or legal guardians should not be notified.

If the alleged victim is under the guardianship of the child welfare system, the report shall be made to the alleged victim's caseworker instead of the parents or legal guardians.

If a juvenile court retains jurisdiction over the alleged victim, the facility head or designee shall also report the allegation to the juvenile's attorney or other legal representative of record within 14 days of receiving the allegation.

The facility shall report all allegations of sexual abuse and sexual harassment, including third-party and anonymous reports, to the facility's designated investigators.

Agency Protection Duties [§ 115.362]:

When the Department learns that a resident is subject to a substantial risk of imminent sexual abuse, it shall take immediate action to protect the resident.

Reporting to Other Confinement Facilities [§ 115.363]:

Upon receiving an allegation that a resident was sexually abused while confined at another facility, the head of the facility that received the allegation shall notify the head of the facility or appropriate office of the agency where the alleged abuse occurred and shall also notify the appropriate investigative agency.

Such notification shall be provided as soon as possible, but no later than 72 hours after receiving the allegation. The Department shall document that it has provided such notification. The facility head or Department office that receives such notification shall ensure that the allegation is investigated in accordance with these standards.

Staff First Responder Duties [§ 115.364]:

Upon learning of an allegation that a resident was sexually abused, the first staff member to respond to the report shall be required to:

- (1) Separate the alleged victim and abuser;
- (2) Preserve and protect any crime scene until appropriate steps can be taken to collect any evidence;
- (3) If the abuse occurred within a time period that still allows for the collection of physical evidence, request that the alleged victim not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating; and
- (4) If the abuse occurred within a time period that still allows for the collection of physical evidence, ensure that the alleged abuser does not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating.

If the first staff responder is not a security staff member, the responder shall be required to request that the alleged victim not take any actions that could destroy physical evidence, and then notify security staff.

Coordinated Response [§ 115.365]:

The facility shall develop a written institutional plan to coordinate actions taken in response to an incident of sexual abuse among staff first responders, medical and mental health practitioners, investigators, and facility leadership.

Preservation of Ability to Protect Residents from Contact with Abusers [§ 115.366]

Neither the Department nor any other governmental entity responsible for collective bargaining on the Department's behalf shall enter into or renew any collective bargaining agreement or other agreement that limits the Department's ability to remove alleged staff sexual abusers from contact with residents pending the outcome of an investigation or of a determination of whether and to what extent discipline is warranted.

Nothing in this standard shall restrict the entering into or renewal of agreements that govern:

- (1) The conduct of the disciplinary process, as long as such agreements are not inconsistent with the provisions of §§ 115.372 and 115.376; or

(2) Whether a no-contact assignment that is imposed pending the outcome of an investigation shall be expunged from or retained in the staff member's personnel file following a determination that the allegation of sexual abuse is not substantiated.

Agency Protection Against Retaliation [§ 115.367]:

The Department shall establish a policy to protect all residents and staff who report sexual abuse or sexual harassment or cooperate with sexual abuse or sexual harassment investigations from retaliation by other residents or staff and shall designate which staff members or departments are charged with monitoring retaliation.

The Department shall employ multiple protection measures, such as housing changes or transfers for resident victims or abusers, removal of alleged staff or resident abusers from contact with victims, and emotional support services for residents or staff who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.

For at least 90 days following a report of sexual abuse, the Department shall monitor the conduct or treatment of residents or staff who reported the sexual abuse and of residents who were reported to have suffered sexual abuse to see if there are changes that may suggest possible retaliation by residents or staff, and shall act promptly to remedy any such retaliation. Items the agency should monitor include any resident disciplinary reports, housing, or program changes, or negative performance reviews or reassignments of staff. The Department shall continue such monitoring beyond 90 days if the initial monitoring indicates a continuing need.

In the case of residents, such monitoring shall also include periodic status checks.

If any other individual who cooperates with an investigation expresses a fear of retaliation, the Department shall take appropriate measures to protect that individual against retaliation.

The Department's obligation to monitor shall terminate if the Department determines that the allegation is unfounded.

TAC 358.720 (Reassignment or Administrative Leave During the Internal Investigation) requires that upon gaining knowledge of alleged abuse, neglect or exploitation, and until the finding of the internal investigation is determined, the administrator or designee shall immediately place any person alleged to have abused, neglected or exploited a juvenile on administrative leave or reassign the person to a position having no contact with the alleged victim, relatives of the alleged victim, or other juveniles.

TAC 345.310 (Code of Ethics) requires that all juvenile justice professionals shall not interfere with or hinder any abuse, exploitation and neglect investigation, including a criminal investigation conducted by law enforcement or an investigation conducted pursuant to Texas Family Code Chapter 261 or Chapter 350 and Chapter 358 of this title.

The Department prohibits any form of retaliation directed at a person who reports an allegation of abuse, neglect, or exploitation whether that person is a resident, resident's parent, staff member, contractor, volunteer, intern, or member of the public. Further, the Department requires that all staff shall be vigilant in monitoring any form of retaliation and alert supervisory personnel immediately in accordance with TAC 345.310 (H) which requires that juvenile justice professionals shall report without reservation any corrupt or unethical behavior that could affect a juvenile or the integrity of the juvenile justice system.

Post-Allegation Protective Custody [§ 115.368]:

Any use of segregated housing to protect a resident who is alleged to have suffered sexual abuse shall be subject to the requirements of § 115.342.

Investigations

Criminal and Administrative Agency Investigations [§ 115.371]:

When the Department conducts its own investigations into allegations of sexual abuse and sexual harassment, it shall do so promptly, thoroughly, and objectively for all allegations, including third-party and anonymous reports.

Where sexual abuse is alleged, the Department shall use investigators who have received special training in sexual abuse investigations involving juvenile victims pursuant to § 115.334.

Investigators shall gather and preserve direct and circumstantial evidence, including any available physical and DNA evidence and any available electronic monitoring data; shall interview alleged victims, suspected perpetrators, and witnesses; and shall review prior complaints and reports of sexual abuse involving the suspected perpetrator.

The Department shall not terminate an investigation solely because the source of the allegation recants the allegation.

When the quality of evidence appears to support criminal prosecution, the Department shall conduct compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution.

The credibility of an alleged victim, suspect, or witness shall be assessed on an individual basis and shall not be determined by the person's status as resident or staff. No agency shall require a resident who alleges sexual abuse to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation.

Administrative investigations:

- (1) Shall include an effort to determine whether staff actions or failures to act contributed to the abuse; and
- (2) Shall be documented in written reports that include a description of the physical and testimonial evidence, the reasoning behind credibility assessments, and investigative facts and findings.

Criminal investigations shall be documented in a written report that contains a thorough description of physical, testimonial, and documentary evidence and attaches copies of all documentary evidence where feasible.

Substantiated allegations of conduct that appears to be criminal shall be referred for prosecution.

The agency shall retain all written reports referenced in paragraphs of this section for as long as the alleged abuser is incarcerated or employed by the agency, plus five years, unless the abuse was committed by a juvenile resident and applicable law requires a shorter period of retention.

The departure of the alleged abuser or victim from the employment or control of the facility or agency shall not provide a basis for terminating an investigation.

Any State entity or Department of Justice component that conducts such investigations shall do so pursuant to the above requirements.

When outside agencies investigate sexual abuse, the facility shall cooperate with outside investigators and shall endeavor to remain informed about the progress of the investigation.

TAC 358.700 (Internal Investigation), TAC 358.800 (Internal Investigation Report), and TAC 358.820 (Internal Investigation Report Components) contain internal investigation requirements including conducting the internal

investigation, initiation of the investigation, timeframe for internal investigation, and components of the internal investigation report.

Evidentiary Standard for Administrative Investigations [§ 115.372]:

The Department shall impose no standard higher than a preponderance of the evidence in determining whether allegations of sexual abuse or sexual harassment are substantiated.

Reporting to Residents [§ 115.373]:

Following an investigation into a resident's allegation of sexual abuse suffered in a Department operated facility, the Department shall inform the resident as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded.

If the Department did not conduct the investigation, it shall request the relevant information from the investigative agency in order to inform the resident.

Following a resident's allegation that a staff member has committed sexual abuse against the resident, the Department shall subsequently inform the resident (unless the agency has determined that the allegation is unfounded) whenever:

- (1) The staff member is no longer posted within the resident's unit;
- (2) The staff member is no longer employed at the facility;
- (3) The Department learns that the staff member has been indicted on a charge related to sexual abuse within the facility; or
- (4) The Department learns that the staff member has been convicted on a charge related to sexual abuse within the facility.

Following a resident's allegation that he or she has been sexually abused by another resident, the Department shall subsequently inform the alleged victim whenever:

- (1) The Department learns that the alleged abuser has been indicted on a charge related to sexual abuse within the facility; or
- (2) The Department learns that the alleged abuser has been convicted on a charge related to sexual abuse within the facility.

All such notifications or attempted notifications shall be documented.

The Department's obligation to report under this standard shall terminate if the resident is released from the Department's custody.

Discipline

Disciplinary Sanctions for Staff [§ 115.376]:

Staff shall be subject to disciplinary sanctions up to and including termination for violating agency sexual abuse or sexual harassment policies.

Termination shall be the presumptive disciplinary sanction for staff who have engaged in sexual abuse.

Disciplinary sanctions for violations of Department policies relating to sexual abuse or sexual harassment (other than actually engaging in sexual abuse) shall be commensurate with the nature and circumstances of the acts committed, the staff member's disciplinary history, and the sanctions imposed for comparable offenses by other staff with similar histories.

All terminations for violations of Department sexual abuse or sexual harassment policies, or resignations by staff who would have been terminated if not for their resignation, shall be reported to law enforcement agencies, unless the activity was clearly not criminal, and to any relevant licensing bodies.

TAC 345.310(F) (Code of Ethics) requires that juvenile justice professionals shall not be designated as a perpetrator in a TJJD abuse, exploitation, and neglect investigation, including a criminal investigation conducted by law enforcement or an investigation conducted pursuant to Texas Family Code Chapter 261 or Chapter 350 and Chapter 358 of this title. In accordance with TAC 345.310(a), juvenile justice professionals found to be in violation of this subsection shall be subject to disciplinary action, including, but not limited to suspension, revocation, or denial of the professional certification issued under the authority of TJJD.

Corrective Action for Contractors and Volunteers [§ 115.377]:

Any contractor or volunteer who engages in sexual abuse shall be prohibited from contact with residents and shall be reported to law enforcement agencies, unless the activity was clearly not criminal, and to relevant licensing bodies.

The facility shall take appropriate remedial measures, and shall consider whether to prohibit further contact with residents, in the case of any other violation of agency sexual abuse or sexual harassment policies by a contractor or volunteer.

Interventions and Disciplinary Sanctions for Residents [§ 115.378]:

A resident may be subject to disciplinary sanctions only pursuant to a formal disciplinary process following an administrative finding that the resident engaged in resident-on-resident sexual abuse or following a criminal finding of guilt for resident-on-resident sexual abuse.

Any disciplinary sanctions shall be commensurate with the nature and circumstances of the abuse committed, the resident's disciplinary history, and the sanctions imposed for comparable offenses by other residents with similar histories. In the event a disciplinary sanction results in the isolation of a resident, agencies shall not deny the resident daily large-muscle exercise or access to any legally required educational programming or special education services. Residents in isolation shall receive daily visits from a medical or mental health care clinician. Residents shall also have access to other programs and work opportunities to the extent possible.

The disciplinary process shall consider whether a resident's mental disabilities or mental illness contributed to his or her behavior when determining what type of sanction, if any, should be imposed.

If the facility offers therapy, counseling, or other interventions designed to address and correct underlying reasons or motivations for the abuse, the facility shall consider whether to offer the offending resident participation in such interventions. The Department may require participation in such interventions as a condition of access to any rewards-based behavior management system or other behavior based incentives, but not as a condition to access to general programming or education.

The Department may discipline a resident for sexual contact with staff only upon a finding that the staff member did not consent to such contact.

For the purpose of disciplinary action, a report of sexual abuse made in good faith based upon a reasonable belief that the alleged conduct occurred shall not constitute falsely reporting an incident or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation.

The Department prohibits all forms of youth on youth sexual conduct between residents. Youth sexual conduct is defined as two or more juveniles, regardless of age, who engage in deviate sexual intercourse, sexual contact, sexual intercourse or sexual performance as defined as sexual abuse by contact or sexual behavior, conduct, or actions which are exhibited, performed, or simulated as those terms defined as sexual abuse by non-contact in

TAC Chapter 358. A juvenile may not legally consent to sexual conduct with another resident in a facility. Consent may not be implied regardless of the age of the juvenile.

Medical and Mental Care

Medical and Mental Health Screenings: History of Sexual Abuse [§ 115.381]:

If the screening pursuant to § 115.341 indicates that a resident has experienced prior sexual victimization, whether it occurred in an institutional setting or in the community, staff shall ensure that the resident is offered a follow-up meeting with a medical or mental health practitioner within 14 days of the intake screening.

If the screening pursuant to § 115.341 indicates that a resident has previously perpetrated sexual abuse, whether it occurred in an institutional setting or in the community, staff shall ensure that the resident is offered a follow-up meeting with a mental health practitioner within 14 days of the intake screening.

Any information related to sexual victimization or abusiveness that occurred in an institutional setting shall be strictly limited to medical and mental health practitioners and other staff, as necessary, to inform treatment plans and security and management decisions, including housing, bed, work, education, and program assignments, or as otherwise required by Federal, State, or local law.

Medical and mental health practitioners shall obtain informed consent from residents before reporting information about prior sexual victimization that did not occur in an institutional setting, unless the resident is under the age of 18.

Access to Emergency Medical and Mental Health Services [§ 115.382]:

Resident victims of sexual abuse shall receive timely, unimpeded access to emergency medical treatment and crisis intervention services, the nature and scope of which are determined by medical and mental health practitioners according to their professional judgment.

If no qualified medical or mental health practitioners are on duty at the time a report of recent abuse is made, staff first responders shall take preliminary steps to protect the victim pursuant to § 115.362 and shall immediately notify the appropriate medical and mental health practitioners.

Resident victims of sexual abuse while incarcerated shall be offered timely information about and timely access to emergency contraception and sexually transmitted infections prophylaxis, in accordance with professionally accepted standards of care, where medically appropriate.

Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.

Ongoing Medical and Mental Health Care for Sexual Abuse Victims and Abusers [§ 115.383]:

The facility shall offer medical and mental health evaluation and, as appropriate, treatment to all residents who have been victimized by sexual abuse in any prison, jail, lockup, or juvenile facility.

The evaluation and treatment of such victims shall include, as appropriate, follow-up services, treatment plans, and, when necessary, referrals for continued care following their transfer to, or placement in, other facilities, or their release from custody.

The facility shall provide such victims with medical and mental health services consistent with the community level of care.

Resident victims of sexually abusive vaginal penetration while incarcerated shall be offered pregnancy tests.

If pregnancy results from conduct specified in the above paragraph of this section, such victims shall receive timely and comprehensive information about and timely access to all lawful pregnancy-related medical services.

Resident victims of sexual abuse while incarcerated shall be offered tests for sexually transmitted infections as medically appropriate.

Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.

The facility shall attempt to conduct a mental health evaluation of all known resident-on-resident abusers within 60 days of learning of such abuse history and offer treatment when deemed appropriate by mental health.

Data Collection and Review

Sexual Abuse Incident Reviews [§ 115.386]:

The facility shall conduct a sexual abuse incident review at the conclusion of every sexual abuse investigation, including where the allegation has not been substantiated, unless the allegation has been determined to be unfounded.

Such review shall ordinarily occur within 30 days of the conclusion of the investigation.

The review team shall include upper-level management officials, with input from line supervisors, investigators, and medical or mental health practitioners.

The review team shall:

- (1) Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual abuse;
- (2) Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender, or intersex identification, status, or perceived status; or, gang affiliation; or was motivated or otherwise caused by other group dynamics at the facility;
- (3) Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse;
- (4) Assess the adequacy of staffing levels in that area during different shifts;
- (5) Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff; and
- (6) Prepare a report of its findings, including but not necessarily limited to determinations made pursuant to numbers 1 through 5 of this section, and any recommendations for improvement and submit such report to the facility head and PREA compliance manager.
- (7) The facility shall implement the recommendations for improvement, or shall document its reasons for not doing so.

Data Collection [§ 115.387]:

The Department shall collect accurate, uniform data for every allegation of sexual abuse at facilities under its direct control using a standardized instrument and set of definitions.

The agency shall aggregate the incident-based sexual abuse data at least annually.

The incident-based data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence conducted by the Department of Justice.

The Department shall maintain, review, and collect data as needed from all available incident-based documents, including reports, investigation files, and sexual abuse incident reviews.

The Department also shall obtain incident-based and aggregated data from every private facility with which it contracts for the confinement of its residents.

Upon request, the Department shall provide all such data from the previous calendar year to the Department of Justice no later than June 30.

Data Review for Corrective Action [§ 115.388]:

The Department shall review data collected and aggregated pursuant to § 115.387 in order to assess and improve the effectiveness of its sexual abuse prevention, detection, and response policies, practices, and training, including:

- (1) Identifying problem areas;
- (2) Taking corrective action on an ongoing basis; and
- (3) Preparing an annual report of its findings and corrective actions for each facility, as well as the Department as a whole.

Such report shall include a comparison of the current year's data and corrective actions with those from prior years and shall provide an assessment of the agency's progress in addressing sexual abuse.

The Department's report shall be approved by the Department head and made readily available to the public through its Web site or, if it does not have one, through other means.

The Department may redact specific material from the reports when publication would present a clear and specific threat to the safety and security of a facility, but must indicate the nature of the material redacted.

Data Storage, Publication, and Destruction [§ 115.389]:

The Department shall ensure that data collected pursuant to § 115.387 are securely retained.

The Department shall make all aggregated sexual abuse data, from facilities under its direct control and private facilities with which it contracts, readily available to the public at least annually through its Web site or, if it does not have one, through other means.

Before making aggregated sexual abuse data publicly available, the Department shall remove all personal identifiers.

The Department shall maintain sexual abuse data collected pursuant to § 115.387 for at least 10 years after the date of its initial collection unless Federal, State, or local law requires otherwise.

II. Definitions:

Contractor: means a person who provides services on a recurring basis pursuant to a contractual agreement with the agency.

Employee: means a person who works directly for the agency or facility.

Facility: means a place, institution, building (or part thereof), set of buildings, structure, or area (whether or not enclosing a building or a set of buildings) that is used by an agency for the confinement of individuals.

Gender nonconforming: means a person whose appearance or manner does not conform to traditional societal gender expectations.

Intersex: means a person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to disorders of sex development.

Juvenile: means any person under the age of 18, unless under adult court supervision and confined or detained in a prison or jail.

Juvenile facility: means a facility that is primarily used to confine juveniles pursuant to the juvenile justice system or criminal justice system.

Resident: means any person confined or detained in a juvenile facility.

Sexual abuse: includes sexual abuse of a resident by another resident; and sexual abuse of a resident by a staff member, contractor, or volunteer.

Sexual abuse by another resident includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration however slight;
- (2) Contact between the mouth and the penis, vulva, or anus;
- (3) Penetration of the anal or genital opening of another person, however, slight, by a hand, finger, object, or other instrument; and
- (4) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of any person, excluding contact incidental to a physical altercation.

Sexual abuse by a staff member, contractor, or volunteer includes:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration however slight;
- (2) Contact between the mouth and the penis, vulva, or anus;
- (3) Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (4) Penetration of the anal or genital opening, however, slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (5) Any other intentional touching, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks that is unrelated to official duties or where the staff member contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (6) Any attempt threat, or request by a staff member, contractor or volunteer to engage in the activities described in numbers (1) – (5) directly above;
- (7) Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of a resident; and
- (8) Voyeurism by a staff member contractor, or volunteer.

Sexual harassment: includes repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one resident directed toward another; and repeated verbal comments or gestures of a sexual nature to a resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Staff: means employees.

Substantiated allegation: means an allegation that was investigated and determined to have occurred.

Transgender: means a person whose gender identity (internal sense of feeling male or female) is different from the person's assigned sex at birth.

Unfounded allegation: means an allegation that was investigated and determined not to have occurred.

Unsubstantiated allegation: means an allegation that was investigated and the investigation produced insufficient evidence to make a final determination as to whether or not the event occurred.

Volunteer: means an individual who donates time and effort on a recurring basis to enhance the activities and programs of the agency.

Voyeurism by a staff member, contractor, or volunteer: means an invasion of privacy of a resident by staff for reasons unrelated to official duties, such as peering at a resident who is using the toilet in his or her cell to perform bodily functions; requiring a resident to expose his or her buttocks, genitals, or breasts; or taking images of all or part of a resident's naked body, or of a resident performing bodily functions.

III. Procedure:

- A. Any juvenile probation officer employed by the Department shall comply with the PREA standards as required.

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision
Chapter 2 Case Management
Section 1: Records Management

I. Policy:

The Dallas County Juvenile Department maintains a juvenile record management system to enhance planning, implementation, and evaluation of programs and to increase the efficiency and effectiveness of service delivery.

II. Definitions:

Case File: is defined as the physical record for all documents pertaining to a juvenile referred to the Department.

III. Procedurc:

- A. TechShare.Juvenile is the juvenile record management system used by the Department.
- B. Upon referral to the Department, a juvenile is assigned a personal identification (PID) number, and this number is the primary identifying number for all records pertaining to that juvenile.
- C. The confidentiality and security of all juvenile case files shall be maintained in accordance with 58.005 and 58.007 of the Texas Family Code.
- D. A juvenile’s case file will be transferred to central storage at the age of 18 once the case file meets eligibility requirements for closure to Records. Juvenile case files may remain active past the age of 18 under certain circumstances (e.g., active warrant for felony adjudication, pending felony offense, specifically 3g felony offenses, active Determinate Sentence case, active courtesy supervision through Interstate Compact, pending Motion for Discretionary Transfer).

I. Policy:

The confidentiality and security of all juvenile case files shall be maintained in accordance with 58.005 and 58.007 of the Texas Family Code. Information provided to a parent, guardian, or custodian shall be in accordance with 61.102 of the Texas Family Code.

Further, TJJD's Code of Ethics under TAC 345.310(I) requires that "juvenile justice professionals shall maintain the integrity and confidentiality of juvenile information and not seek more information than needed to perform their duties, nor reveal information to any person who does not have authorized access to the information for proper professional use."

II. Definitions: None

III. Procedure:

- A. All information contained in the juvenile's case file, any reports, and any other information known to the Department are considered to be confidential according to both law and professional ethics and must be treated accordingly.
- B. Under no circumstances, shall any unauthorized person be permitted access to the case file, nor will a juvenile probation officer share information with any unauthorized person.
- C. Records and files concerning a child, including personally identifiable information, and information obtained for the purpose of diagnosis, examination, evaluation, or treatment or for making a referral for treatment of a child by a public or private agency or institution providing supervision of a child by arrangement of the juvenile court or having custody of the child under order of the juvenile court may be disclosed to [TFC 58.005]:
 - 1. The professional staff or consultants of the agency or institution;
 - 2. The judge, probation officers, and professional staff or consultants of the juvenile court;
 - 3. An attorney for the child;
 - 4. A governmental agency if the disclosure is required or authorized by law;
 - 5. A person or entity to who the child is referred for treatment or services if the agency or institution disclosing the information has entered into a written confidentiality agreement with the person;
 - 6. The Texas Department of Criminal Justice and the Texas Juvenile Justice Department for the purpose of maintaining statistical records of recidivism and for diagnosis and classification; or
 - 7. With leave of the juvenile court, any other person, agency, or institution having a legitimate interest in the proceeding or in the work of the court;
- D. The records and files of a juvenile court, a clerk of court, a juvenile probation department, or a prosecuting attorney relating to a child who is a party to a proceeding under this title are open to inspection only by [TFC 58.007 (b)]:
 - 1. The judge, probation officers, and professional staff or consultants of the juvenile court;
 - 2. A juvenile justice agency;
 - 3. An attorney for the party to the proceeding;
 - 4. A public or private agency or institution providing supervision of the child by arrangement of the juvenile court, or having custody of the child under juvenile court order; or
 - 5. With leave of the juvenile court, any other person, agency, or institution having a legitimate interest in the proceeding or in the work of the court.
- E. The parent of a child referred to a juvenile court is entitled as soon as practicable after the referral to

be informed by staff designated by the juvenile board, based on the information accompanying the referral to the juvenile court, of [TFC 61.102]:

1. The date and time of the offense;
2. The date and time the child was taken into custody;
3. The name of the offense and its penal category;
4. The type of weapon, if any, that was used;
5. The type of property taken or damaged and the extent of damage, if any;
6. The physical injuries, if any, to the victim of the offense;
7. Whether there is reason to believe that the offense was gang-related;
8. Whether there is reason to believe that the offense was related to the consumption of alcohol or use of an illegal controlled substance;
9. If the child was taken into custody with adults or other juveniles, the names of those persons;
10. The aspects of the juvenile court process that apply to the child;
11. If the child is in detention, the visitation policy of the detention facility that applies to the child;
12. The child's right to be represented by an attorney and the local standards and procedures for determining whether the parent qualifies for appointment of counsel to represent the child; and
13. The methods by which the parent can assist the child with the legal process.

I. Policy:

The Department shall maintain the TechShare.Juvenile as prescribed by the Texas Juvenile Justice Department. Many entries required by TechShare.Juvenile are time sensitive and shall be made accordingly. TJJD creates a monthly error report that lists errors and missing required entries. This report shall be addressed and resolved by each unit responsible for the error.

II. Definitions: None

III. Procedure:

- A. All information entered into TechShare.Juvenile shall be in accordance with the TechShare.Juvenile User Guide which can be found on the Department's network K Drive.
- B. All information and documentation that is contained in the physical case file shall be reflected in TechShare.Juvenile.
- C. Specific data entries have been assigned to certain units and positions while the majority of entries apply to the Department as a whole.
- D. General rules and duties are as follows:
 1. Each assigned juvenile probation officer or unit shall enter new and updated information (with the exception of chronological entries) within 24 hours of the receipt of the information;
 2. The legal name and date of birth of the juvenile shall be entered as listed on the birth certificate, and a copy of the birth certificate shall be scanned and uploaded into TechShare.Juvenile;
 3. The Social Security number shall be verified by the Social Security card, and a copy of the Social Security Card shall be scanned and uploaded into TechShare.Juvenile;
 4. The parent and/or legal guardian shall be correctly identified on the Juvenile ID screen
 5. The Behavioral Health screen status of the juvenile shall not be left blank or listed as "unknown";
 6. Abuse history and substance abuse status shall not be left blank or listed as "unknown" on the Abuse screen;
 7. School information shall be entered and updated timely and accurately
 8. All referrals and dispositions shall be entered timely and accurately (Court Liaison only enters dispositions handled by that unit);
 9. Supervision types and dates shall be entered timely and accurately;
 10. The Temporary Supervision screen shall be used for those juveniles participating in programs under Intake release conditions
 11. The MAYSI scores shall be entered on the Assessment screen, and the Risk and Needs Assessment (RANA) levels shall be entered on the Referral Disposition screen;
 12. Financial statement information shall be entered and updated on the Financial screen as well as scanned and uploaded into TechShare.Juvenile;
 13. The date of the most recent medical consent, health insurance information, and Medicaid status shall be entered on the Medical screen;
 14. All completed case plans shall be entered on the Case Management screen;
 15. CSR hours assessed and completed shall be entered timely and accurately on the CSR screen.
 16. Probation officer and unit assignments shall be entered on the Juvenile ID and Case Management Screens;
 17. Department procedures with regard to transferring and closing case files (Section 9 of this chapter) shall be followed;

18. Remove the transferring alert from the Alert screen upon receipt of the case file.
- E. Specific rules and duties are as follows:
 1. The TechShare.Juvenile Training Specialist shall:
 - a. Participate in the development of policies and procedures that are applicable to TechShare.Juvenile data entries; and
 - b. Train and assist staff with:
 - (1) TechShare.Juvenile entries;
 - (2) problems; and
 - (3) errors as identified by TJJD.
 2. Intake Screening staff shall:
 - a. Enter all referrals that are processed through the Detention Center; and
 - b. Enter victim information from the arrest report.
 3. District Attorney Liaison shall:
 - a. Enter all referrals for Inter-County Transfer and Interstate Compact requests, Transfers of Disposition, and changes of venue for Deferred Prosecution cases;
 - b. Enter all paper referrals from police agencies, municipal courts, and Dallas Challenge Truancy Enforcement Program; and
 - c. Enter all information available on the juvenile on the appropriate TechShare.Juvenile screens for the above cases.
 4. Records staff shall:
 - a. Enter the receipt and recall of all warrants on the Alert screen;
 - b. Upon receipt of a petition, enter the JD number on the Disposition screen, enter the court date on the Court Hearing screen, and complete a chronological entry documenting the date filed and date received of that petition;
 - c. Complete a chronological entry for the receipt of all court orders and signed conditions and instructions;
 - d. Enter "HW Records" on the Juvenile ID screen on all closed case files upon receipt; and
 - e. Return any case file to the sending unit if closed incorrectly.
 5. Court Liaison staff shall:
 - a. Enter all hearing results and add any reset information under Result Description on the TechShare.Juvenile/Court/Court Hearings page;
 - b. Upon disposition, complete the Result Disposition box with a comment and start a TechShare.Juvenile Supervision record (if the assigned JPO represents the case, then the Court Liaison chronological worksheet shall be forwarded to the Court Liaison secretary immediately after court);
 - c. Enter assessed CSR hours;
 - d. Verify that restitution amounts are entered properly if ordered by the court;
 - e. Complete a chronological entry when Adjudication and Disposition occur on the same day, and when only Disposition has occurred (Adjudication occurred on a prior date); and
 - f. Formalize paper referrals, and update addresses/contact information/associates screen if juvenile is placed on PAIS at his/her Announcement Hearing.
 6. Placement Services staff shall complete all information on the Placement screen when a juvenile is admitted to and discharged from a contract facility.
 7. DCJD operated placement facilities (START, RDT, Medlock, & Youth Village) staff shall complete all information on the Placement screen when a juvenile is admitted to and discharged from the facility.
 8. Victim Services staff shall update all victim information and services on the Victim screen.
 9. Program, JJAEP, and School screen information (begin date, end date, outcome, etc.) shall be entered within 48 hours by the appropriate unit(s).
 - a. Contract Services staff shall enter all non-residential contract program information on the Program screen.
 - b. Psychological Services staff shall enter all psychological program information on the Program

- Screen and any referrals and testing on the Behavioral Health screen.
- c. SAU shall enter all SAU program information on the Program screen.
 - d. Electronic Monitoring staff shall enter all EM program information on the Program screen.
 - e. Home Detention staff shall enter all HD program information on the Program screen.
 - f. Day Reporting staff shall enter all DRC program information on the Program and School screens.
 - g. JJAEP staff shall enter all JJAEP information on the JJAEP and School screens.
 - h. Special Needs staff shall enter all SNU program information on the Program screen.
 - i. FEDI, DMC, ESTEEM, Mental Health Court, and Drug Court staff shall enter their program information on the Program screen.
 - j. Family Functional Therapy staff shall enter FFT program information on the Program screen.
 - k. Letot staff shall enter all Letot non-residential services program information on the Program screen.

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision	
Chapter 2: Case Management	
Section 4: TechShare.Juvenile and Data Collection	Related Standards: TAC 341.47; 341.48; 341.49; 341.50; 341.51

I. Policy:

The Dallas County Juvenile Board has designated an employee to serve as the Data Coordinator. The Data Coordinator shall function as the primary contact with the Texas Juvenile Justice Department (TJJD) on all matters relating to data collection, reporting and TechShare.Juvenile.

II. Definitions:

TechShare.Juvenile: user defined as a computer-based tracking and case management system that provides juvenile probation officers a systematic method to track and manage juvenile offender caseloads.

Data Coordinator: is defined as a person employed by Dallas County Juvenile Department who is designated by the juvenile board to serve and function as the primary contact with TJJD on all matters relating to data collection and reporting.

TJJD Monthly Folder Extract: is defined as an automated process to gather data relating to all case files in the case management system designed to analyze crime and juvenile trends, program success, and profiling of juvenile offenders. The extract shall be submitted in the format specified by the TJJD Electronic Data Specifications.

Comprehensive Folder Edit: is defined as a report generated in TechShare.Juvenile that performs an extensive edit of the folder information. This report identifies incorrectly entered data, unrecoverable files, and questionable data that impact the accuracy of the reports and programs.

Electronic Data Interchange Specifications: is defined as a document developed by TJJD outlining the data fields and file structures that each department is required to follow in submitting the TJJD Monthly Folder Extract. The Electronic Data Interchange Specifications are published in Subchapter I, TAC 341.60.

III. Procedure:

- A. The Data Coordinator shall attend training, as required and deemed necessary by TJJD, relating to updates on statistical and research-based information and requirements.
- B. The Data Coordinator shall have a thorough understanding of TJJD reporting requirements and shall be trained on TechShare.Juvenile by TJJD.
- C. If the designation of the Data Coordinator is changed by the juvenile board, TJJD shall be notified in writing within 10 business days.
- D. Within 90 days from date of a new designation as Data Coordinator, the new Data Coordinator shall attend TechShare.Juvenile training provided by TJJD.
- E. The Data Coordinator is responsible for ensuring that the data submitted to TJJD by the Dallas County Juvenile Department is accurate, timely, and consistent with TJJD reporting requirements.
- F. The Data Coordinator shall ensure that the TJJD Monthly Folder Extract is received on or by the applicable due date.
- G. The extract is due to TJJD on the 10th day of each month following the reporting period.

- H. The Data Coordinator is responsible for ensuring that the TJJJ Monthly Folder Extract data shall be sent to TJJJ via the Internet on a monthly basis and shall include all data fields required by the TJJJ Electronic Data Interchange Specifications.
- I. All Juvenile Probation Officers shall fill in all applicable data fields for each referral in TechShare.Juvenile to minimize missing information as specified in the TechShare.Juvenile Extract File Layout.
- J. Each assigned Probation Officer is responsible for entering new and updated data within 24 hours of receipt of the information (with the exception of chronological entries which should be entered within 5 days).
- K. A Comprehensive Folder Edit shall be run on a monthly basis by the Data Coordinator.
- L. If TJJJ requires additional fields, the department shall update their case management system to include such information.
- M. The Dallas County Juvenile Board and the Chief Administrative Officer shall ensure that statistical and programmatic data pertaining to each student admitted to Dallas County JJAEP are gathered and documented. TAC 348.5(a). The Dallas County Juvenile Justice Alternative Education Program shall maintain accurate statistical and programmatic data on all students enrolled. TAC 348.5(a).
- N. Errors detected by the Comprehensive Folder Edit, the annual TJJJ monitoring visit, or the TJJJ Research and Training Division upon analysis shall be corrected prior to the next submission of the TJJJ Monthly Folder Extract.
- O. **Juvenile probation officers shall work diligently with the Department Data Coordinator to provide any information needed to accurately correct any missing information or errors previously reported.**
- P. All Dallas County Juvenile Department users shall be required to obtain a password to TechShare.Juvenile. Passwords **shall not** be shared by employees or other persons. A limited amount of people shall be authorized to delete information contained within TechShare.Juvenile. Access to the TechShare.Juvenile shall be terminated for people no longer employed by the department.
- Q. To maintain password security, each user shall change his/her password every 60 calendar days. Once a password is 60 calendar days old, the system shall prompt the user to make the change. The user shall have grace logins in which he/she can change his/her password if he/she fails to change the password during the grace logins, the account shall be locked and the user must contact the Department's designated TechShare.Juvenile administrator.
- R. To ensure the security of the information, data collection, access to TechShare.Juvenile data and protection of the privacy of juvenile information in TechShare.Juvenile, the Administrator shall designate the level of entry/viewing for each employee with reference to the needs of the department.
- S. To further ensure continuity and security of information, any and all decisions in regard to the integration or implementation of TechShare.Juvenile or any other systems shall be the responsibility of the Dallas County Chief Information Technology Officer. The Chief Information Technology Officer manages Dallas County's processing through contract services and ensures that the county receives full value of services from contractor or other service provider. The Chief Information Technology Officer investigates problems and monitors the development, maintenance, conversion, installation, and modification of data bases, hardware, and software.
- T. Backups for Netware and Microsoft servers are executed across the Dallas County network from the central backup solution housed in the Dallas County Records building located at 509 Main Street. TechShare.Juvenile is housed on Rackspace through a contract with the Texas Conference of Urban Counties.

I. Policy:

All juvenile case files shall contain timely and detailed chronological entries pertaining to any events, facts, or communication regarding a juvenile.

II. Definitions:

Chronological Entry: is defined as a documented account of an event, fact, or communication arranged in the order of occurrence related to a juvenile's record.

III. Procedure:

- A. All chronological entries shall be recorded into TechShare.Juvenile within 5 business days of the event.
- B. All chronological entries shall be accurate with regard to the time and date that the event occurred.
- C. All chronological entries shall be proof-read for clarity and grammatical errors.
- D. Appropriate TechShare.Juvenile chronological headings shall be used to document the event.
- E. Chronological entries do not need to be printed out on any type of schedule unless specifically requested by the court.

I. Policy:

Information and documents for all juvenile case files shall maintained in a particular order and manner.

II. Definitions: None

III. Procedurc:

A. All case files shall be filed in the following order:

Left Side of Case File

1. Top Section
 - a. Updated Face Sheet
 - b. Chronological Records (including Court Liaison chronological sheets)
 - c. Court Reports (Pre-Disposition Reports, Supplements, Addendums, Review Hearing Reports, Victim Service Reports)
2. Assessment Section
 - a. Initial Case Plans, Case Plan Reviews, Foster Care Risk Assessments, Exit Plans with Sealing of Records and Restricted Access information, TJJD Risk and Needs Assessment (grouped in chronological order, most recent on top)
 - b. Safety plans (sex offender, domestic violence, suicide prevention/intervention).
 - c. Psychological screens, assessments, and addendums and psychiatric evaluations/consultations (grouped in chronological order, most recent on top)
 - d. Chemical assessments
 - e. Home Studies
 - f. Assessment Tool

Right Side of Case File

1. Court Section
 - a. Current Conditions of Probation - signed by District Judge
 - b. Current Notification of Change in Conditions of Probation (if applicable)
 - c. Current Instructions to New Probationers
 - d. Current court order
 - e. All other court documents grouped in chronological order, most recent on top (Order of Non-Suit, Pre-Trial Orders, Order for Pre-Disposition Report, Order of Appointment, Referee orders, warrants)
2. Correspondence Section - All documents filed by chronological order, most recent on top
 - a. Letters
 - b. Program progress reports
 - c. School attendance reports (present semester)
 - d. School sign-in sheets
 - e. EM reports, agreement
 - f. CPRC staffing sheets
 - g. Placement Match Notifications
 - h. Master referrals
 - i. UA lab reports
 - j. CSR time sheets
 - k. Notice to Schools

- l. Deferred Prosecution agreement, monthly reports
 - m. Miscellaneous correspondence (ICT / Interstate Compact requests, e-mails, etc)
 - 3. Placement/Non-Residential Services Section
 - a. Progress reports
 - b. Incident reports
 - c. Discharge summaries
 - 4. Vital Statistics Section
 - a. Birth certificate
 - b. Social Security card/verification
 - c. Immunization record
 - d. Current physical exam
 - e. Current dental exam
 - f. School transcripts (working document)
 - g. Consent form
 - h. Parkland Hospital Consent for Treatment
 - i. Financial statement
 - j. Interagency Application for Placement (formerly referred to as the Common Application) – always filed at the bottom of this section
 - 5. Referral Section – Referral packet shall contain the items listed below in the following order, most recent on top:
 - a. Juvenile charging information sheet (if available)
 - b. Detention admission authorization form (if applicable)
 - c. Detention release authorization form (if applicable)
 - d. Most recent case history report
 - e. Notification of rights
 - f. Arrest report/offense report/incident report/ TechShare.Juvenile report/prosecution report
 - g. Magistrate warning
 - h. PO custody report
 - i. DPS reporting sheet
 - j. MAYSI (acknowledgement statement, instrument, scoring sheet)
- B. Brown folders have additional filing sections than manila folders and shall be filed accordingly:
- Left Side of Case File
- 1. Same as a manila folder
- Right Side of Case File
- 1. Court Section – section 2
 - 2. Correspondence Section – section 3
 - 3. Non-Residential/Placement Section – section 4
 - 4. Vital Statistics Section – section 5
 - 5. Referral Section – section 6
- C. Blue dot (Title IV-E) folders follow the same file order as brown folders and have an additional IV-E section. **Nothing in the IV-E section shall be removed at any time.**
- D. Case files shall be reviewed routinely for items that can be discarded such as duplicates or items no longer essential to the case file. The following items shall be removed from the case file:
- 1. Detention behavior sheets once a juvenile is released
 - 2. Old case history reports – keep only the most current report
 - 3. Requests for warrants, Agreed Orders once the warrants/orders are received
 - 4. School attendance reports – at the end of the semester
 - 5. Negative UA lab reports upon the expiration of probation
 - 6. EM reports with the exception of the agreement

I. Policy:

The Department requires that all juvenile case files contain verification documents pertaining to the juvenile's date of birth, place of birth, citizenship, Social Security number, record of immunizations, educational history, and financial information as well as a consent from the parent, guardian, or custodian for certain services. As a rule, the birth certificate, social security card, and current financial statement shall be scanned and uploaded to TechShare.Juvenile for all cases.

If a juvenile has been ordered to the custody of the Chief Probation Officer for placement at a contract or DCJD operated facility, the case file shall also contain the most recent physical examination and dental examination.

If a juvenile is committed to the care and custody of the Texas Juvenile Justice Department or placed in a contract facility, the case file shall also contain an Interagency Application for Placement (formerly referred to as the Common Application).

II. Definitions: None

III. Procedure:

- A. Each juvenile case file shall contain the following documents filed in the Vital Statistics section:
1. Birth certificate;
 2. Social Security card/verification;
 3. Immunization record;
 4. Copy of most recent physical examination (if applicable);
 5. Copy of most recent dental examination (if applicable);
 6. School transcripts (working document);
 7. Consent form (must be signed and dated within 1 year);
 8. Parkland Hospital Consent for Treatment (dated from each admission to Detention, Letot, or Hill Center) *Only needs to be kept until discharge date;
 9. Financial statement (must be signed and dated for each disposition, court or Deferred Prosecution); and
 10. Interagency Application for Placement (if committed to TJJD or ordered to a contract placement facility).
- B. All attempts to obtain the required verification documents shall be documented if any of the verification documents are missing from the case file.

I. Policy:

The Department requires that all juvenile case files contain financial information provided by the juvenile's parent, guardian, or custodian. This information is essential in determining a juvenile's eligibility for certain grant programs as well as used by the court to determine court costs and fees. A financial statement shall be completed, not updated for each disposition on a juvenile's case whether it be court or Deferred Prosecution.

II. Definitions: None

III. Procedure:

- A. The Department approved financial statement shall be completed on all juvenile case files in the following manner:
 - 1. The financial statement shall be fully completed with no blank spaces on the form;
 - 2. The financial statement shall be completed prior to each disposition, court or deferred prosecution;
 - 3. The current financial statement information shall be entered into the TechShare..Juvenile financial screen and a legible copy of the financial statement scanned and uploaded into TechShare..Juvenile as well;
 - 4. A TechShare..Juvenile chronological entry shall be completed documenting the date that the financial statement was completed or updated; and
- B. The current financial statement shall be filed in the Vital Statistics section of the juvenile's case file and all previous copies discarded.

I. Policy:

The Department requires that the Consent and Waiver of Liability form be completed and signed by the juvenile's parent, guardian, or custodian on all case files.

II. Definitions: None

III. Procedure:

- A. The Consent and Waiver of Liability Form shall be completed on all juvenile case files in the following manner:
1. The Consent and Waiver of Liability Form shall be dated and signed by the juvenile's parent, guardian, or custodian within 1 year from the date of signature;
 2. The parent, guardian, or custodian shall initial beside each space on items 1 through 6; and
 3. A witness signature shall be obtained.

I. Policy:

The Parkland Hospital Consent for Treatment form shall be completed for every juvenile who is admitted to Detention, the Marzelle Hill Transition Center, and Letot.

Parkland Hospital (the Department's medical provider) **requires** that the form be completed **each time** a juvenile is admitted to Detention (including the Hill Center and Letot) in order to receive medical services and/or treatment.

II. Definitions: None

III. Procedure:

A. The procedure for obtaining a signed Parkland Hospital medical consent form is as follows:
The Facility Expediter will obtain the signature of the parent/guardian/custodian on the Parkland Hospital Consent for Treatment form at the initial detention hearing provided that the parent/guardian/custodian is present and on time for the hearing. A signed copy of the Parkland Hospital Consent for Treatment form is forwarded to the medical clinic and the assigned juvenile probation officer. If the parent/guardian/custodian is not present at the hearing, then the consent shall be signed by the Director of Juvenile Services.

I. Policy:

Certain actions and / or circumstances may occur and require that a juvenile's case file be transferred to another unit or field district. The following are examples of actions and / or circumstances for case file transfer:

- A. A petition is filed;
- B. The juvenile is released from detention on Pre-Adjudication Intensive Supervision (PAIS);
- C. Disposition occurs;
- D. The juvenile is admitted to a residential facility;
- E. The juvenile is discharged from a residential facility;
- F. The juvenile moves to a different zip code area by change of address or custodian;
- G. The juvenile is participating in a specialized supervision or diversion program (SNU, SOS, FEDI, Mental Health Court, ESTEEM Court, or DMC Court); or
- H. The juvenile completes the specialized supervision or diversion program.

II. Definitions: None

III. Procedures:

Each unit and field district in Probation Services as well as Letot Deferred Prosecution, Medlock, and Youth Village from Institutional Services shall follow the procedures listed below for their respective units with regard to case transfer:

- A. When a case file meets the criteria for transfer to another unit, the sender shall transfer the file within 3 business days to the receiving unit.
- B. If the case file is transferred appropriately and within the required time frame, the receiving unit is responsible for **all** case management responsibilities from the date of receipt of the case file with the following exception:
 - a. If a review hearing is scheduled within 14 calendar days of transfer, the sending officer shall appear for the review hearing and complete the review hearing report.
- C. If the case file is not transferred within the required time frame, the current assigned unit shall be responsible for **all** case management responsibilities of the case file including court and case plans.
- D. If a juvenile admitted to or discharged from a residential facility has a petition filed for a new offense(s) or probation violation(s) within 14 calendar days of the admission or discharge, the sending unit shall be returned the file and assume case management responsibilities.
- E. A case file **shall not be transferred** if:
 - 1. The juvenile is in detention or the Marzelle Hill Center;
 - 2. It is a probation supervision case that has a pending offense(s) or probation violation(s);
 - 3. It is an assessment case that has a PDR Order, and the court date is within 30 days;
 - 4. It is a PAIS case that has a court date within 30 days;
 - 5. It is a case assigned to the Court Assessment Unit that has a court date within 10 business days from the juvenile's release from detention; and
 - 6. Probation supervision case is scheduled to expire within 30 days.
 - 7. It is an Inter-County Transfer, and the receiving county has yet to accept the case.
- F. Some specialized supervision and/or diversion programs are allowed to transfer an active warrant

case with a pending offense(s)/violation(s) to the appropriate field district.

G. Each unit's or field district guidelines for case file transfer are listed below:

Intake:

1. When a petition is filed, the case file shall be transferred to the appropriate field district according to the juvenile's zip code.

Court Assessment:

1. Upon disposition, the case file shall be transferred to:
 - a. The appropriate field district or specialized unit if the juvenile is placed on probation at home or admitted to the START Program;
 - b. The appropriate field district designated by the Manager of Field Services if the juvenile is placed on probation at home through Inter-County Transfer or Interstate Compact;
 - c. The appropriate unit (Medlock, Youth Village, or Placement Services) once the juvenile is admitted to a contract or DCJD operated residential facility (Please note that the assigned officer is responsible for notifying the parent/guardian of a juvenile's departure date to an out of county placement facility);
 - d. The appropriate field district if the juvenile is placed on probation and admitted to a private residential facility; or
 - e. The appropriate field district designated by the Manager of Field Services if the juvenile is placed on probation in the custody of the Texas Department of Family and Protective Services and not identified as a "Crossover Youth."
2. Upon the juvenile's release from detention, the case file shall be transferred to the appropriate field district or unit (if ordered to participate in a specialized program).

Field Supervision and Assessment:

1. A case file for a juvenile on supervision (PAIS or probation) shall be transferred to:
 - a. The appropriate specialized unit (please note that only a probation case should be transferred to SNU as PAIS cases remain in the original unit until disposition);
 - b. The appropriate field district for a juvenile who has moved to a different zip code area;
 - c. The appropriate unit (Medlock, Youth Village, or Placement Services) once the juvenile is admitted to a contract or DCJD operated residential facility (Please note that the assigned officer is responsible for notifying the parent/guardian of a juvenile's departure date to an out of county placement facility);
 - d. Court Assessment if a Motion for Discretionary Transfer (certification) has been filed; or
 - e. Court Assessment if it is an assessment case, and the juvenile resides out of county.

Deferred Prosecution (Field and Letot):

1. A case file shall be transferred to:
 - a. The appropriate field office if a petition has been filed;
 - b. Court Assessment if the juvenile is placed in detention on a new referral; or
 - c. The FEDI Unit if the juvenile is accepted.

Drug Diversion, FEDI:

1. A case file shall be transferred to:
 - a. The appropriate field office if a petition has been filed; or
 - b. Court Assessment if the juvenile is placed in detention on a new referral.

Medlock, Youth Village, Placement Services:

1. When continuing on the current term of probation, a case file shall be transferred to:
 - a. The appropriate field district or specialized unit if the juvenile is successfully discharged from the facility and returning to the community; or
 - b. The appropriate field district designated by the Manager of Field Services if the juvenile is successfully discharged from the facility and returning to the community through Inter-County Transfer or Interstate Compact;
2. Upon disposition, the case file shall be transferred to:
 - a. The appropriate unit (Medlock, Youth Village, or Placement Services) once the juvenile is admitted to a contract or DCJD operated residential facility (Please note that the assigned officer is

- responsible for notifying the parent/guardian of a juvenile's departure date to an out of county placement facility); or
 - b. The appropriate field district or specialized unit if the juvenile is placed on probation at home or admitted to the START Program.
- H. Prior to transfer of the case file, the sending officer shall complete the following:
- a. All screens in TechShare.Juvenile have been updated as required;
 - b. The face sheet is updated and contains all required information;
 - c. All TechShare.Juvenile referrals have been submitted;
 - d. All paperwork regarding the juvenile has been documented and placed in the case file;
 - e. All chronological entries are updated, printed, and placed in the file;
 - f. Transfer summary chronological entered into TechShare.Juvenile;
 - g. File order is correct; and
 - h. File submitted to supervisor in a timely manner in order to meet 3 working day requirement.
- I. Once the file has been approved for transfer by supervisory staff, the sending unit shall complete a TechShare.Juvenile Alert documenting the date and destination of the transfer.
- J. The case file shall be sent to the receiving unit with a completed Case Folder Transfer Receipt.

I. Policy:

A juvenile's case file shall be closed and sent to Records when supervision is terminated and / or the Department no longer has jurisdiction over the case. The following are examples of actions or circumstances for a case file to be closed to Records:

- A. The juvenile's probation supervision term is successfully completed;
- B. The juvenile is committed to the care and custody of the Texas Juvenile Justice Department;
- C. The juvenile receives No Formal Disposition on the pending offense(s) and has no remaining active supervision;
- D. The juvenile's pending offense(s) is non-suited, found Not True, or Dismissed from Want of Prosecution and has no remaining active supervision;
- E. No action is taken by the District Attorney's Office after 90 days and there is no other pending offense(s) or remaining active supervision;
- F. The juvenile has an active warrant due to violations for a misdemeanor adjudication(s) or pending misdemeanor offense(s) and reaches the age of 18;
- G. The juvenile has an active warrant due to violations for a felony adjudication(s) or pending felony offense(s) and reaches the age of 19 except:
 - a. The pending felony offense(s) is a 3g offense; or
 - b. A Motion for Discretionary Transfer has been filed on that offense(s).
- H. The juvenile's Determinate Sentence probation supervision is transferred to the adult system at a transfer hearing; or
- I. The Motion for Discretionary Transfer is granted, and the juvenile is certified as an adult and transferred to Lew Sterrett.

II. Definitions:

3g offense: is defined as an offense referenced in Texas Code of Criminal Procedure Article 42.12 Section 3g which includes Murder; Capital Murder; Indecency with a Child; Aggravated Kidnapping; Aggravated Sexual Assault; Aggravated Robbery; offenses under Chapter 481 of the Texas Health and Safety Code (Controlled Substances Act) for which punishment is increased under Section 481.140 (Use of a Child) or Section 481.134 (Drug Free Zones); Sexual Assault; First Degree Injury to a Child; Sexual Performance by a Child; and First Degree Criminal Solicitation.

III. Procedure:

The procedures for case file closure to Records is applicable all units and field districts in Probation Services as well Letot Deferred Prosecution, Medlock, and Youth Village in Institutional Services.

- A. If an active warrant case is eligible for closure to Records as listed above, the assigned officer shall send a warrant recall letter to the appropriate district court and then verify that the warrant has been recalled via the TechShare.Juvenile Alert.
- B. Prior to forwarding of the case file to Records, the sending officer shall complete the following:
 - a. All referrals have a disposition entered into TechShare.Juvenile;
 - b. All screens in TechShare.Juvenile have been updated as required including no remaining balance of CSR hours;

- c. The face sheet is updated and contains all required information;
 - d. All paperwork regarding the juvenile has been documented and placed in the case file;
 - e. All chronological entries are updated, printed, and placed in the file;
 - f. Closing summary chronological entered into TechShare.Juvenile; and
 - g. File order is correct
- C. Once the file has been approved by supervisory staff to be sent to Records, the sending unit shall complete a TechShare.Juvenile Alert documenting the date and that the case file is being closed to Records.
- D. The case file shall be sent to Records with a completed Case Folder Transfer Receipt.

I. Policy:

All juveniles referred to the Department shall be screened for eligibility for any and all appropriate specialized supervision and diversion programs such as Special Needs Diversionary Program (SNU), Front End Diversionary Program (FEDI), Mental Health Court, Drug Court, Experiencing Success Through Encouragement, Empowerment and Mentoring Court (ESTEEM), and Diversionary Male Court (DMC). These programs are designed to increase the availability of effective services to juveniles with specific needs.

II. Definitions: None

III. Procedure:

- A. Probation Services officers (field probation, field assessment, Deferred Prosecution, Court Assessment, and Intake) shall screen their cases for specialized supervision and diversion program eligibility.
- B. A referral to the appropriate program(s) shall be made to the program's supervisor.
- C. Upon receipt of a referral, the juvenile will be screened and/or interviewed, and his/her eligibility determination will be based upon appropriateness for the program, willingness to participate, and availability.

I. Policy:

The Department utilizes supervisory audits of case files to monitor compliance with TJJD standards and Department policies and procedures; to ensure delivery of effective supervision and appropriate services to juveniles; and to assess performance by the assigned officer.

II. Definitions: None

III. Procedure:

- A. Deferred Prosecution, Assessment (Field and Court Assessment), and Probation (field or placement) cases are audited by the Assistant Supervisor of the designated Probation Services units on a monthly basis. Each officer shall have at least 1 case file audited monthly.
- B. Case file audit forms and scoring guideline sheets are standardized with regard to the type of case and can be found on the K Drive/JD Forms/Administrative/Audit Forms.
- C. Upon completion of an audit, the Assistant Supervisor shall complete a chronological entry documenting that the case file was audited. A copy of the completed audit form shall be provided to the officer, Supervisor, Manager of Field Services or Pre-Adjudication Services, and Quality Assurance.
- D. Scores on the required contacts are “all or nothing” meaning **no** partial credit will be given for missing contact(s) or required information and documentation for the financial statement.
- E. If a case file fails the TJJD standards section, it is considered a failed audit no matter the score. Two additional files shall be audited from that officer’s caseload.
- F. If a case file’s audit score is 69 or below (Poor), two additional files shall be audited from that officer’s caseload.
- G. If a case file requires correction(s), then it shall be documented on the audit form and the assigned officer given 5 business days to make the required correction(s). The Assistant Supervisor shall follow-up on completion of the correction(s).
- H. Additional audits may be conducted at supervisory discretion or by Department audit teams and Quality Assurance as needed.
- I. The Supervisor is responsible for addressing any audit scores that fall between the range of 70 and 84 based upon the probation officer’s history and any area(s) needing improvement

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision	
Chapter 3: Intake	
Section 1: Admission	Related Standards: TFC 53.01, 53.02, 61.102; TAC 343.400; 343.404

I. Policy:

The Dallas County Juvenile Department shall maintain an Intake Unit that is authorized by the Juvenile Board to perform the tasks mandated by the Texas Family Code associated with determining whether a child should be detained or released. The Juvenile Department shall maintain an Intake Unit staffed with probation officers twenty-four (24) hours a day seven (7) days a week, to receive juveniles, review and make decisions regarding the intake process. All policies and procedures shall be in accordance with applicable statutes and standards.

Upon presentation for detention, a juvenile shall not be left unsupervised pending the determination of whether to release or admit the juvenile into the facility. During this time, the juvenile shall remain under the constant visual observation of either the law enforcement officer presenting the juvenile for detention or appropriate Intake staff. When the juvenile is not being admitted into detention, the Intake probation officer shall release the juvenile to the law enforcement officer presenting the juvenile for detention.

Juveniles presented for detention shall be admitted into secure detention immediately but no later than six (6) hours from the time of entry. Once admitted into the facility, the juvenile becomes a resident of the facility and is subject to all supervision requirements.

II. Definitions:

Child: a person who is ten (10) years of age or older and under seventeen (17) years of age; or seventeen (17) years of age or older and under eighteen (18) years of age who is alleged or found to have engaged in delinquent conduct or conduct indicating a need for supervision as a result of acts committed before becoming seventeen (17) years of age.

Risk Assessment Instrument (R.A.I): a tool designed to assess the risk of juveniles' recidivating, by being referred to the Juvenile Department for either a new referral and/or the risk of the juvenile absconding from the jurisdiction of the court while pending the final disposition of the original referral.

III. Procedure:

The Intake probation officer shall advise the juvenile of his/her rights and conduct a preliminary investigation to determine whether:

- A. The person referred to the juvenile court is a child within the meaning of this title; and there is probable cause to believe the person engaged in delinquent conduct or conduct indicating a need for supervision; or the person is a non-offender who has been taken into custody and is being held solely for deportation out of the United States, this individual shall be released within 24 hours.
- B. If it is determined that the person is not a child or there is not probable cause, the person shall immediately be released to the delivering agency.
- C. If it is determined that the person is a child, and regardless of a finding of probable cause, there is an allegation that the child engaged in delinquent conduct of the grade of a felony, or possession of a firearm, illegal knife, or club, as those terms are defined by Section 46.01, Penal Code, or prohibited weapon, as described by Section 46.05, Penal Code, the case shall be promptly forwarded to the office of the Prosecuting Attorney, accompanied by:
 1. All documents that accompanied the current referral; and

2. A summary of all prior referrals of the child to the juvenile department.
- D. When probable cause is established by the Intake probation officer, the officer shall:
1. Notify the detention staff and the referring authority immediately;
 2. Document the date, time, and name of the authorizing intake officer;
 3. In compliance with the Texas Family Code 61.102, notify the parent, guardian or custodian of the juvenile's arrival to the Dallas County Juvenile Detention Center and provide the following information:
 - a. Date and time of offense;
 - b. Date and time juvenile was taken into custody;
 - c. Name of the offense and its penal category;
 - d. The type of weapon, if any, that was used;
 - e. The type of property taken or damaged and the extent of the damage, if any;
 - f. Physical injuries, if any, to the victim in the offense;
 - g. Whether there is reason to believe that the offense was gang related;
 - h. Whether there is reason to believe that the offense was related to the consumption of alcohol or use of an illegal controlled substance;
 - i. If the juvenile was taken into custody with adults and other juveniles, the names of those persons;
 - j. Aspects of the juvenile court process that apply to the juvenile;
 - k. If the juvenile is in detention, the visitation policy of the detention facility that applies to the juvenile;
 - l. The juvenile's right to be represented by an attorney and the local standards and procedures for determining whether the parent qualifies for appointment of counsel to represent the juvenile; and
 - m. Methods by which the parent can assist the juvenile with the legal process.
- E. The Intake probation officer shall provide the juvenile with the "Notification of Civil Rights," secure the appropriate signature and ensure the juvenile can read and understand the rights. If the juvenile is unable to read, the officer shall read the rights to the juvenile and explain. If the juvenile does not read or speak English, the appropriate translator shall be provided within 48 hours of admission.
- F. The Intake probation officer shall advise the juvenile of the intake process and decisions that can be made.
- G. The Intake probation officers shall create a new record or update an existing record on the referred juvenile utilizing the Juvenile Information System (JIS) and TechShare.Juvenile.
- H. When there are multiple records in JIS for the juvenile, the Intake probation officer shall contact the JIS Specialist to remove the duplicate records.
- I. The Intake probation officer shall administer the TJJD Standard Screening Tool (MAYSI-2) within 48 hours of admission into the Detention Center to determine the need for mental health services. When the juvenile does not read or speak English, the appropriate translation or translator shall be provided within 48 hours.
- J. A juvenile who scores a positive screening on the MAYSI-2 shall be administered a secondary screening immediately to assist in clarifying the juvenile's need for mental health intervention.
- K. If the secondary screening confirms the positive screening and indicate that mental health intervention is warranted, a mental health referral shall be made immediately for juveniles in detention. A juvenile who is not in detention should be immediately referred to a mental health provider within the community.
- L. If the secondary screening substantiates that the initial positive screening was false, then no further mental health intervention is required.
- M. The Intake probation officer shall record in TechShare.Juvenile in Chronological Notes and on the Assessment screen that the MAYSI-2 was administered, the scores and whether the juvenile was referred for mental health services.
- N. A copy of the MAYSI-2, Acknowledgement Statement and Secondary Screening shall be provided to the supervising probation officer if the tool was administered in the Intake Unit. The originals shall be maintained in the juvenile's resident file unless the tool was administered by the assigned probation officer.
- O. If the juvenile refuses to complete the MAYSI-2 or is incapacitated, the administration of the instrument may be delayed, but not longer than two (2) business days.
- P. If the juvenile, parent/custodian or attorney refuses permission to have the MAYSI-2 administered, it must be documented in TechShare.Juvenile.
- Q. Detention staff shall ensure that electronic fingerprints and photographs are appropriately documented.

- R. The decision to detain a juvenile following an in-custody referral to the Dallas County Juvenile Department Detention Center shall be made by a certified juvenile probation officer based on the following Department criteria and in accordance with applicable statutes.
- S. A juvenile taken into custody may be detained prior to a hearing on the petition only if:
 - 1. The child is likely to abscond or be removed from the jurisdiction of the court;
 - 2. Suitable supervision, care, or protection for the child is not being provided by a parent, guardian, custodian, or other person;
 - 3. The child has no parent, guardian, custodian, or other person able to return the child to the court when required;
 - 4. The child may be dangerous to himself/herself or the child may threaten the safety of the public if released;
 - 5. The child has previously been found to be a delinquent child or has previously been convicted of a penal offense punishable by a term in jail or prison and is likely to commit an offense if released; or
 - 6. The child is alleged to have engaged in delinquent conduct and to have used, possessed, or exhibited a firearm, as defined by Section 46.01, Penal Code, in the commission of the offense and shall be detained until the child is released at the direction of the judge of the juvenile court, a substitute judge authorized by Section 51.04(f), or a referee appointed under Section 51.04(G), including an oral direction by telephone, or until a detention hearing is held as required by Section 54.01.
- T. The Dallas County Juvenile Department shall determine if a juvenile shall be held for a detention hearing based upon the R.A.I score:
 - 1. A juvenile who scores 12 or more points or is referred for a mandatory offense is considered to be a high risk and may be held for a detention hearing;
 - 2. A juvenile who scores 7-11 points is considered to be a moderate risk and may be held for a detention hearing for the court to order services. Intake staff may also release the juvenile without a detention hearing;
 - 3. A juvenile who scores 1-6 points is considered to be a low risk and may be released without a detention hearing.
- U. The R.A.I. may not be applicable to all detention referrals. These referrals include:
 - 1. Texas Juvenile Justice Department (TJJD) Directives to Apprehend;
 - 2. Directives to Apprehend from other jurisdictions;
 - 3. Warrants from other jurisdictions;
 - 4. Subpoenas as “witnesses” to testify in other court proceedings;
 - 5. Transfer – Release subpoenas for which the juvenile is subpoenaed from TJJD for the court to determine whether he/she shall be released from the Texas Juvenile Justice Department under some other supervision or whether he/she shall be remanded to the Texas Department of Criminal Justice;
 - 6. Referred persons who are 18 years of age and older;
 - 7. Holds which are officially executed from Immigration Agencies (ICE, INS, etc.).
- V. All Intake procedures apply to Dallas County Juvenile Department warrants and referee orders. A hard copy of a Directive to Apprehend is required for all other agencies, including TJJD juveniles presented for detention.

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision	
Chapter 3: Intake	
Section 2: Fingerprinting, Photographing & Interviewing Detained Juveniles	Related Standards: TFC 51.03, 58.002

I. Policy:

The Dallas County Juvenile Department shall protect the rights of all detained juveniles. The fingerprinting, photographing, and interviewing of detained juveniles is limited by Texas Statutes.

A juvenile may not be photographed or fingerprinted without the consent of the juvenile court unless the juvenile is taken into custody or referred to the juvenile court for conduct that constitutes a felony or a misdemeanor punishable by confinement in jail. [Code of Criminal Procedure, Chapter 63]

II. Definitions: None

III. Procedure:

- A. Fingerprints and photographs may be taken if the juvenile is taken into custody for conduct that constitutes a felony or a misdemeanor punishable by confinement in jail on or before the tenth (10th) day after the date the juvenile is detain or taken into custody.
- B. Law enforcement officers who wish to interview detained juveniles shall contact the Facility Expediter who shall schedule the interview.
- C. The Facility Expediter shall notify the juvenile’s attorney or the Public Defender’s Office of the date, time and place of the scheduled interview. The Facility Expediter shall provide reasonable notice to allow the attorney or Public Defender the opportunity to be present or respond if desired.
- D. Prior to the interview, the law enforcement officer shall inform the juvenile of his/her civil rights pursuant to Section 51.09 of the Texas Family Code.
- E. When a law enforcement officer wishes to take a written or recorded statement from a juvenile, the juvenile must be taken before the juvenile court so that the judge can notify the juvenile of his/her legal rights.
- F. Law enforcement officers may assume temporary custody of a juvenile for investigatory purposes with the approval of the juvenile court. The attorney shall be notified prior to the temporary release of the juvenile.

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision	
Chapter 3: Intake	
Section 3: Release	Related Standards: TFC 53.02

I. Policy:

Based on the Risk Assessment Instrument score, an Intake probation officer is authorized to release a juvenile to a parent, guardian, custodian or other responsible person upon that individual's agreement to return the juvenile before the juvenile court as requested. The release may be conditioned upon requirements reasonably necessary to insure the juvenile's appearance at later proceedings, but the conditions of the release must be in writing and filed with the office or official designated by the court and a copy furnished to the juvenile. Intake probation officers may release and divert juveniles to deferred prosecution or other programs; or release and recommend filing with the District Attorney's office.

Dallas County Juvenile Department may hold a juvenile without a detention hearing up to 48 hours, pending release. In the event that the juvenile is not released from detention, a judicial determination of probable cause must be made within forty-eight (48) hours of the time the juvenile was taken into custody from the law enforcement agency. The forty-eight (48) hours does include weekends and holidays.

The assigned probation officer shall forward a Custody Report to the Intake Unit on all juveniles that they have knowledge of who will be entering detention, including active bench warrants, Referee Orders, and those juveniles pending violations of probation without and active bench warrant.

II. Definitions: None

III. Procedure:

- A. When releasing a juvenile, the Intake probation officer shall complete a Record of Release form or Intake conditions of release;
- B. The Resident Release Checklist shall be completed on all residents discharged from the Detention Center prior to their release.
- C. Detention staff shall complete all sections of the Resident Release Checklist except for the medical section which shall be completed by Parkland medical staff.
- D. Each and every section on the Resident Release Checklist shall be answered, and blank spaces shall be left on the form.

I. Policy:

The DA Liaison shall obtain paper referrals from the District Attorney's office. The DA Liaison along with the District Attorney's office shall determine whether the case is appropriate for Deferred Prosecution, Drug Court Diversion Project, Supervisory Caution or if the case requires filing by the District Attorney's office.

II. Definitions: None

Paper referral: is a complaint that originates when the department receives paperwork from law enforcement, municipal court, or Dallas Challenge Truancy Enforcement Center for an alleged offense, but the probation department does not see the juvenile or take the juvenile into custody at that time.

III. Procedure:

- A. Misdemeanor referrals may be referred to Deferred Prosecution unless:
 - 1. The juvenile is currently on probation;
 - 2. The juvenile is currently on deferred prosecution, and the supervising probation officer indicates that the juvenile is non-compliant and the case requires filing.
- B. All misdemeanor assaults and Unlawful Carrying of a Weapon cases require approval from the District Attorney's office to be referred to Deferred Prosecution.
- C. Misdemeanor referrals that are referred to Deferred Prosecution shall be transferred to the respective field supervision unit.
- D. Felony referrals are normally filed with the District Attorney's office, however in some cases they may be referred to Deferred Prosecution or Drug Court Diversion Project with approval from the District Attorney's office.
- E. Felony referrals that are referred to Deferred Prosecution shall be transferred to the respective field supervision unit or Drug Court Diversion Project.
- F. Each case shall be looked at on a case by case basis to determine how the case shall be handled. Factors that may influence the determination may include the juvenile's age, whether it is the juvenile's first referral to the Department, has the juvenile previously been on probation, and if so how long was it before the juvenile recidivated, etc.
- G. The probation officer shall discuss the pending offense with the individual and administer the MAYSI-2 no later than 14 calendar days from the first face-to-face contact between the juvenile and the probation officer.
- H. A juvenile who scores a positive screening on the MAYSI-2 shall be administered a secondary screening immediately to assist in clarifying the juvenile's need for mental health intervention.
- I. If the secondary screening confirms the positive screening and indicate that mental health intervention is warranted, a mental health referral shall be made immediately for juveniles in detention. A juvenile who is in the community should be immediately referred to a mental health provider within the community.
- J. If the secondary screening substantiates that the initial positive screening was false, then no further mental health intervention is required.
- K. The probation officer shall document the MAYSI-2 results in TechShare.Juvenile.

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision	
Chapter:3 Intake	
Section 5: Writ of Habeas Corpus	Related Standards: CCP, Article 11.01, 11.05

I. Policy:

Writs of Habeas Corpus originating from a Texas Court of Criminal Appeals, District Court, County Court or any Judge of said Courts mandating the release of a child in detention shall be complied with immediately. The release of the juvenile from detention must be reviewed by a juvenile court judge or the Chair of the Juvenile Board prior to the release.

II. Definitions:

Writ of Habeas Corpus: is defined as the remedy to be used when any person is restrained in his liberty. It is an order issued by a court or judge of competent jurisdiction, directed to anyone having a person in his/her custody, or under restraint, commanding him/her to produce such person, at a time and place named in the writ, and show why he/she is held in custody or under restraint.

III. Procedure:

- A. The Intake probation officer shall contact the Deputy Director of Probation Services, the Assistant Director or the Director and advise him/her of the writ issue.
- B. The contacted administrator shall advise a juvenile court judge or the Chair of the Juvenile Board to review the writ issue.
- C. The administrator shall instruct the Intake probation officer on what action is to be taken.

I. Policy:

Undocumented juveniles who are referred to the Dallas County Juvenile Department shall be processed as any other juvenile referred to the Department.

II. Definitions: None

III. Procedure:

- A. The citizenship of a juvenile shall be determined at the time the Intake probation officer is conducting a preliminary investigation in accordance with Texas Family Code, Section 53.01.
- B. The Intake probation officer shall release the juvenile to a parent, guardian, or custodian unless detention is warranted.
- C. If the juvenile is ordered release by the courts and there is no parent, guardian, or custodian to retrieve the juvenile, the consulate's office shall be contacted by the court coordinator.

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision	
Chapter 4: Assessment	
Section 1: MAYSI-2	Related Standards: TAC 341.36

I. Policy:

The MAYSI-2 shall be administered for all juveniles who receive a formal referral to the Dallas County Juvenile Department. A MAYSI-2 shall be administered to each juvenile admitted into detention within 48 hours from the time the juvenile is admitted. A MAYSI-2 must be administered on every juvenile who has a subsequent formal referral unless a MAYSI-2 was administered within the last 14 calendar days, and it is in the juvenile's case file. Referrals without detention require that a MAYSI-2 be administered no later than 14 calendar days from the first face-to-face contact between the juvenile and the probation officer. A new MAYSI-2 is not required if one has been completed within the previous 2 weeks of the formal referral.

II. Definitions:

Massachusetts Youth Screening Instrument (MAYSI-2): screening instrument used to identify signs of mental and emotional disturbance or distress.

Positive Screening: a scored result on the MAYSI-2 recommending services requiring a primary service by a mental health professional.

III. Procedure:

- A. The MAYSI-2 shall be administered by an individual that has either received a training certificate from TJJD in administering the MAYSI-2 or from an individual who has been trained by an individual with a MAYSI-2 training certificate from TJJD.
- B. The individual administering the MAYSI-2 must administer the Legal Warning & Confidentiality Statement prior to screening the juvenile.
- C. The individual administering the MAYSI-2 must provide the juvenile with the MAYSI Acknowledgement Statement prior to administering the instrument. The Acknowledgement Statement must be signed by the juvenile and the person administering the MAYSI-2 and attached to the MAYSI instrument.
- D. The individual administering the MAYSI-2 should explain the process to the juvenile whether it is being administered in paper form or computer based. The person administering the MAYSI-2 shall not attempt to explain any statements to assist the juvenile in answering the questions. If the juvenile cannot read, it is permissible for the individual administering the MAYSI-2 to read the statements only and instruct the juvenile to mark their answers. If the juvenile does not read or speak English, the appropriate translation or translator shall be provided within 48 hours.
- E. A juvenile who scores a positive screening on the MAYSI-2 shall be administered a secondary screening immediately to assist in clarifying the juvenile's need for mental health intervention.
- F. If the secondary screening confirms the positive screening and indicate that mental health intervention is warranted, a mental health referral shall be made immediately for juveniles in detention. A juvenile who is not in detention should be immediately referred to a mental health provider within the community.
- G. If the secondary screening substantiates that the initial positive screening was false, then no further mental health intervention is required.
- H. The probation officer shall record in TechShare.Juvenile that the MAYSI-2 was administered, the scores and whether the juvenile was referred for mental health services.
- I. A copy of the MAYSI-2, Acknowledgement Statement and Secondary Screening shall be provided to the supervising probation officer if the tool was administered in the Intake Unit. The originals shall be maintained in the juvenile's detention case file unless the tool was administered by the assigned probation

officer.

- J. If the juvenile refuses to complete the MAYSI-2 or is incapacitated, the administration of the instrument may be delayed, but not longer than two (2) business days.
- K. If the juvenile, parent/custodian or attorney refuses permission to have the MAYSI-2 administered, it must be documented in TechShare.Juvenile.

I. Policy:

The Risk and Needs Assessment (RANA) shall be administered for all juveniles under the jurisdiction of the Dallas County Juvenile Department prior to disposition of a juvenile's case.

The Risk Assessment is designed to identify juveniles who are at risk of becoming chronic offenders, and the Needs Assessment identifies factors that, although not predictive of re-offense, target juveniles for more intensive or specialized services. The RANA is designed to assist departments determine the appropriate supervision and services for juveniles. The ultimate purpose of the RANA is to reduce recidivism

II. Definitions: None

III. Procedure:

- A. The assigned juvenile probation officer shall be responsible for completing the RANA.
- B. The RANA shall be completed prior to (or the same day) the disposition of the juvenile's case.
- C. The RANA shall be completed for all dispositions except for Dismissed, Dropped, or Nonsuited.
- D. Only one assessment is required per "disposition event." Multiple referrals disposed on the same day or within 14 days only require one assessment
- E. If disposition occurs without a completed RANA and two weeks have elapsed since the disposition date, the case will be non-compliant for TJJD purposes.
- F. The juvenile's risk and needs levels shall be included in the court report prior to the probation officer making a recommendation to the court. If the recommendation is being withheld, then the risk and needs levels shall **not** be included in the court report.
- G. The assessment must be completed in the county where case was disposed. For Inter-County Transfers, the sending county should complete an assessment and (ideally) send the assessment information to the receiving county.
- H. It is important that the juvenile probation officer completes the assessment as accurately and thoroughly as possible and uses the most current information available for the juvenile.
- I. The Risk and Needs Assessment form should be completed online at the RANA website: <https://www.tjtd.texas.gov/RANA>. A paper copy of the form can be used to gather the information needed. Please note that there is a male and female version of the paper form
- J. The probation officer shall print a copy of the RANA and place it in the juvenile's case file under the assessment section in chronological order with the case plan, case plan review and exit plan.
- K. The risk and needs levels shall be entered in the Referral Screen of TechShare.Juvenile under the disposition tab as it is required by TJJD.
- L. The disposition and contacts section of the assessment shall be completed on the RANA website after the juvenile has been disposed and a determination has been made on the juvenile's level of supervision.

I. Policy:

A Psychiatric Evaluation shall be completed on a juvenile to determine if there is a need for medication and/or medication management.

II. Definitions:

Psychiatric Evaluation: is defined as an assessment of a person's mental, social, and psychological functionality.

III. Procedure:

- A. A psychiatric evaluation may be completed for the following:
 - 1. The juvenile has a previous mental health diagnosis;
 - 2. The juvenile exhibits symptoms of a mental health diagnosis;
 - 3. The juvenile has previously been prescribed a psychotropic medication; or
 - 4. A mental health professional has noticed something while completing a psychological assessment prompting them that a psychiatric evaluation is needed to rule out a need for medication.
- B. A juvenile probation officer may request a psychiatric evaluation via JIS on a juvenile who is currently detained.
- C. A juvenile who is in the community shall be referred to a psychiatric provider within the community.

I. Policy:

A psychological screen may be completed on a juvenile to identify services the juvenile and/or family may require to meet the needs of the family and assist the juvenile in becoming a law abiding citizen.

II. Definitions:

Psychological Screen: is defined as an interview by a mental health professional to identify the needs, services or additional tests that may be required to aid in meeting the needs of the juvenile and/or family.

III. Procedure:

- A. The probation officer shall submit a referral for a psychological assessment to the Dallas County Psychology Department via JIS or notify the Intake probation officer that the juvenile is in need of a psychological assessment when the juvenile is detained. The detention referee may order that a psychological assessment be completed on a juvenile who is detained.
- B. A psychological screen is normally completed when a referral has been made for a psychological assessment, unless the following apply:
 1. The juvenile is being referred for out of home placement;
 2. The juvenile appears to be lower functioning and requires IQ testing; or
 3. The juvenile does not understand their rights in the court proceeding.
- C. When intervention or services are recommended for a juvenile, the probation officer shall:
 1. Include the recommended services on the juvenile's Terms and Conditions of Probation or complete a Notice of Change in Conditions of Probation to notify the courts of any additional services that the juvenile was not ordered to receive at disposition;
 2. Submit a referral via JIS for services through the department's Psychology Division or a contract provider;
 3. A juvenile with Northstar Value Options insurance, Medicaid, CHIP, STARS or private insurance may be referred to a service provider within the community. When the family does not have insurance the probation officer shall assist the parent/guardian in applying for Northstar Value Options, CHIPS, Medicaid or STARS;
 4. When the family does not qualify for any of the above programs, the family may be referred to Dallas Metrocare Services.
 5. When the juvenile is referred to a service provider within the community, the probation officer shall maintain contact with the provider to ensure that the juvenile is receiving the recommended services.

I. Policy:

A psychological assessment shall be completed on a juvenile who appears to be lower functioning or does not appear to understand their rights, to determine if there is a mental health diagnosis or the juvenile should be considered for placement outside of the home.

II. Definitions:

Psychological Assessment: is defined as an interview by a mental health professional, with testing that is used to gather information about one's history and family history to determine what services or needs that may be required to assist the juvenile and/or family and diagnose any mental health disorder that the juvenile may have.

III. Procedure:

- A. The probation officer shall submit a referral for a psychological assessment to the Dallas County Psychology Department via JIS when the juvenile is detained. The detention referee may order that a psychological assessment be completed on a juvenile who is detained.
- B. A juvenile who is in the community, shall be referred to a mental health provider within the community for a psychological assessment.
- C. When the juvenile has been referred within the community, the probation officer shall follow up with the provider to ensure that an appointment has been scheduled and request a copy of the psychological assessment upon completion.
- D. Upon completion of the psychological assessment, the assigned probation officer and/or detention referee shall be notified as to the recommendation.
- E. When intervention or services are required for the juvenile, the probation officer shall:
 1. Include the recommended services on the juvenile's Terms and Conditions of Probation or complete and submit a Notice of Change in Conditions of Probation to notify the courts;
 2. Submit a referral for services through the Department's Psychology Division or a contract provider;
 3. A juvenile with Northstar Value Options insurance, Medicaid or private insurance may be referred to a service provider within the community. When the family does not have insurance the probation officer shall assist the parent/guardian in applying for Northstar Value Options, CHIPS, Medicaid or STARS;
 4. When the family does not qualify for any of the above programs, the family may be referred to Dallas Metrocare Services.
 5. When the juvenile is referred to a service provider within the community, the probation officer shall maintain contact with the provider to ensure that the juvenile is receiving the recommended services.
 6. Staff the case with the Case Planning and Review Committee when the recommendation is for a Family Preservation Program, Functional Family Therapy services, or placement outside of the home.

I. Policy:

The Department shall collect urinalysis samples on referred juveniles as needed to determine the presence of alcohol and/or drug use.

II. Definitions:

Visual observation: is defined as the process by which a juvenile probation officer or a juvenile supervision officer of the same gender maintains unimpeded visual observation of a juvenile when the juvenile is submitting to urinalysis testing. Visual observation should begin from the moment that the juvenile is prepared to submit the urine sample until the sample is appropriately collected in the specimen cup and secured in the collection bag.

III. Procedure:

- A. Juveniles on probation or PAIS shall submit to urinalysis when court ordered and in accordance with the Level of Supervision and Contact Schedule found in Section 5 of the Supervision Chapter or when deemed necessary by the supervising juvenile probation officer.
- B. Urinalysis may be collected on referred juveniles who are not court ordered to submit to urinalysis testing, provided that the juvenile agrees to the testing.
- C. Any positive urinalysis results shall require additional assessment by the juvenile probation officer and violations shall be addressed promptly.
- D. All urine samples shall be properly collected, marked, stored, and submitted to the laboratory.
- E. The preferred method of urinalysis collection is by visual observation. Visual observation shall only be conducted by a juvenile probation officer or juvenile supervision officer of the same gender.
- F. All urinalysis results shall be documented with an entry in the Chronological Notes Screen and the Substance Abuse Screen in TechShare.Juvenile.
- G. All available urinalysis lab reports shall be filed in the correspondence section of the juvenile's case file.
- H. Prior to submitting a probation violation to the District Attorney, the supervising juvenile probation officer shall obtain a confirmation of the positive result from the laboratory.

I. Policy:

A chemical assessment shall be completed on each juvenile who has a history of or has experimented with drug usage, alcohol, or dealing drugs. The probation officer may be prompted to request a chemical assessment by the courts, the juvenile and/or parent reporting drug and/or alcohol usage, a positive screen for drug and/or alcohol usage or the juvenile being detained for trafficking drugs.

II. Definitions:

Chemical Assessment: is defined as an interview with the juvenile by a Licensed Chemical Dependency Counselor to determine whether intervention and treatment services are required for the juvenile to address drug and/or alcohol issues or concerns.

III. Procedure:

- A. The probation officer shall submit a referral to the Dallas County Substance Abuse Unit via JIS or refer the juvenile to a substance abuse provider within the community for a chemical assessment.
- B. When the juvenile is in the community and a referral is made to the Dallas County Substance Abuse Unit, the probation officer shall be contacted via e-mail to notify the family of when the chemical assessment has been scheduled. When the juvenile has been referred within the community, the probation officer shall follow up with the provider to ensure that an appointment has been scheduled and request a copy of the chemical assessment upon completion. A chemical assessment for a detained juvenile shall be completed prior to the "due by" date when requested by the detention referee or prior to the juvenile's next 10 day hearing when requested by the probation officer.
- C. Upon completion of the chemical assessment, the assigned probation officer and/or detention referee shall be notified of the recommendation via a chronological entry in TechShare.Juvenile.
- D. A copy of the chemical assessment shall be provided to the assigned probation officer within a week of the assessment being completed.
- E. When intervention or services are required for the juvenile, the probation officer shall:
 1. Include the recommended services on the juvenile's Terms and Conditions of Probation or submit a Notice of Change in Conditions of Probation to the court if the juvenile is currently on probation;
 2. Submit a referral via JIS for outpatient services through the department's Substance Abuse Unit or refer the juvenile to a substance abuse provider within the community;
 3. When the juvenile has been referred to a provider within the community, the probation officer shall maintain contact with the provider to ensure the juvenile is receiving the recommended services;
 4. Staff the case with the Case Planning and Review Committee when the recommendation is Residential Drug Treatment.

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision
Chapter 4: Assessment
Section 8: TJSORAI-2

I. Policy:

A juvenile who has been adjudicated for a registerable sex offense shall have a Texas Juvenile Sex Offender Risk Assessment Instrument (TJSORAI- 2) completed and scored so that the judge can assign a risk level if the juvenile is ordered to register as a sex offender.

The court’s order regarding registration shall initially occur at the disposition hearing of the adjudicated registerable sex offense. If registration is deferred pending the outcome of sex offender treatment, then the issue of registration may be re-visited at a sex offender registration hearing upon a motion by the District Attorney, or if a Motion to Modify Disposition was subsequently filed due to probation violations of the adjudicated registerable sex offense.

A TJSORAI-2 prepared for the initial disposition hearing shall remain valid for subsequent decision(s) regarding sex offender registration provided that the instrument was correctly scored, the correct instrument format was used, and the juvenile probation officer who scored the instrument was appropriately trained and demonstrated the required level of proficiency to assess juveniles required to register as sex offenders.

The TJSORAI-2 may be revised if there was an error or change in scoring, or there is a new adjudication on a registerable sex offense.

A TJSORAI-2 shall also be completed for any juvenile who meets sex offender registration requirements; was previously ordered to register as a sex offender, and is released from a secure pre or post-adjudicated secure facility after January 1, 2000. In this instance, the risk level shall be assigned by the facility’s designee.

II. Definitions:

Registerable sex offense: is defined as an offense which requires sex offender registration under Chapter 62 of the Texas Criminal Code of Procedure. It is also referred to as a reportable sex offense.

III. Procedure:

- A. The TJSORAI-2 risk level is not actually assessed until a juvenile has been ordered to register as a sex offender by the court or the facility’s designee assigns the risk level upon a registered juveniles’ release from a secure pre or post-adjudicated facility.
- B. The TJSORAI-2 shall only be completed by juvenile probation officers who have been trained by a TJJD certified trainer and demonstrated the required level of proficiency by passing the testing component of the TJSORAI-2 training. No juvenile probation officer shall prepare a TJSORAI-2 without attending the training and passing the testing component of the training.
- C. The TJSORAI-2 shall be prepared for any juvenile adjudicated for a registerable sex offense prior to disposition. If the juvenile’s registration was deferred at disposition, then the TJSORAI-2 shall be filed in the juvenile’s case file and made available at the juvenile’s sex offender registration hearing.
- D. If it is determined that the TJSORAI-2 prepared for disposition was scored incorrectly or the previous format (TJSORAI) was used, and then a revised TJSORAI-2 shall be prepared for the sex offender registration hearing.
- E. The TJSORAI-2 shall be prepared in paper format and shall not be submitted electronically until the juvenile is ordered by the court to register as a sex offender. At that time, the TJSORAI-2 and Supplemental

Information shall be transmitted to TJJJ electronically within ten (10) days of the order.

- F. If a registered juvenile under the Department's jurisdiction is being released from a secure pre or post-adjudication facility, then a TJSORAI-2 shall be prepared seven (7) days prior release.

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision	
Chapter 5: Court	
Section 1: Progressive Sanctions Model	Related Standards: TFC Chapter 59

I. Policy:

After a juvenile's first commission of delinquent conduct or conduct indicating a need for supervision, the Dallas County Juvenile Department, the District Attorney's office or the juvenile court may assign the juvenile a sanction level according to the juvenile's conduct.

The Dallas County Juvenile Department may, in accordance with Section 54.05 Texas Family Code, request the extension of a period of probation specified under sanction levels one through five if the circumstances of the juvenile warrant the extension.

Prior to the court assigning the juvenile a sanction level that involves the revocation of the juvenile's probation and the commitment of the juvenile to the Texas Juvenile Justice Department, the court shall hold a hearing to modify the disposition as required by Section 54.05 Texas Family Code.

II. Definitions:

Progressive Sanctions Model: is defined as a set of recommended graduated dispositional guidelines defined in the Texas Family Code, Chapter 59. The model provides uniform and consistent standards in juvenile case dispositions, taking into account the seriousness of conduct, history of delinquent conduct, previous interventions, special treatment/training needs and special circumstances of the juvenile.

III. Procedure:

Sanction Level One - The Dallas County Juvenile Department or court may:

- A. Require counseling for the juvenile regarding the juvenile's conduct;
- B. Inform the juvenile of the progressive sanctions that may be imposed on the juvenile if the juvenile continues to engage in delinquent conduct or conduct indicating a need for supervision;
- C. Inform the juvenile's parents/guardians of their responsibility to impose reasonable restrictions on the juvenile to prevent the conduct from recurring;
- D. Provide information or other assistance to the juvenile or the juvenile's parents/guardians in securing needed social services;
- E. Require the juvenile and/or the juvenile's parents/guardians to participate in a program for services under TFC Section 264.302 (Early Youth Intervention Services) if such a program is available to the juvenile or the juvenile's parents or guardians;
- F. Refer the juvenile to a community-based intervention program approved by the juvenile court; and
- G. Release the juvenile to the juvenile's parents/guardians.
- H. The Dallas County Juvenile Department shall discharge the juvenile from custody of the department after the provisions are met.

Sanction Level Two – The Dallas County Juvenile Department, District Attorney's office or court may:

- A. Place the juvenile on deferred prosecution for not less than three (3) months or more than six (6) months;
- B. Require the juvenile to make restitution to the victim of the juvenile's conduct or perform community service restitution appropriate to the nature and degree of harm caused and according to the juvenile's ability;
- C. Require the juvenile's parents/guardians to identify restrictions the parents/guardians shall impose on the juvenile's activities and requirements the parents/guardians shall set for the juvenile's behavior;

- D. Inform the juvenile of the progressive sanctions that may be imposed on the juvenile if the juvenile continues to engage in delinquent conduct or conduct indicating a need for supervision;
- E. Provide information or other assistance to the juvenile or the juvenile's parents/guardians in securing needed social services;
- F. Require the juvenile and/or the juvenile's parents/guardians to participate in a program for services;
- G. Refer the juvenile to a community-based citizen intervention program approved by the juvenile court; and
- H. If appropriate, impose additional conditions of probation.
- I. The juvenile court or the department shall discharge the juvenile from the custody of the department on the date the provisions are met or on the juvenile's eighteenth (18th) birthday, whichever is earlier.

Sanction Level Three – The court may:

- A. Place the juvenile on probation for not less than six (6) months;
- B. Require the juvenile to make restitution to the victim of the juvenile's conduct or perform community service restitution appropriate to the nature and degree of harm caused and according to the juvenile's ability;
- C. Impose specific restrictions on the juvenile's activities and requirements for the juvenile's behavior as conditions of probation;
- D. Require a juvenile probation officer to closely monitor the juvenile's activities and behavior;
- E. Require the juvenile or the juvenile's parents/guardians to participate in programs or services designated by the court or probation officer; and
- F. If appropriate, impose additional conditions of probation.
- G. The juvenile court shall discharge the juvenile from the custody of the department on the date the provisions are met or on the juvenile's eighteenth (18th) birthday, whichever is earlier.

Sanction Level Four – The court may:

- A. Require the juvenile to participate as a condition of probation for not less than three (3) months or more than twelve (12) months in an intensive services probation program that emphasizes frequent contact and reporting with a probation officer, discipline, intensive supervision services, social responsibility, and productive work;
- B. After release from the intensive services program, the juvenile shall continue on probation supervision;
- C. Require the juvenile to make restitution to the victim of the juvenile's conduct or perform community service restitution appropriate to the nature and degree of harm caused and according to the juvenile's ability;
- D. Impose highly structured restrictions on the juvenile's activities and requirements for behavior of the juvenile as conditions of probation;
- E. Require a juvenile probation officer to closely monitor the juvenile;
- F. Require the juvenile or the juvenile's parents/guardians to participate in programs or services designed to address their particular needs and circumstances; and
- G. If appropriate, impose additional sanctions.
- H. The juvenile court shall discharge the juvenile from the custody of the department on the date the provisions are met or on the juvenile's eighteenth (18th) birthday, whichever is earlier.

Sanction Level Five – The juvenile court may:

- A. As a conditions of probation, place the juvenile for not less than six (6) months or more than twelve (12) months in a post-adjudication secure correctional facility;
- B. After release from the program, continue the juvenile on probation supervision;
- C. Require the juvenile to make restitution to the victim of the juvenile's conduct or perform community service restitution appropriate to the nature and degree of harm caused and according to the juvenile's ability;
- D. Impose highly structured restrictions on the juvenile's activities and requirements for behavior of the juvenile as conditions of probation;
- E. Require a juvenile probation officer to closely monitor the juvenile;

- F. Require the juvenile or the juvenile's parents/guardians to participate in programs or services designed to address their particular needs and circumstances; and
- G. If appropriate, impose additional sanctions.
- H. The juvenile court shall discharge the juvenile from the custody of the department on the date the provisions are met or on the juvenile's eighteenth (18th) birthday, whichever is earlier.

Sanction Level Six – The court may commit the juvenile to the custody of the Texas Juvenile Justice Department. The Commission may:

- A. Require the juvenile to participate in a highly structured residential program that emphasizes discipline, accountability, fitness, training, and productive work for not less than nine (9) months or more than twenty-four (24) months unless the commission extends the period and the reason for an extension is documented;
- B. Require the juvenile to make restitution to the victim of the juvenile's conduct or perform community service restitution appropriate to the nature and degree of harm caused and according to the juvenile's ability, if there is a victim of the juvenile's conduct;
- C. Require the juvenile and the juvenile's parents/guardians to participate in programs and services for their particular needs and circumstances; and
- D. If appropriate, impose additional sanctions.

On release of the juvenile under supervision, the Texas Juvenile Justice Department parole programs may:

- A. Impose highly structured restrictions on the juvenile's activities and requirements for behavior of the juvenile as conditions of release under supervision;
- B. Require a parole officer to closely monitor the juvenile for not less than six months; and
- C. If appropriate, impose any other conditions of supervision.
- D. The Texas Juvenile Justice Department may discharge the juvenile from the commission's custody on the date the provisions are met or on the juvenile's nineteenth (19th) birthday, whichever is earlier.

Sanction Level Seven – The court may certify and transfer the juvenile under Section 54.02 or sentence the juvenile to commitment to the Texas Juvenile Justice Department under Section 54.04(d)(3), 54.04(m), or 54.05(f). The commission may:

- A. Require the juvenile to participate in a highly structured residential program that emphasizes discipline, accountability, fitness, training, and productive work for not less than twelve (12) months or more than ten (10) years unless the commission extends the period and the reason for the extension is documented;
- B. Require the juvenile to make restitution to the victim of the juvenile's conduct or perform community service restitution appropriate to the nature and degree of harm caused and according to the juvenile's ability, if there is a victim of the juvenile's conduct;
- C. Require the juvenile and the juvenile's parents/guardians to participate in programs and services for their particular needs and circumstances; and
- D. If appropriate, impose additional sanctions.

On release of the juvenile under supervision, the Texas Juvenile Justice Department parole programs may:

- A. Impose highly structured restrictions on the juvenile's activities and requirements for behavior of the juvenile as conditions of release under supervision;
- B. Require a parole officer to closely monitor the juvenile for not less than twelve months; and
- C. Impose any other appropriate conditions of supervision.

I. Policy:

Juvenile probation officers shall staff all cases recommending a Family Preservation Program (FPP), Functional Family Therapy (FFT), placement outside the home and commitment to the Texas Juvenile Justice Department (TJJD) with the Case Planning and Review Committee (CPRC). Determinate sentence cases shall also be staffed with CPRC. All cases that require staffing with CPRC should be staffed immediately to allow the programs and/or facilities time to determine whether the juvenile is appropriate for the program and to ensure that cases are not being reset in court due to needing to be staffed with CPRC.

II. Definitions:

Case Planning and Review Committee: is defined as a committee that consists of an Administrator, Probation Supervisor, Psychology staff, Placement Services Placement Officer/Supervisor who make a recommendation regarding juveniles based on information received from the probation officer pursuant to the case file notes, police reports, and supporting documents such as the predisposition report, psychological screen/assessment, psychiatric evaluation and chemical assessment.

III. Procedure:

- A. The juvenile probation officer shall staff all cases with the assistant supervisor or supervisor prior to staffing the case with CPRC.
- B. The juvenile probation officer shall e-mail the Placement Services secretaries and copy the assistant supervisor and supervisor of Placement Services to schedule a CPRC staffing. It should be specified whether the case will be staffed in person or via conference call.
- C. The juvenile probation officer shall complete a staffing packet with all the documents listed on the CPRC/Placement Packet Checklist, secure the signature of the assistant supervisor or supervisor, and attach the packet in digital format to the juvenile's TechShare.Juvenile ID Screen. The instructions for attaching all the documents required for CPRC have been saved to the K Drive/JD Forms/Administrative/CPRC Documents Preparation Instructions.
- D. The juvenile probation officer shall ensure that the digital CPRC packet is uploaded to TechShare.Juvenile prior to the scheduled staffing date and time.
- E. The juvenile probation officer shall be in his/her office and available at the specified time for a conference call staffing.
- F. When a juvenile has been recommended for Medlock, the juvenile probation officer shall e-mail the staffing sheet to the Medlock Assistant Superintendent advising that the juvenile has been referred to their program.
- G. When a juvenile has been recommended for the Dallas County Residential Drug Treatment or START program, the juvenile probation officer shall e-mail the staffing sheet to the Detention Center Assistant Superintendent for post-adjudication advising that the juvenile has been referred to their program.
- H. When a juvenile has been recommended for FPP or FFT through a contract provider, the juvenile probation officer shall e-mail the staffing sheet to the appropriate non-residential specialist responsible for making referrals to these programs advising that the juvenile has been referred to a contract FPP or FFT.
- I. Any recommendation for Dallas County FFT requires that the juvenile probation officer e-mail the staffing sheet to the Dallas County FFT Supervisor.
- J. When a juvenile has been recommended to a contract residential facility or residential drug treatment program, the Placement Services individual serving on the committee shall forward the referral information to the Placement Services placement specialist.

I. Policy:

The assigned probation officer (Court Assessment, PAIS, Field Assessment) shall ensure that a juvenile pending a sexual conduct offense has a psychological assessment and sex offender screen completed by Psychological Services. The recommendations from the assessment may indicate that the victim, younger child, or other person residing in the home would prohibit the juvenile's return. Recommendations from the assessment shall be taken into consideration when the assigned probation officer staffs the juvenile's case with the supervisor or CPRC.

Regardless of the recommendation for disposition (probation in the community, placement facility, or commitment to TJJD), the assigned probation officer shall attempt to conduct a home study and complete a safety plan on any viable parent, guardian, or custodian. No court orders are needed to complete home studies for an alternative parent, guardian, or custodian.

Upon completion of the home study and safety plan, the assigned probation officer shall staff the results with his/her supervisor.

The home study and safety plan shall be submitted with all court paperwork (10 Day Hearing Report, PDR, Addendum, etc.) regardless of the recommendation.

Results of the home study and safety plan shall be made to the court at the earliest possible time and shall not be delayed.

II. Definitions: None

III. Procedure:

- A. All juveniles pending a sexual conduct offense shall have a psychological assessment and sex offender screen completed by Psychological Services.
- B. A home study and safety plan shall be completed on any viable parent, guardian, or custodian regardless of the recommendation for disposition.
- C. If probation at home is being recommended, the assigned probation officer shall ensure that mandatory recommendations are included. These can be found on the K Drive/JD Forms/ Sex Offender subfolder.
- D. If outpatient sex offender treatment is being recommended then it may only be provided by the DCJD STARS Program or an approved LSOTP provider. The treatment provider shall be indicated on the conditions of probation as well as a start date.
- E. The TJSORAI-2 shall be prepared for any juvenile pending a registerable sex offense. Only those probation officers who have been properly trained shall complete the TJSORAI-2.

I. Policy:

A juvenile who is in the custody of the Texas Department of Family and Protective Services (TDFPS) in kinship care, foster care, or a residential placement facility and not identified as a “Crossover Youth” shall be supervised by a field unit designated by the Manager of Field Services when placed on court ordered supervision.

When a TDFPS juvenile’s kinship care, foster care, or residential placement facility is located out of county, a request for interim supervision through Inter-County Transfer shall be made; however, the receiving county by statute may decline supervision.

II. Definitions: None

III. Procedure:

- A. Any juvenile in the custody of TDFPS and not identified as a “Crossover Youth” shall be supervised by the field unit designated by the Manager of Field Services.
- B. Juveniles who have been adjudicated and placed on probation at the Dallas County Youth Village or Medlock Treatment Center shall be supervised by the probation officer assigned to those facilities and juveniles adjudicated and placed on probation at DCJD-RDT shall be supervised by Placement Services. .
- C. When preparing a TDFPS juvenile’s file for court, terms and conditions of probation shall be utilized for all circumstances (kinship care, foster care, or residential placement facility) except when the recommendation is for placement at the Dallas County Youth Village, Medlock, DCJD-RDT, or START
- D. Field supervision case plans shall be utilized for all TDFPS juveniles with the exception of secure case plans for TDFPS juveniles placed at Medlock, START, and DCJD-RDT and non-secure case plans for TDFPS juveniles placed at the Dallas County Youth Village..
- E. Field supervision contact requirements shall be enforced for TDFPS juveniles residing in kinship care and foster care in Dallas County as listed in Chapter 6 Supervision; Section 5 Level of Supervision and Contact Schedule.
- F. Contact requirements for TDFPS juveniles residing in a residential placement facility in Dallas County can be found in Chapter 6 Supervision; Section 5 Level of Supervision and Contact Schedule.
- G. Contact requirements for TDFPS juveniles in kinship care, foster care, or a residential placement facility and not accepted for interim supervision can be found in Chapter 6 Supervision; Section 5 Level of Supervision and Contact Schedule.

I. Policy:

The Dallas County Juvenile Department shall maintain a Court Assessment Unit to provide the Court with information on a juvenile's history, family dynamics, circumstances, and make recommendations to the Court. The Court Assessment Unit shall manage the following cases: new or 1st time referrals who are detained within the Detention Center, unsuccessfully discharged Deferred Prosecution cases that are referred to detention, out of county referrals, and Motions for Discretionary Transfers.

II. Definitions:

New or 1st time referral: is defined as a juvenile who has not been previously referred to the Juvenile Department or a juvenile who may have been under supervision by the department previously and successfully completed the supervision period. Juveniles who are released from Intake shall be transferred to the respective field supervision unit.

Out of County referral: is defined as a juvenile who has been charged with an offense that occurred in Dallas County, but the juvenile resides outside of Dallas County.

Motion for Discretionary Transfer: occurs when the juvenile court conducts a hearing to consider the transfer of a juvenile for criminal proceedings per TFC 54.02.

III. Procedure:

- A. The assigned juvenile probation officer shall contact the parent/guardian to schedule an assessment interview. The parent shall be advised to bring a copy of the juvenile's vitals (birth certificate, social security card, school records, and immunization records) to the assessment interview.
- B. The assigned juvenile probation officer shall complete an assessment interview with the juvenile and parent/guardian to assist in preparing the Predisposition Report or Social History for the Court. The parent/guardian shall be advised to sign the consent form and complete the financial statement. The parent shall be provided with a copy of the parental written statement and advised to return to the Court.
- C. The assigned juvenile probation officer shall obtain a copy of the juvenile's school records when it is not submitted by the parent.
- D. The assigned juvenile probation officer shall make a referral for any needed assessments or evaluations (psychological, psychiatric and/or chemical); if not ordered at the time of the detention hearing.
- E. The juvenile's case shall be staffed at the supervisory level for a recommendation or to determine if staffing is needed with the Case Planning and Review Committee for further recommendation.
- F. The assigned juvenile probation officer shall be required to visit the juvenile in detention at least once per week.
- G. The assigned juvenile probation officer shall submit a Predisposition Report to the Court by the juvenile's Pre-Trial Hearing, if in detention; and shall submit addendums thereafter while in detention.
- H. If the juvenile is pending a Discretionary Transfer Hearing, a report is not required for the Pre-Trial Hearing. The actual Certification Report (Social Evaluation and Investigative Report) is not due until five (5) business days prior to the Discretionary Transfer Hearing. At which time, the original report should be file-stamped and placed into the Court's jacket; and copies forwarded to the assigned District Attorney and the Respondent's Attorney.

- I. If the juvenile is released on PAIS prior to disposition, the assigned juvenile probation officer shall contact the respective field district supervisor in the zip code in which the juvenile resides and obtain a juvenile probation officer assignment. Once a probation officer assignment has been secured and the Court Assessment Officer has completed a "Draft" PDR, the case file shall be submitted to the Court Assessment supervisor or assistant supervisor for transfer to the respective field district office, unless the next court hearing is less than ten (10) business days away.
- J. If the juvenile is maintained in detention until disposition, and the recommendation is probation within the community, the Court Assessment Officer is responsible for conducting a home visit.
- K. When the case file has remained in the Court Assessment unit until disposition, the case file shall be transferred within three (3) business days to the appropriate field district when the juvenile is placed on probation in the home, in the START program or to the appropriate specialized unit.
- L. When the juvenile is ordered to placement, the assigned juvenile probation officer shall transfer the case file to the Placement Unit or DCJD facility once the juvenile has been admitted into the facility. The case file shall be transferred to Records when the juvenile has been ordered to the Texas Juvenile Justice Department once the juvenile is released from the Detention Center.
- M. The assigned officers is responsible for contacting the parent/guardian 2 days prior to all scheduled court dates and verbally remind the parent/guardian of the scheduled hearing.
- N. If the juvenile is on warrant status, the assigned officer is required to contact the parent/guardian once a month to determine the subject's whereabouts and assist in the apprehension or surrender of the juvenile.

I. Policy:

The Department utilizes its field probation units to process and maintain assessment cases that begin as paper referrals filed by the District Attorney's Office. The assigned probation officer shall be responsible for completing the required court reports and making recommendations.

Assigned probation officers shall follow the procedures specific to completion of court reports listed in Section 10 of this Chapter.

II. Definitions:

Field Assessment Case: is defined as a case whereby the juvenile has been referred to the Department as a paper referral, and the District Attorney has filed a petition. As long as the juvenile resides in Dallas County, the case shall be processed by the appropriate field unit.

III. Procedure:

A. Field Assessment Cases:

1. Upon receipt of a field assessment case from Records, the appropriate field supervisor shall assign the case to an officer for court processing.
2. An Initial Announcement Hearing Letter shall be sent to the parent/guardian within 7 days of receiving the case in the field unit.
3. The assigned officer is responsible for contacting the parent/guardian 2 days prior to all scheduled court dates and verbally remind the parent/guardian of the scheduled hearing.
4. If the juvenile is on warrant status, the assigned officer is required to contact the parent/guardian once a month to determine the subject's whereabouts and assist in the apprehension or surrender of the juvenile.
5. The assigned officer shall **not** attempt to complete the assessment interview until receipt of a PDR Order. Circumstances in which a PDR Order is not completed include when the juvenile is in custody or has been released on PAIS.

B. Receipt of PDR Order:

1. An appointment for the assessment interview shall be scheduled leaving ample time to submit the report for supervisory review no later than 3 business days prior to the hearing date.
2. The assigned officer shall contact the parent/guardian to schedule the assessment interview. A letter shall be sent as confirmation of the appointment or as notification of the appointment if there is not a working telephone number. A copy of the letter shall be placed in the file.
3. The assigned officer shall also request the required vital statistics and documentation (birth certificate, social security card, immunization records, school records, etc.) at the time the interview is scheduled.
4. Any missed appointment shall require a follow-up telephone call and/or letter to reschedule the interview.

C. Interview Procedures:

1. The assigned officer shall ensure that the Notification of Civil Rights Form is reviewed and signed by the juvenile.
2. During the interview, the assigned officer shall provide a copy of Parental Written Statement for the parent to return to the court, and ensure that the financial statement and consent form are completed and signed by the parent/guardian..

3. The assigned officer shall explain the court process to the juvenile and parent/guardian and admonish that the hearing be attended as required.
4. The assigned officer may offer advice of community based programs to address any behavioral problems that may exist with the family and should encourage juvenile to correct any behavioral issues prior to the hearing to avoid the possibility of detention.
5. The assigned officer shall not offer any legal advice regarding the pending offense.

I. Policy:

The Dallas County Juvenile Department shall be represented at all juvenile court proceedings by the Court Liaison Unit or the assigned juvenile probation officer to provide the court with feedback on the juvenile and recommendations. When the assigned juvenile probation officer is unavailable, the assistant supervisor or supervisor shall be present.

II. Definitions: None

III. Procedure:

- A. All cases are due to the Court Liaison Unit by 12:00 pm the day preceding the court date. If prior arrangements have not been made with the Court Liaison Supervisor for the case to arrive late, the assigned juvenile probation officer is expected to appear in court. The assigned juvenile probation officer and their supervisor shall be contacted so that the assigned juvenile probation officer is present for court.
- B. The Court Liaison officer shall check all court cases after 12:00 pm on the day preceding the court date to ensure that all necessary reports and forms are present. When problems exist, the assigned juvenile probation officer and supervisor shall be notified.
- C. The Court Liaison officer shall review the Court Docket 1 day before to identify any juveniles in TechShare.Juvenile with paper referrals that are not formalized that are set for Announcement Hearings the following day;
- D. The Court Liaison officer shall place the case files on the desk of the assigned Court Liaison Officer for the respective court, along with a list of cases that are missing and cases that are expected to be received.
- E. All court reports must be file stamped. The original (PDR, Addendum, Supplement) shall be placed in the court jacket and copies submitted to the prosecution and defense attorneys.
- F. The Court Liaison officer and/or juvenile probation officer shall understand that they are representing the Dallas County Juvenile Department when in court. No personal ideas, thoughts or suggestions may be given.
- G. The Court Liaison officer shall only utilize the Court Liaison Chronological Sheet when adjudication and disposition occurred on the same day or when only disposition has taken place (adjudication occurred prior on a prior date).
- H. When a case has been reset, the Court Liaison officer shall:
 - 1. Enter all hearing results and any reset information on the Court page in TechShare.Juvenile;
 - 2. Return the file to the assigned juvenile probation officer when further action is required or the reset date is more than 30 days and the juvenile is on PAIS or conditions of release;
 - 3. Maintain the case file when all required reports, forms and a recommendation is present in the case file, and the reset date is within 30 days (applies to juveniles in detention, as well as those who are not).
- I. When new information develops that shall be useful in the court proceeding, the assigned juvenile probation officer shall complete an updated court report and forward it to the Court Liaison Unit prior to 12:00 pm on the day preceding the reset date.
- J. All cases involving a firearm must include an Exhibit C. All placement and TJJD cases require Exhibits A and B.
- K. Upon the completion of the disposition hearing, the Court Liaison officer shall:
 - 1. Explain the Terms and Conditions of Probation and Instructions for New Probationers and Parents to the juvenile and family, obtain their signatures, and provide them with copies;

2. Place the white, blue, and green copies of the Terms and Conditions of Probation, along with the white and green copies of the Instructions for New Probationers and Parents in the court jacket, and place the yellow copy in the probationer's case file;
 3. Take the family along with the blue copy of the Instructions for New Probationers and Parents to the collections clerk;
 4. Place the original Court Liaison Chronological Sheet in the case file on the left side under the face sheet and a copy must be submitted to the Court Liaison secretary;
 5. Document the outcome of the disposition on the JIS face sheet and transfer receipt;
- L. When a juvenile is adjudicated for a registerable sex offense, the judge shall make a decision regarding sex offender registration. If registration is not ordered at disposition, the TJSORAI-2 form shall not be handed to the judge. If registration is ordered at disposition and the juvenile is placed on probation at home, then all sex offender registration forms shall be completed immediately.
- M. If a juvenile is placed on PAIS and has a paper referral that has been identified in TechShare.Juvenile, the Court Liaison officer shall meet with the juvenile and family, and proceed with the following:
1. Paper formalize the referral in TechShare.Juvenile;
 2. Update all juvenile information as well as the parent/guardian/custodian's contact information on TechShare.Juvenile; and
 3. The Court Liaison officer shall send an e-mail notification to the Supervisor and Assistant Supervisor of the assigned unit that the referral has been formalized, and that there are 14 days for a MAYSI to be completed.

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision	
Chapter 5: Court	
Section 8: DNA Testing	Related Standards: TFC 54.0409; 54.0462

I. Policy:

The Dallas County Juvenile Department shall collect a DNA sample from juveniles placed on probation for any 3g offense or for which it is shown that a deadly weapon was used or exhibited during the commission of the conduct or during immediate flight from the commission of the conduct under Subchapter G, Chapter 411, Government Code, for the purpose of creating a DNA record of the juvenile, unless the juvenile has already submitted the required sample under other state law. When a juvenile is committed to the Texas Juvenile Justice Department, TJJD is responsible for collecting the DNA sample. The court shall order the juvenile and parent/guardian to pay the court a cost of \$50 if the disposition of the case includes commitment to a facility operated by or under contract with the Texas Juvenile Justice Department; or a \$34 fee if the disposition of the case does not include a commitment described by Subdivision (1) and the juvenile is required to submit a DNA sample under Section 54.0409 or other law.

II. Definitions:

3g offense: is defined as an offense referenced in Texas Code of Criminal Procedure Article 42.12 Section 3g which includes Murder; Capital Murder; Indecency with a Child; Aggravated Kidnapping; Aggravated Sexual Assault; Aggravated Robbery; offenses under Chapter 481 of the Texas Health and Safety Code (Controlled Substances Act) for which punishment is increased under Section 481.140 (Use of a Child) or Section 481.134 (Drug Free Zones); Sexual Assault; First Degree Injury to a Child; Sexual Performance by a Child; and First Degree Criminal Solicitation. [Section 3g(a)(1), Article 42.12, Code of Criminal Procedure]

Deadly Weapon: is defined as a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury; or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury. [Section 1.07, Penal Code]

III. Procedure:

- A. For all juveniles pending disposition on a Deadly Weapon or 3g offense, the assigned juvenile probation officer shall request in the court report and on the Terms and Conditions of Probation that the court order the required fee as stated above.
- B. Once a juvenile has been adjudicated for a 3g offense or Deadly Weapon offense and ordered to submit a DNA sample, the Court Liaison officer shall collect the sample immediately after the disposition hearing.
- C. The Court Liaison officer must have been trained and watched the required video provided by the Department of Public Safety prior to collecting a DNA sample.
- D. All DNA samples shall be properly collected, documented, and sealed. Place the DNA sample envelope along with the fingerprinted data card in the shipping envelope and immediately place in the mailroom for submission to Austin.

I. Policy:

When a juvenile is not released under Section 53.02, Texas Family Code, a detention hearing shall be held promptly, but not later than the second (2nd) working day after the juvenile is taken into custody; provided, however, that when the juvenile is detained on a Friday or Saturday, then such detention hearing shall be held on the first working day after the juvenile is taken into custody.

The initial detention hearing may not be waived but subsequent detention hearings may be waived in accordance with the requirements of Section 51.09, Texas Family Code. A Detention Hearing must be held within a 10 day period, but may occur in less than 10 days.

The detention hearing for a status offender or non-offender who has not been released administratively under Section 53.02 shall be held before the twenty-fourth (24th) hour after the time the juvenile arrived at the detention facility, excluding hours of a weekend or a holiday. Except as otherwise provided by this section, the judge or referee conducting the detention hearing shall release the status offender or non-offender from secure detention.

Juvenile probation officers and supervisory staff will be held jointly and strictly accountable for the timely submission of ten (10) day hearing reports. For those juvenile probation officers and supervisors who have a repeated pattern of missing or allowing their staff to miss submission of their reports will be subject to progressive disciplinary action for each additional incident.

A walk-up hearing may be requested to allow the assigned juvenile probation officer the opportunity to bring a juvenile before the Detention Referee when warranted. The Detention Referee will approve or deny the request for the walk-up hearing based upon the circumstances of the request.

II. Definitions:

Detention Hearing: is defined as a hearing to decide whether the juvenile should be released or detained. There must be probable cause to detain a juvenile.

Ten (10) Day Hearing Report: is defined as a court report required to be turned in by the assigned juvenile probation officer at every subsequent 10 day detention hearing until disposition has occurred and the Detention Referee is notified of the disposition. The report shall be approved by the officer's supervisor or assistant supervisor and include pertinent information regarding a recommendation for the juvenile's pending referral(s).

III. Procedure:

- A. The Intake officer shall advise the juvenile of their rights and conduct a preliminary investigation to determine whether:
1. The person referred to the juvenile court is a child within the meaning of this title; and
 2. There is probable cause to believe the person engaged in delinquent conduct or conduct indicating a need for supervision; or
 3. The child is a non-offender who has been taken into custody and is being held solely for deportation out of the United States, these individual shall be released within 24 hours.

- B. All juveniles detained by Intake must have a probable cause determination made by the juvenile court within forty-eight (48) hours. The Intake officer shall contact the referee, master or judge by phone to establish the probable cause determination when the forty-eight (48) hours from the time the juvenile was detained is on the weekend or a holiday. The Intake staff shall contact the designated referee, master or district judge around 10:00 a.m. to review the cases to establish probable cause or obtain legal instructions.
- C. When probable cause has been established, the juvenile shall be scheduled for a detention hearing on the first working day after the weekend or holiday.
- D. The Intake officer shall complete the detention hearing packet and place the juvenile's name on the initial hearing docket. When there is an assigned juvenile probation officer, a recommendation shall be given to the Intake staff via a custody report, in TechShare.Juvenile or when the Intake officer telephones the juvenile probation officer.
- E. Reasonable notice is to be given to the juvenile and the parent/guardian notifying them of the detention hearing by the Intake officer. A detention hearing may be held without the presence of the parent if the parent/guardian cannot be located or the parent/guardian does not appear for the hearing.
- F. The Detention Referee's finding and recommendations shall be recorded on the docket by the detention court coordinator and presented to the Detention Referee for signature. The docket shall be given to the appropriate district court clerk for forwarding to the district court judge for review. The judge or substitute judge shall adopt, modify, or reject the referee's recommendations within twenty-four (24) hours.
- G. The court coordinator shall distribute a copy of the completed docket with findings and recommendations to each juvenile department supervisor and other designated staff.
- H. When there is an objection to the referee conducting the detention hearing, the court coordinator shall contact the juvenile court judge to conduct the hearing. The objection hearing must be held within twenty-four (24) hours.
- I. When the initial hearing is reset as a ten (10) day hearing, the assigned probation officer shall submit the ten (10) day hearing report for each subsequent detention hearing. The report shall be approved by the officer's supervisor or assistant supervisor by completing an approval TechShare.Juvenile chronological entry (the report does not need to be physically signed by a supervisor). The assigned probation officer shall save the ten (10) day report by the juvenile's last name, first initial to the appropriate ten (10) day hearing date found on the K Drive/10-Days folder. Reports are due by 5:00 p.m. the day before court. The ten (10) day hearing report itself can be found on the K Drive/JD Forms/Court Documents folder.
- J. When the juvenile has been ordered to placement or TJJD and a ten (10) day hearing has been submitted advising the Detention Referee of the disposition, a subsequent ten (10) day hearing report shall not be required.
- K. The assigned juvenile probation officer may request a walk-up hearing to modify previous Conditions of Release, to obtain programming, to bring a juvenile into custody to initiate services, and for other immediate needs. The request for the walk-up hearing and any other supporting documentation shall be e-mailed to the detention court coordinator by 12:00 p.m. two days prior to the intended walk-up hearing and the Detention Referee will approve or deny the request. Please remember that **no** walk-up hearings will be scheduled for Mondays. The request for the walk-up hearing can be found on the K Drive/JD Forms/Court Documents folder.
- L. If approved, the assigned juvenile probation officer is responsible for ensuring that the juvenile and parent are present for the walk-up hearing as well as the assigned juvenile probation officer.

I. Policy:

A court report shall be submitted to court hearings by the assigned juvenile probation officer as directed and adhere to the approved formats. The assigned juvenile probation officer shall retrieve all court reports from the K Drive/JD Forms/Court Documents to ensure that the appropriate forms are being utilized. All court reports must be approved by the supervisor or assistant supervisor prior to submitting the report to the Court. Another supervisor/administrator may sign the PDR with the approval of the assigned juvenile probation officer's supervisor.

A juvenile probation officer who fails to submit any court report within the required time frame shall be subject to disciplinary action. The degree and severity of the disciplinary action shall be weighed by factors such as the reason for the late submission and whether the officer has had a prior history with failing to meet court responsibilities.

II. Definitions:

Pre-Disposition Report (PDR): An inquiry into the background, criminal history, mental history and family history of the juvenile. A PDR shall be completed when a juvenile is not on probation and pending court action. A new PDR is required when the previous PDR is more than one (1) year old. In unusual circumstances a court case may extend beyond one year without disposition, the assigned juvenile probation officer shall continue submitting addendums rather than completing a new PDR.

Skeletal PDR: An incomplete PDR due to the parent/guardian or juvenile not being available to provide the assigned juvenile probation officer with the needed information to complete the court report.

Supplement Pre-Disposition Report: A supplement PDR shall be completed when a juvenile is pending a motion to modify disposition or a new offense while on probation and the PDR is not more than one (1) year old.

Addendum: An addendum shall be completed once a PDR or Supplement PDR has been completed to inform and/or update the Court on the most recent facts surrounding the juvenile's case.

Pre-Adjudication Memorandum: A Pre-Adjudication Memorandum may be submitted for a pre-trial hearing when a non-probationer is in custody or if a juvenile is on PAIS and the next hearing is scheduled less than ten (10) business days from the release date.

Mitigating circumstances: is defined as a circumstance that does not exonerate a person but which reduces the penalty associated with the offense.

Aggravating circumstances: is defined as a circumstance that make a criminal act and the juvenile more dangerous socially and that entails a more severe punishment.

III. Procedure:

- A. When a juvenile is in custody, the PDR or Supplement shall be submitted to the Court at the Pre-Trial Hearing. When a juvenile is not in custody and is on Pre-Adjudication Intensive Supervision (PAIS) or probation, the PDR or Supplement shall be submitted to the Court at the Announcement Hearing.
- B. When a juvenile is not in custody, not on probation or PAIS, and immediately following receipt of an Original Delinquency Petition or case assignment, an Initial Announcement Hearing letter should be mailed to the family. The letter can be found on the K Drive/JD Forms/Case Management folder. The PDR shall be submitted in accordance with orders of the court. The assigned juvenile probation officer is allowed twenty (20) business days to complete the report. When the assigned juvenile probation officer is unable to submit the PDR by the designated date a Pre-Adjudication Memorandum may be submitted, with the approval of the supervisor explaining why the PDR is not being submitted and the plans the probation officer has for case.
- C. For Discretionary Transfer Hearings, the Social History Evaluation shall be submitted to the court five (5) business days prior to the scheduled Pre-Trial Hearing.
- D. The assigned juvenile probation officer shall staff all cases with the supervisor for a recommendation. The recommendations to the Court shall be based on progressive sanction guidelines as noted in Section one (1) of this Chapter. The recommendation may include probation in the home, out-of-home placement, commitment to TJJD or no formal disposition. Departures from progressive sanctions guidelines shall be based on the following factors: prior referral history, nature of the current allegations, degree of support in the home, the ability/inability to meet treatment needs within the community and mitigating/aggravating circumstances.
- E. When the recommendation is for placement outside the home or commitment to TJJD, the case must be staffed with the Case Planning and Review Committee. The committee shall provide justification for the department's recommendation which the assigned juvenile probation officer shall report to the Court in the court report.
- F. The court reports shall be based on the assessment interview with the juvenile and parent/guardian, as well as, supporting documents (offense report, psychological assessment, psychiatric evaluation, chemical assessment, school records, Risk and Needs Assessment, etc.).
- G. When a court report cannot be completed due to the juvenile and parent/guardian not being available or other special circumstances, a skeletal PDR must be submitted to the Court to comply with the court order. The skeletal PDR shall be followed by an addendum.
- H. Court reports are due for supervisory review and approval no later than 3 business days prior to the court hearing.
- I. Court reports are due to the Court Liaison Unit by 12:00 p.m. on the business day prior to the actual court date. The following documents shall be included in the file:
 - 1. Predisposition report (original and 4 copies)
 - 2. Psychological/Psychiatric evaluation (4 copies)
 - 3. Chemical assessment (4 copies)
 - 4. Financial statement (carbon copy)
 - 5. Terms and Conditions of Probation
 - 6. Instructions for New Probationer and Parents
 - 7. Exhibits A, B, and/or C (if applicable)
 - 8. All other pertinent forms
- J. An addendum should be completed at least every thirty (30) days, unless new information or circumstances arise that would require that information being submitted to the courts sooner than the thirty (30) days. An addendum is good for sixty (60) days when the juvenile is detained, there has been no change since the last addendum, a recommendation has been submitted, and all supporting documents are present in the case file.
- K. All court reports shall be saved with the juvenile's PID number in the corresponding folder on the P Drive.
- L. The assigned juvenile probation officer shall review the proposed conditions of probation, whether it is recommended that the juvenile remain in the home or placement outside the home, with the juvenile and parent prior to the disposition hearing.

- M. A home visit shall be conducted by the assigned juvenile probation officer prior to disposition when the recommendation is for probation in the home.
- N. The TJJD parental written statement shall be submitted to the court by the parent or the assigned juvenile probation officer when it is returned to the juvenile probation officer.

I. Policy:

The Dallas County Juvenile Department shall utilize an Agreed Order to extend probation, change custody and/or change placement when it is in the best interest of the juvenile and the community.

II. Definitions:

Agreed Order: is defined as a written agreement between the Juvenile Department, juvenile, parent/guardian and attorney to eliminate the need for a formalized court hearing in order to modify a court order.

III. Procedure:

- A. The assigned juvenile probation officer shall staff the juvenile's case with the supervisor or assistant supervisor to request permission to complete an Agreed Order when it is necessary to extend probation, make a change in custody or placement.
- B. When an Agreed Order is being completed for a change in custody, the assigned juvenile probation officer must conduct a home study at the home of the individual who shall be assuming custody of the juvenile to verify that the home is suitable.
- C. Once the Agreed Order has been typed, it should be reviewed by the supervisor prior to acquiring the signatures from the juvenile, parent/guardian and attorney. The parent/guardian that the juvenile is currently residing with shall sign the Agreed Order.
- D. The assigned juvenile probation officer shall submit the completed Agreed Order, prior court order and new Terms and Conditions of Probation to the Administrative Assistant for processing. The home study shall also be submitted when there is a change of custody.

I. Policy:

The assigned juvenile probation officer shall complete a Texas Juvenile Justice Department (TJJD) Packet when a juvenile has been committed to the care and custody of the Texas Juvenile Justice Department to assist TJJD in the development of the juvenile's individualized treatment plan.

II. Definitions: None

III. Procedure:

- A. The assigned juvenile probation officer shall staff all TJJD cases with the supervisor or assistant supervisor and the Case Planning and Review Committee (CPRC) prior to making a TJJD recommendation.
- B. When the assigned juvenile probation officer is making a recommendation of TJJD, the following documents must be submitted to the courts:
 1. Court report
 2. Instructions for New Probationer and Parents;
 3. Exhibits A & B; and
 4. Terms and Conditions of Placement (in the event that the court does not order TJJD).
- C. When the assigned juvenile probation officer is committed to TJJD, the Interagency Application for Placement (formerly known as the Common Application) and the Texas Uniform Health Status Update for Juvenile Offenders form, shall be completed by the next business day after disposition to be included in the TJJD packet.
- D. A TJJD Packet Form shall be completed for each juvenile who has been committed to the care and custody of the Texas Juvenile Justice Department (Refer to the TJJD Check List for a list of documents).
- E. The complete TJJD Packet shall be submitted to the Court Liaison Unit Supervisor within two business days of the date of commitment.
- F. The juvenile is entitled to a family visit in the Detention Center prior to his/her departure to TJJD and shall be scheduled by the assigned juvenile probation officer. The Authorization for Exception to Detention Visitation Policy form shall be completed with the visit information. The form can be found on the K Drive/JD Forms/Case Management folder.

I. Policy:

When a juvenile is placed on probation, a Review Hearing may be scheduled for a later date to monitor the juvenile's progress and compliance with the Terms and Conditions of Probation ordered by the Court. The assigned juvenile probation officer is expected to appear for all Review Hearings. If the assigned juvenile probation officer has a conflict with his/her schedule, the supervisor or assistant supervisor shall be required to appear for the Review Hearing provided that the officer has requested permission prior to the scheduled date.

A juvenile probation officer who fails to appear for a Review Hearing shall be subject to disciplinary action. The degree and severity of the disciplinary action shall be weighed by factors such as the reason for the absence and whether the officer has had a prior history with failing to meet court responsibilities.

II. Definitions: None

III. Procedure:

- A. The assigned juvenile probation officer shall secure a copy of the Review Hearing Update or the Placement Review Hearing Addendum from the K: Drive/JD Forms/Court Documents to ensure that the appropriate form is being utilized.
- B. The assigned juvenile probation officer shall complete the report based on information obtained while supervising the juvenile and case file notes.
- C. Upon completion of the Review Hearing Update, the juvenile probation officer shall submit the document to the supervisor or assistant supervisor for their approval and signature.
- D. Once the Review Hearing Update has been approved, the assigned juvenile probation officer shall make two (2) copies of the report. The original shall be submitted to the Judge, a copy shall be placed in the juvenile's case file, and the remaining copy shall be taken to the hearing for the Bailiff in the event the juvenile is detained.
- E. The assigned juvenile probation officer shall contact the juvenile and parent at least twenty-four (24) hours in advance to ensure that they are aware of the scheduled Review Hearing.
- F. Prior to submitting the report to the Judge, the assigned juvenile probation officer shall have the report file stamped at the District Clerk's office.
- G. The assigned juvenile probation officer shall be punctual and prepared for court and remain in the courtroom unless the officer is leaving to contact the family or the officer has another Review Hearing scheduled in another courtroom. When the assigned juvenile probation officer has a hearing in another court, the officer shall check in with the Bailiff and notify them that their family has not arrived and they have a Review Hearing in another courtroom.
- H. When a juvenile does not appear for his/her Review Hearing and the Judge orders a warrant, the assigned juvenile probation officer shall complete a Request for a Bench Warrant form and submit it to the Judge immediately.
- I. The assigned juvenile probation officer shall file probation violations if instructed to do so after a warrant has been requested.
- J. When a juvenile appears for a Review Hearing and the juvenile is detained, the assigned juvenile probation officer shall immediately contact the supervisor or assistant supervisor for direction on how to proceed with the case and enter a recommendation in TechShare..Juvenile or present a custody report to the Intake Unit.

I. Policy:

A juvenile who has been adjudicated and placed on Determinate Sentence probation shall return to the Dallas County Juvenile District Court prior to his/her eighteenth (18th) or nineteenth (19th) birthday for the District Judge to determine whether the juvenile shall be transferred to the adult system to complete the Determinate Sentence probation period. The transfer hearing is predicated upon the District Attorney filing a Motion with the appropriate District Court.

A juvenile who has been adjudicated, placed on probation for a registerable sex offense, and sex offender registration has been deferred pending treatment shall return to the Dallas County Juvenile District Court prior to his/her eighteenth (18th birthday) for the District Judge to determine whether the juvenile shall be required to register as a sex offender. The sex offender registration hearing is predicated upon the District Attorney filing a Motion to Require Sex Offender Registration with the appropriate District Court. There will be times that the hearing is scheduled after the juvenile's probation has expired but prior to his/her eighteenth birthday. In that instance, the last assigned juvenile probation officer will be required to submit the report and appear for the hearing.

II. Definitions: None

III. Procedure:

- A. The assigned juvenile probation officer shall secure a copy of the Determinate Sentencing Review Hearing Form found on the K Drive/JD Forms/Court Documents folder or the Sex Offender Registration Hearing Form found on the K Drive/JD Forms/Sex Offender folder.
- B. The assigned juvenile probation officer shall complete the report based on information obtained while supervising the juvenile and case file notes.
- C. Upon completion of the report, the juvenile probation officer shall submit the document to the supervisor or assistant supervisor for their approval and signature.
- D. Once the report has been approved, the assigned juvenile probation officer shall make three (3) copies of the report. The original shall be submitted to the Judge and copies shall be made for the District Attorney, attorney, and the juvenile's case file.
- E. The assigned juvenile probation officer shall contact the juvenile and parent at least twenty-four (24) hours in advance to ensure that they are aware of the scheduled hearing.
- F. Prior to submitting the report to the Judge, the assigned juvenile probation officer shall have the report file stamped at the District Clerk's office.

I. Policy:

The Dallas County Juvenile Department shall be represented at all juvenile court proceedings by a juvenile probation officer. The majority of cases are represented by the Court Liaison Unit; however, there are instances in which the assigned juvenile probation officer is required to appear in court.

The assigned juvenile probation officer shall appear at all Review Hearings, Open Plea/Contested Disposition Hearings, any hearing in which the juvenile's case file was not submitted to the Court Liaison Unit by 12:00 p.m. the day preceding the court date, and any other hearing in which the Judge, District Attorney, or Attorney has requested the juvenile probation officer's presence.

At no time shall an officer fail to appear for a hearing in which he/she was required to appear. A supervisor or assistant supervisor shall appear for the assigned juvenile probation officer only if there is good cause for the officer to be absent from the hearing and not without prior approval.

A juvenile probation officer who fails to appear for a hearing in which his/her presence was required shall be subject to disciplinary action. The degree and severity of the disciplinary action shall be weighed by factors such as the reason for the absence and whether the officer has had a prior history with failing to meet court responsibilities.

II. Definitions: None

III. Procedure:

- A. The assigned juvenile probation officer shall be neatly groomed and appropriately dressed in courtroom attire according to Dallas County Juvenile Department Dress Code Guidelines.
- B. The assigned juvenile probation officer shall turn off all electronic devices prior to entering the courtroom.
- C. The assigned juvenile probation officer shall be prepared and familiar with the details surrounding the juvenile's case.
- D. The assigned juvenile probation officer shall arrive to court early, speak with the District Attorney prior to being called to the bench and remain in the courtroom until the case has been heard or reset.
- E. The assigned juvenile probation officer shall have all court documents file stamped prior to entering the courtroom if the case file was not previously submitted to the Court Liaison Unit.
- F. The assigned juvenile probation officer shall disperse copies of all court documents to the District Attorney, Attorney, and the original copies shall be placed in the juvenile's court jacket for the Judge.
- G. The assigned juvenile probation officer shall represent the Juvenile Department while in court. There shall be no personal feelings, thoughts or biases presented to the court.

I. Policy:

All juvenile case files under supervision shall be assigned to a juvenile probation officer based upon their supervision status: Deferred Prosecution, Conditions of Release; Pre-Adjudication Intensive Supervision (PAIS); Probation in the community; and Probation in a residential placement facility.

II. Definitions: None**III. Procedure:**

- A. A juvenile diverted to Deferred Prosecution (DP) shall be assigned to the respective field unit DP officer based upon the zip code area in which the juvenile resides unless the juvenile is participating in a specialized diversion program.
- B. A juvenile formally referred to Letot from the Dallas Challenge Truancy Enforcement Program shall be assigned to a Letot DP officer.
- C. A juvenile placed on PAIS shall be assigned to a field unit officer based upon the zip code area in which the juvenile resides.
- D. A juvenile placed on conditions of probation and residing in the community shall be assigned to a field unit officer based upon the zip code area in which the juveniles resides unless the juvenile is participating in a specialized supervision program.
- E. A juvenile placed on conditions of probation and admitted to the START Program shall be assigned to the zip code area in which the juvenile will be residing upon discharge.
- F. A juvenile placed on conditions of probation (placement) and admitted to a contract facility or DCJRDT shall be assigned to a Placement Services officer.
- G. A juvenile placed on conditions of probation and admitted to Medlock shall be assigned to a Medlock officer.
- H. A juvenile placed on conditions of probation and admitted to the Dallas County Youth Village shall be assigned to a Youth Village officer.
- I. A juvenile placed on conditions of probation (kinship care, foster care, or residential placement) in the custody of the Texas Department of Family and Protective Services and not identified as a "Crossover Youth" shall be assigned to a field unit officer as directed by the Manager of Field Services.
- J. A juvenile placed on conditions of probation and admitted to a private residential facility shall be assigned to a field unit officer based upon the zip code area the parent/guardian resides.

I. Policy:

Juvenile probation officers shall supervise juveniles who have been court ordered on Pre-Adjudication Intensive Supervision (PAIS).

II. Definitions:

Pre-Adjudication Intensive Supervision (PAIS): is defined as the Department's supervision program that is designed for those juveniles, who due to circumstances, (i.e. lack of supervision, nature of offense, treatment needs) may require supervision conditions during the court process for the pending offense(s). No juvenile shall be placed on PAIS without a court order.

III. Procedure:

- A. An initial contact shall be made with the juvenile and the parent, guardian, or custodian within two working days of being placed on PAIS.
- B. Juveniles on PAIS shall be supervised according to the Level of Supervision and Contact Schedule found in Section 5 of this chapter.
- C. PAIS supervision may be eligible for termination at the end of 60 days unless the court orders an extension of the period of supervision.
- D. PAIS supervision may be extended beyond 60 days with supervisory approval.

I. Policy:

Juvenile probation officers shall review the conditions of probation with the juvenile and the parent, guardian, or custodian to ensure a clear understanding of the specific requirements and expectations of the juvenile's probation term.

II. Definitions: None

III. Procedure:

- A. Upon receipt of the juvenile's case file, the supervising juvenile probation officer shall review the conditions of probation with the juvenile and the parent, guardian, or custodian.
- B. The supervising juvenile probation officer shall also review the conditions of probation with the juvenile and parent, guardian, or custodian on a monthly basis to ensure continued compliance and delivery of services.
- C. The juvenile and his/her parent, guardian, or custodian shall participate in a probation orientation meeting at the respective field office and view the "I Can Do This" video within 30 days of initial disposition.

I. Policy:

A written case plan shall be developed and implemented for each juvenile adjudicated by the juvenile court and assigned to progressive sanction levels three through five and any juvenile given determinate sentence probation.

The case plan shall be developed for each juvenile under field supervision or in residential placement [TAC 341.37]. Additionally, the level of supervision shall be included in the juvenile's written case plan [TAC 341.40(b)].

II. Definitions:

Case Plan: is defined as a written document that sets out actions and goals for a juvenile to follow while under the supervision of the juvenile court in order to make changes necessary to best meet the juvenile's status and circumstances over time.

Case Plan Review: is defined as a written document that reviews and measures the initial case plan's goals for progress, including the re-assessment and re-evaluation of the juvenile's status, circumstances, and resources.

Field Supervision: is defined as supervision ordered by a juvenile court in accordance with Texas Family Code 54.049(d)(1)(A) where the child is placed on probation in the child's home or in the custody of a relative or other fit person.

Level of Supervision: is defined as the systematic classification of supervision levels which outlines the frequency of contact between a juvenile probation officer and a juvenile under field supervision on levels 3 – 5 of progressive sanctions.

Residential Placement: is defined as supervision ordered by a juvenile court in accordance with Texas Family Code 54.04(d) (1) (B) where the juvenile is placed on probation outside the child's home in either a foster home or a public or private institution or agency.

Substitute Care Provider: is defined as a foster home, public or private institution or agency that provides residential services to juveniles.

Supervision: is defined as the case management of a juvenile by the assigned juvenile probation officer or designee through contacts (face to face, telephone, office, home, collateral) with the juvenile, juvenile's family, and other case planning participants.

III. Procedure:

Field Supervision Case Plans and Case Plan Reviews

A. Initial case plans [TAC 341.38(a)]:

1. Shall be developed in consultation with the juvenile, juvenile's parent, guardian, or custodian, and the supervising juvenile probation officer and any other interested parties;
2. Shall be developed within 60 calendar days from the date of the juvenile's disposition (the 60 calendar day count begins on the day after the disposition date);

3. Shall be signed and dated by the juvenile, the juvenile's parent, guardian, or custodian, supervising juvenile probation officer and any other interested parties;
 4. Shall be maintained in the juvenile's case file with copies provided to the juvenile and the juvenile's parent, guardian, or custodian.
- B. Case plan reviews [TAC 341.38(b)]:
1. Shall be reviewed and updated every six months which is interpreted to be 180 calendar days; within 15 calendar days after a juvenile's probation is modified by a court order; and within 15 calendar days after the supervision start date of a juvenile's case from another county through Inter-County Transfer;
 2. The juvenile and at least 1 parent, guardian, or custodian, and the supervising juvenile probation officer shall participate in the review process;
 3. The case plan review shall document the following:
 - (a) appropriateness of the juvenile's current level of supervision and services;
 - (b) extent of the juvenile's compliance with the individualized case plan;
 - (c) extent of the juvenile's compliance with the conditions of probation;
 - (d) extent of progress toward the goals outlined in the case plan;
 - (e) a projection of a likely date the juvenile is expected to complete probation; and
 - (f) services assessed, offered, or provided to the juvenile and family to address identified risks and needs;
 4. All case plan reviews shall be signed and dated by the juvenile, the juvenile's parent, guardian, or custodian, and the juvenile's supervising juvenile probation officer; and
 5. Copies of every case plan review shall be maintained in the juvenile's case file with copies provided to the juvenile and the juvenile's parent, guardian, or custodian.
- C. Documentation must reflect that both the parent and juvenile participation occurred prior to completion of the initial case plan and case plan review. If the date of the parent's or juvenile's signature is after the date of the juvenile probation officer's signature, it suggests that the juvenile probation officer completed the initial case plan or case plan review without the parent's or juvenile's input and presented it to them after completion. If the parent's or juvenile's signature is dated on a date later than the juvenile probation officer's signature, that file will be out of compliance. For the purposes of this section, a parent, guardian, or custodian will be referred to as the "parent" of the juvenile.
- D. The supervising probation officer shall make a diligent effort to contact and obtain the parent's signature. If a parent's signature is not obtained, compliance will be verified by reviewing documentation of the efforts such as chronological entries of phone calls, home/work visits, or returned receipt of certified letters. If a parent explicitly refuses to participate or sign the case plan or if the supervising juvenile probation cannot locate the parent, the juvenile probation officer shall document this in writing in the juvenile's case plan.
- E. The Department utilizes the Texas Juvenile Justice Department's Child/Family Case Plan (Field Supervision) and Review of Child/Family Case Plan (Field Supervision) to meet the field supervision case plan standards.
- F. Since Interstate Compact cases do not fall under the guidelines of TAC 341.38, case plans and case plan reviews are not required.

Non-Secure Residential Case Plans and Case Plan Reviews

- A. Initial case plans [TAC 341.39(a)]:
1. Shall be developed and implemented within 30 calendar days of the juvenile's initial date of placement (the 30 calendar day count begins on the day after the date of admission);
 2. Shall be developed in consultation with the juvenile's parent, guardian, or custodian, the juvenile, the substitute care provider, and the supervising juvenile probation officer;
 3. Shall contain specific behavioral goals using the nine domains outlined in Title 1 Part 15 of TAC 351.13;
 4. Shall be signed by the juvenile and the juvenile's parent, guardian, or custodian, the substitute

- care provider and the juvenile's supervising officer; and
5. Shall be retained in the juvenile's case file with copies provided to the juvenile, the juvenile's parent, guardian, or custodian and the substitute care provider.
- B. Case plans reviews [TAC 341.39(b)]:
1. Shall be reviewed and updated at least every 90 calendar days (the 90 calendar day count begins the day after admission into placement. Subsequent reviews shall be conducted 90 calendar days thereafter)
 2. The juvenile and at least 1 parent, guardian, or custodian shall participate in the case plan review with the substitute care provider and the juvenile's supervising juvenile probation officer;
 3. Shall measure the juvenile's progress toward meeting his/her goals using the six point scale outlined in Title 1, Part 15, 351.13 of the Texas Administrative Code;
 4. The outcome of the substitute care provider's service delivery shall be assessed based on whether the child is progressing in fifty percent or more of identified goals;
 5. Shall be signed by the juvenile, juvenile's parent, guardian, or custodian, the substitute care provider and the supervising juvenile probation officer; and
 6. Copies of every case plan review shall be retained in the juvenile's case file and provided to the juvenile, the juvenile's parent, guardian, or custodian, and the substitute care provider.
- C. Documentation must reflect that both the parent and juvenile participation occurred prior to completion of the initial case plan and case plan review. If the date of the parent's or juvenile's signature is after the date of the juvenile probation officer's signature, it suggests that the juvenile probation officer completed the initial case plan or case plan review without the parent's or juvenile's input and presented it to them after completion. If the parent's or juvenile's signature is dated on a date later than the juvenile probation officer's signature, that file will be out of compliance. For the purposes of this section, a parent, guardian, or custodian will be referred to as the "parent" of the juvenile.
- D. The supervising probation officer shall make a diligent effort to contact and obtain the parent's signature. If a parent's signature is not obtained, compliance will be verified by reviewing documentation of the efforts such as chronological entries of phone calls, home/work visits, or returned receipt of certified letters. If a parent explicitly refuses to participate or sign the case plan or if the supervising juvenile probation cannot locate the parent, the juvenile probation officer shall document this in writing in the juvenile's case plan.
- E. It is an accepted practice to fax the case plan and case plan review to obtain all the required participants' signatures.
- F. If a juvenile is placed by Child Protective Services or a parent and not by the juvenile court, the supervising juvenile probation officer shall develop and complete a case plan in accordance with the field supervision standard TAC 341.38, not the residential placement standard.
- G. The Department utilizes the Texas Juvenile Justice Department's Child/Family Case Plan (Non-Secure Residential Placement) and Review of Child/Family Case Plan (Non-Secure Residential Placement) to meet the non-secure residential case plan standards.

Secure Residential Case Plans and Case Plan Reviews

- A. Initial case plans [TAC 343.688]:
1. Shall be completed no later than 30 calendar days from the resident's date of placement;
 2. Shall contain written documentation acknowledging that the plan was developed in consultation with the resident, the resident's parent, legal guardian, or custodian, and the supervising juvenile probation officer;
 3. Shall contain specific goals for at least the nine following domains: medical and dental; safety and security; recreational; educational; mental and behavioral health; relationship; socialization; permanency; and parent and child participation;
 4. Shall be signed by the resident, the resident's parent, legal guardian, or custodian, the facility designee, and the supervising juvenile probation officer;
 5. The date of the facility designee's signature on the case plan shall be the case plan completion

- date; and
6. Shall be retained in the resident's case file with written documentation verifying that copies were provided to the resident, the resident's parent, legal guardian, or custodian and the supervising probation officer.
- B. Case plan reviews [TAC 343.690]:
1. Shall be reviewed 90 calendar days from the date of the completion of the initial case plan or case plan review and every 90 calendar days thereafter;
 2. Shall contain written documentation acknowledging that the review was conducted in consultation with the resident, the resident's parent, legal guardian, or custodian, and the supervising juvenile probation officer;
 3. Shall measure the resident's progress toward meeting his/her goals using the six point scale outlined in Title 1, Part 15 351.13, of the Texas Administrative Code;
 4. Shall document any newly identified needs, goals, and interventions for the resident and the resident's family.
 5. Shall be signed by the resident, the resident's parent, legal guardian, or custodian, the facility's designee and the supervising juvenile probation officer;
 6. The date of the facility designee's signature on the case plan shall be the case plan completion date; and
 7. Shall be retained in the resident's case file with written documentation verifying that copies were provided to the resident, the resident's parent, legal guardian, or custodian and the supervising probation officer.
- C. The development of the case plan and case plan review shall be initiated by the facility's designee. The facility's designee shall be the individual responsible for the management of the resident's case plan while in the facility. If the supervising probation officer is the facility designee, this shall be clearly indicated on the case plan and case plan review.
- D. The facility shall allow the supervising juvenile probation officer, resident, and resident's parent to provide input into the development of the case plan and case plan review. For the purposes of this section, a guardian or custodian will be referred to as the parent of the resident.
- E. If a parent explicitly refuses to participate or sign the case plan or case plan review, or the facility cannot locate the parent, the facility shall document this in writing in the resident's case plan or case plan review .
- F. For the purposes of this standard, participation is not required to be in person. It is an acceptable to fax or e-mail the case plan or case plan review to allow all the required parties to participate in the development of the case plan and case plan review.
- G. The facility shall make diligent efforts in obtaining the signatures of the parent. For compliance purposes, diligent effort is defined as at least three attempts to obtain the parent's participation and signature. The three attempts may be any combination of a phone call, letter, and e-mail, a home/work visit, a returned receipt of certified letter, etc. Compliance with this standard will be verified by written documentation of the efforts made which may include chronological entries of all phone calls, home/work visits, or returned receipt of certified letters. It is an acceptable practice to fax the case plan or case plan review to obtain all the required participants' signatures.
- H. The resident, resident's parent, and the supervising juvenile probation officer shall be provided copies of the completed case plan and case plan review. The case plan and case plan review shall also document the date which the case plan and case plan review was distributed to participating individuals by the facility designee.
- I. The Department utilizes the Texas Juvenile Justice Department's Child/Family Case Plan (Secure Residential Placement) and Review of Child/Family Case Plan (Secure Residential Placement) to meet the secure residential case plan standards.

I. Policy:

The Department shall adopt written criteria that it will use to determine a juvenile's level of supervision while under field supervision [TAC 341.40(a)]. The Department has developed written criteria regarding the levels of supervision that are distinguished by contact type and frequency.

A minimum of one face to face contact per month with the juvenile is mandatory unless otherwise noted in the case plan [TAC341.40(c)].

All juveniles placed under supervision with the Department shall be supervised according to the contact schedule listed below and the assigned juvenile probation officer shall meet the requirements of each type of contact.

Court ordered supervision of a juvenile may terminate at age 18 if under he/she is under regular conditions of probation, age 19 if under Determinate Sentence probation, or up to age 21 dependent upon the state who has referred a juvenile for interstate compact probation supervision.

II. Definitions:

Collateral Contact: is defined as telephone, face to face, or correspondence contact that is made by the officer with a person or agency (mental health professional, alcohol/drug counselor, etc) that is providing a service for the juvenile.

Dav Program: is defined as a non-residential program that requires all day attendance.

Curfew Check: is defined as telephone or personal contact by the officer with the juvenile to verify compliance with the juvenile's court ordered curfew. Curfew cannot be verified prior to the juvenile's curfew time nor without actually contacting the juvenile. If the family does not have a working telephone number, compliance with this contact may be made by use of a curfew statement.

Face to Face Contact: is defined as personal contact by the officer with the juvenile, parent, guardian, or custodian in an office, court, home, school, reporting, program, or work-site setting.

Home Visit: is defined as personal contact by the officer with the juvenile, parent, guardian, or custodian at their residence to assess and monitor the conditions of the home environment for any compliance issues and need for services.

Parent Conference: is defined as telephone or face to face contact with the parent, guardian, or custodian by the officer to discuss compliance with supervision conditions, progress toward case plan goals, behavior issues, and any other concerns.

Reporting: is defined as personal contact by the officer with the juvenile at the office or designated reporting site for the purpose of assessing and monitoring the juvenile's compliance with supervision conditions, progress toward case plan goals, and need for services.

School Contact: is defined as contact by the officer with the school by telephone or correspondence to obtain verification regarding the juvenile's attendance, behavior, and academic performance.

School Visit: is defined as personal contact by the officer with the juvenile, school counselor, teacher, or administrator at the school campus to assess and monitor the juvenile's attendance, behavior, and academic performance. The name of the person contacted at the school must be documented.

Urinalysis: is defined as the collection of a juvenile's urine in order to test it for the presence of alcohol and/or drugs. The urine may be tested by collecting a sample in a cup which yields immediate results or sent to a laboratory for which the urine is analyzed.

III. Procedure:

- A. A juvenile's level of supervision may be modified based upon consideration of the juvenile's compliance with supervision conditions and time spent on a particular level of supervision.
- B. Supervision shall be provided according to the following schedule:

Supervision and Contact Schedule						
Level	Reporting/ Face to Face	Curfew Checks	School Visits	Home Visits	Parent Conference	UA's (if ordered or if warranted)
ISP 1 (minimum 30 days)	8/month	4/month	2/month	2/month	1/month (face to face)	2/month
ISP 2 (minimum 30 days) Total time on ISP shall be >= 90 days	6/month	2/month	1/month	1/month	1/month (face to face)	1/month
R1 (minimum 90 days)	4/month	2/month	1/month	1/month	1/month (face to face)	1/month
R2	2/month	1/month	1/month	1/month	1/month (face to face or telephone)	1/month
R3	1/month	Parent Verification	1/month	quarterly	1/month (face to face or telephone)	random
PAIS 1 (minimum 30 days)	4/month	2/month	1/month	1/month	1/month (face to face or telephone)	1/month
PAIS 2 (minimum 30 days)	2/month	1/month	1/month	1/month	1/month (face to face or telephone)	1/month

PAIS 3 (only if needed after 60 days; no minimum requirements)	1/month	Parent Verification	1/month	1/month	1/month (face to face or telephone)	1/month
Active Warrants	N/A	N/A	Contact ISD to verify if juvenile is enrolled	Complete if no contact can be made with parent/guardian	1/month (face to face or telephone)	N/A
Juveniles in Custody - Detention, Hill Ctr., & Letot	1/week	N/A	N/A	N/A	1/month (face to face or telephone)	N/A

- C. Within 2 working days of receipt of the case file, the assigned officer shall make contact with the juvenile and parent, guardian, or custodian.
- D. The assigned officer will review the terms and conditions of supervision with the juvenile and parent, guardian, or custodian.
- E. In order to be considered for a lesser level of supervision, a juvenile shall:
 1. Complete a minimum of 30 days each on ISP1 and ISP2, and a combined total of 90 days of Intensive Supervision in order to be eligible for movement to R1;
 2. Complete a minimum of 90 days on R1 in order to be eligible for movement to R2;
 3. Complete a minimum of 30 days on R2 in order to be eligible for movement to R3;
 4. Complete a minimum of 30 days of PAIS1 in order to be eligible for movement to PAIS2; or
 5. Complete a minimum of 30 days of PAIS2 in order to be eligible for movement to PAIS3.
- F. A juvenile assigned to R2 and R3 may be considered for modification to the assigned curfew time; however, the modification is to be completed by the assigned officer with input from the parent, guardian, or custodian. Curfew may not be set later than 9:00 p.m. Later curfew times may be considered for special occasions with prior supervisory approval.
- G. All changes in levels of supervision shall require documented supervisory approval and are not effective until such approval is obtained.
- H. Guidelines for lesser levels of supervision include:
 1. The juvenile is in general compliance with the supervision conditions and court orders;
 2. All responses to violations have been completed or resolved;
 3. The juvenile has successfully completed or is participating as required in all court ordered programs;
 4. The juvenile has completed or is actively working toward the completion of all CSR hours;
 5. The juvenile exhibits good behavior in the home;
 6. The parent, guardian, or custodian is supportive and involved in the juvenile's rehabilitative efforts; and
 7. Any delinquent fees or restitution have been addressed with the juvenile and parent, guardian, or custodian.
- I. If a juvenile remains on Intensive Supervision for 180 days, the case shall be staffed by the assigned officer with the supervisor in order to determine what action(s) are needed.
- J. Curfew checks are not required while a juvenile is on Home Detention or Electronic Monitoring; however, the juvenile's compliance with either program shall be regularly documented.
- K. A juvenile attending SAU Day Treatment shall have face to face contact with the assigned officer twice per month. All other contacts shall be according to the supervision phase.
- L. A juvenile attending the Juvenile Justice Alternative Education Program (JJAEP) or any other alternative education program (AEP, DAEP) shall be contacted according to the supervision level. If

the juvenile is unable to report to his/her reporting site due to attending JJAEP or an AEP/DAEP, then he/she shall have face to face contact on site on a weekly basis.

- M. A juvenile attending the Day Reporting Center shall have face to face contact with the assigned officer twice per month. If the juvenile is unable to report to his/her reporting site due to attending DRC, then he/she shall have face to face contact on site on a weekly basis.
- N. A juvenile who is on ISP1 and participating in FPP or FFT may have one of the required home visits completed by the FPP or FFT counselor provided that the assigned officer is making regular contact with the counselor to verify the juvenile's progress in the program.
- O. A minimum of one-half of the required face to face contacts shall be conducted at the juvenile's assigned reporting site.
- P. A juvenile placed in the START Program shall be contacted by the assigned officer at the 15 and 75 day staffings. Contact with the parent, guardian, or custodian shall be once per month.
- Q. A juvenile placed in private residential placement in Dallas County shall have monthly face to face contact with the assigned officer. The parent, guardian, or custodian along with the assigned caseworker from the facility shall be contacted once per month by the assigned officer as well.
- R. A juvenile placed in private residential placement out of county shall have monthly telephone contact with the assigned officer. The parent, guardian, or custodian along with the assigned caseworker from the facility shall be contacted once per month by the assigned officer as well.
- S. A juvenile in the custody of the Texas Department of Family and Protective Services in kinship care or foster care in Dallas County shall be supervised by the field supervision contact requirements.
- T. A juvenile in the custody of the Texas Department of Family and Protective Services in a residential placement facility in Dallas County shall have monthly face to face contact with the assigned officer. The TDFPS caseworker along with the assigned caseworker from the facility shall be contacted once per month by the assigned officer as well
- U. A juvenile in foster care, kinship care or residential placement in the custody of the Texas Department of Family and Protective Services out of county and not accepted for interim supervision shall have monthly telephone contact with the assigned officer. The TDFPS caseworker along with the assigned caseworker from the facility shall be contacted once per month by the assigned officer as well.
- V. Contact once per quarter with Interstate Compact is required for a juvenile supervised on courtesy supervision out of state.
- W. A county supervising a juvenile through Inter-County Transfer shall provide a 90 day progress report from the supervision start date to the sending county.
- X. Any time a juvenile under supervision plans on leaving Dallas County for 24 hours or more, the assigned officer shall document the travel plans including with whom the juvenile will be traveling, destination, and date of departure, date of return, and the juvenile's supervision arrangements while she/he is away.
- Y. The assigned officer is responsible for contacting the parent/guardian 2 days prior to all scheduled court dates and verbally remind the parent/guardian of the scheduled hearing.
- Z. If the juvenile is on warrant status, the assigned officer is required to contact the parent/guardian once a month to determine the subject's whereabouts and assist in the apprehension or surrender of the juvenile.(Refer to Chapter 6, Section 10 – Locating Absconders/Re-Establishing Supervision).

I. Policy:

A written exit plan shall be developed prior to the juvenile's scheduled release from probation [TAC 341.41].

II. Definitions:

Exit Plan: is defined as a written document that identifies the juvenile's need for post-supervision reintegration and specifies the community resources available to meet the needs with a goal of facilitating a continuum of community services to the juvenile and the juvenile's family after probation supervision ends.

III. Procedure:

- A. An exit plan is to be provided at a date no later than the date the juvenile successfully completes probation unless the juvenile was committed to the Texas Juvenile Justice Department. An exit plan shall **not** be completed more than 30 days prior to completion of the probation term.
- B. The written exit plan shall be developed in consultation with the juvenile, the juvenile's parent, guardian, or custodian, and the supervising juvenile probation officer.
- C. The exit plan shall be signed and dated by the juvenile, the juvenile's parent, guardian, or custodian, and the supervising juvenile probation officer.
- D. The original exit plan shall be placed in the juvenile's case file.
- E. Copies of the exit plan shall be provided to the juvenile, juvenile's parent, guardian, or custodian.
- F. A sentence acknowledging that the juvenile and parent had input and received a copy of the exit plan shall be included on the exit plan.
- G. An exit plan is not required to be completed if one of the following circumstances can be documented:
 1. The juvenile was committed to the Texas Juvenile Justice Department while on court ordered probation;
 2. The juvenile:
 - (a) turned 17 years of age while on probation;
 - (b) was arrested for a criminal offense; and
 - (c) probation supervision was terminated early; or
 3. The juvenile, while on juvenile probation, was certified to stand trial as an adult and the probation order was terminated.
- H. The Department utilizes the Exit Plan with Sealing of Records and Restriction of Access to Records Brochure packet to meet this standard. All documents in the packet shall be filed in the juvenile's case file upon completion.

I. Policy:

A juvenile probation department having jurisdiction over a student described by Subsection (a), (b), or (e) who transfers from a school or is subsequently removed from a school and later returned to a school or school district other than the one the student was enrolled in when the arrest, referral to a juvenile court, conviction, or adjudication occurred shall within 24 hours of learning of the student's transfer or re-enrollment, or before the next school day, whichever is earliest, notify the superintendent or a person designated by the superintendent of the school district to which the student transfers or is returned or, in the case of a private school, the principal or a school employee designated by the principal of the school to which the student transfers or is returned of the arrest or referral in a manner similar to that provided for by Subsection (a) or (e)(1), or of the conviction or delinquent adjudication in a manner similar to that provided for by Subsection (b) or (e)(2) of Chapter 15.27 Texas Code of Criminal Procedure.

Within seven days after the oral notice is given, a juvenile probation department shall mail written notice [Texas Code of Criminal Procedure 15.27].

Law enforcement agencies are responsible for notification upon a juvenile's arrest, and the prosecutor's office is responsible for notification upon a juvenile's adjudication. The Department is responsible to provide notification when a juvenile transfers or re-enrolls subsequent to the notifications provided by these other agencies.

II. Definitions: None

III. Procedure:

- A. The Department utilizes the Notice to Schools Form to meet the written requirements of this statute.
- B. The supervising juvenile probation officer shall make the oral notification to any public or private primary or secondary school within 24 hours of learning of the juvenile's transfer or re-enrollment or before the next school day, whichever is earliest. Written notification shall be completed within seven days of the date that oral notification was provided.
- C. Oral and written notification required by this section must include all pertinent details of the offense or conduct, including details of any:
 1. Assaultive behavior or other violence;
 2. Weapons used in the commission of the offense or conduct; or
 3. Weapons possessed during the commission of the offense or conduct.
- D. Electronic notification (e-mail) attaching a completed Notice to Schools Form may be substituted for the oral notification requirement provided that it is completed within 24 hours of learning of the juvenile's transfer or re-enrollment or before the next school day, whichever is earliest. There is no need to provide further written notification since the electronic notification also serves as the written notification. A copy of the e-mail shall be retained in the juvenile's case file to serve as verification as well as a chronological entry completed documenting the date and time the e-mail was sent. Any response e-mail from the school shall be documented as well.
- E. The Notification to Schools requirement applies to any felony offense and the following misdemeanors:
 1. Offenses under Penal Code Sections 20.02-Unlawful Restraint, 21.08-Indecent Exposure, 22.01-Assault, 22.05-Deadly Conduct, 22.07-Terroristic Threat, and 71.02-Engaging in

Organized Criminal Activity;

2. The unlawful use, sale, or possession of a controlled substance, drug paraphernalia, or marijuana, as defined by Chapter 481, Health and Safety Code; or
 3. The unlawful possession of any of the weapons or devices listed in Penal Code Sections 46.01 (1) – (14) or (16), or a weapon listed as a prohibited weapon under Penal Code Section 46.05.
- F. The responsibility of notification will lie with the juvenile probation officer who has first knowledge of what school the juvenile has transferred or re-enrolled. It is imperative that notification be provided per statute despite any circumstances such as the juvenile's case file is in the process of transfer from one unit to another.
- G. If the supervisor of the supervising juvenile probation officer learns of a failure by the officer to provide notification as required, the supervisor shall report the failure to notify to the Director of the Department. This will be accomplished through the chain of command, and the supervisor shall first notify the appropriate Manager of Field or Pre-Adjudication Services.

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision
Chapter 6: Supervision
Section 8: Notification of Change in Conditions of Probation / Violation Response Amendment

I. Policy:

The court shall be notified of any changes in the juvenile’s conditions of probation from the date of disposition. Further, any significant responses to violations shall be provided to the court as well.

II. Definitions: None

III. Procedure:

- A. The Department utilizes the Notification of Change of Conditions of Probation/Violation Response Amendment (NOC) to notify the court of any changes or responses to violations. The NOC is only applicable for juveniles on conditions of probation not PAIS.
- B. Changes in conditions of probation include:
 - 1. The juvenile has successfully completed his/her residential placement and is returning to the community; and due to the return home, the juvenile’s custody is being changed from the Chief Probation Officer to a parent, guardian, or custodian;
 - 2. The juvenile has changed address;
 - 3. The juvenile’s supervising juvenile probation officer has changed;
 - 4. The juvenile’s reporting instructions have changed;
 - 5. The juvenile’s level of supervision has been changed due to compliance with probation conditions;
 - 6. The juvenile’s assigned curfew has been changed due to compliance with probation conditions; or
 - 7. Any other significant change.
- C. Responses to violations include:
 - 1. The juvenile will participate in Electronic Monitoring,
 - 2. The juvenile will participate in Home Detention;
 - 3. The juvenile will participate in the Day Reporting Center;
 - 4. The juvenile’s supervision level has been changed;
 - 5. The juvenile’s assigned curfew has been changed; or
 - 6. The juvenile will participate in a Department Program through Non-Residential, Psychological, or Substance Abuse Unit Services; or
 - 7. Any other significant response to a violation.
- D. The supervising juvenile probation officer, juvenile, and parent, guardian, or custodian shall all sign the NOC prior to supervisory approval.
- E. All changes in conditions of probation and responses to violations shall be approved by the supervising juvenile probation officer’s supervisor and are not effective until the supervisor signs the NOC.
- F. The original and a copy shall be forwarded to the appropriate District Court, and another copy retained in the juvenile’s case file until a signed copy from the District Judge is received. All information on the NOC shall also be documented in a TechShare.Juvenile chronological entry.

I. Policy:

Juvenile probation officers shall investigate all violations of probation or PAIS to determine the appropriate plan of action.

II. Definitions: None

III. Procedure:

- A. If a juvenile on probation or PAIS is arrested or charged with a new law violation, the supervising juvenile probation officer shall by the next working day of learning of the new offense:
 - 1. Review the offense report and staff the juvenile's case with the supervisor to determine an appropriate plan of action.
 - 2. If the juvenile is 17 years old and in the custody of the adult jail, the supervising juvenile probation officer shall staff with a Probation Services Administrator to determine the appropriate response. The officer shall staff the case within 1 working day of learning of the adult arrest.
- B. Considerations for a new offense include:
 - 1. Nature and seriousness of the new offense;
 - 2. Threat to the community that the juvenile represents;
 - 3. Threat to himself/herself that the juvenile represents;
 - 4. The juvenile's compliance with probation or PAIS conditions;
 - 5. The juvenile's offense and adjudication history;
- C. If a juvenile on probation or PAIS violates the court order, the supervising juvenile probation officer shall within 2 working days of learning of the violation:
 - 1. Determine and take the appropriate action in response.
 - 2. Staff serious or repeat violations with the supervisor to determine the appropriate response.
- D. Considerations for a violation include:
 - 1. Nature and seriousness of the violation;
 - 2. Frequency of the violation;
 - 3. Threat to the community that the juvenile represents;
 - 4. Threat to himself/herself that the juvenile represents;
 - 5. The juvenile's compliance with probation or PAIS conditions;
 - 6. Any prior violation response(s) imposed;
 - 7. The juvenile's offense and adjudication history;
- E. Violation response options available to the supervising juvenile probation officer shall be utilized as prescribed by the DCJD Response Grid.:
- F. Upon supervisory approval and utilization or consideration of all applicable violation responses, the supervising juvenile probation officer shall submit the probation violation for filing to the District Attorney.

I. Policy:

Juvenile probation officers shall attempt to locate an absconder and re-establish supervision with the juvenile.

II. Definitions:

Absconder: is defined as a juvenile under conditions of supervision who has left the home without permission of the court, and/or the parent, guardian, or custodian.

III. Procedure:

- A. Verify that the juvenile has absconded. This may be accomplished by questioning the parent, guardian, or custodian or through a school visit, home visit, curfew check, collateral contact, etc.
- B. Once it is verified that the juvenile has absconded, advise the parent, guardian, or custodian to report the juvenile as missing or as a runaway with the appropriate law enforcement authorities.
- C. The supervising juvenile probation officer shall make diligent efforts to locate the juvenile and re-establish supervision. Diligent efforts include those listed in procedure A above as well as additional efforts in cooperation with the parent/guardian such as checking with the juvenile's known associates and frequented places. All efforts to locate the juvenile shall be documented in chronological entries.
- D. If the supervising juvenile probation officer makes contact with the juvenile within a timely manner, the juvenile shall be instructed to report for an appointment by the next working day:
 1. If the juvenile fails to appear for the scheduled appointment, then the juvenile shall still be considered as an absconder.
 2. If the juvenile appears for the scheduled appointment, the supervising juvenile probation officer shall staff the case with the supervisor to determine how and under what circumstances to re-establish supervision with the juvenile.
 3. Once approval is obtained for supervision to be re-established, the juvenile probation officer may request that the warrant be recalled. Please refer to Recalling Warrants in Section 12 of this Chapter.

I. Policy:

Juvenile probation officers shall request warrants within the proper time lines and in accordance to policies and procedures. Warrants may only be requested for youth on conditions of probation or Pre-Adjudication Intensive Supervision (PAIS).

II. Definitions: None

III. Procedure:

- A. Department criteria for requesting a warrant:
 - 1. A juvenile has absconded from the jurisdiction of the courts;
 - 2. A juvenile has absconded from a court ordered residential placement facility; or
 - 3. As a result of a violation of probation or PAIS violation, particularly if the juvenile has absconded from supervision;
- B. A warrant shall not be requested without immediately submitting a violation of probation to the District Attorney when a juvenile is under conditions of probation. When a warrant has been requested for a juvenile under PAIS conditions, it shall be noted as a violation of conditions of release.
- C. Timelines for requesting a warrant:
 - 1. Within 72 hours of learning that a juvenile has absconded from the home or supervision, or the family has moved without notifying the supervising juvenile probation officer;
 - 2. Within 24 hours of learning that a juvenile has absconded from a court ordered residential placement facility;
 - 3. Within 24 hours of learning that a juvenile has escaped from the custody of a Department Employee; and
 - 4. Within 24 hours upon approval from supervisor to request a warrant for a violation of probation or violation of PAIS.
- D. If a juvenile is at large and has absconded from supervision:
 - 1. Staff the juvenile's case with supervisor for approval to request a warrant after demonstrating attempts to re-establish contact with the juvenile;
 - 2. Upon approval from the supervisor to request a warrant, the warrant request and warrant template shall be completed and forwarded to the District Clerk; and
 - 3. Upon receipt of the signed warrant, the assigned probation officer shall complete a chronological entry then scan and upload the PO Custody Report in TechShare.Juvenile to reflect the recommendation.
- E. If a juvenile is not at large, but circumstances dictate a warrant is necessary:
 - 1. Staff the juvenile's case with supervisor for approval to request a warrant detailing the circumstances that make requesting a warrant necessary (i.e. juvenile failed to attend supervisory hearing, juvenile is engaging in conduct which is a danger to himself or others);
 - 2. Upon approval from the supervisor to request a warrant, the warrant request and warrant template shall be completed and forwarded to the District Clerk; and
 - 3. Upon receipt of the signed warrant, the assigned probation officer shall complete a chronological entry then scan and upload the PO Custody Report in TechShare.Juvenile to reflect the recommendation.
- F. If a juvenile is not at large and circumstances exist for the juvenile to be taken into custody prior to

securing a warrant (i.e. unsuccessful discharge from court ordered placement, unsuccessful discharge from treatment program such as SAU Day Treatment, STARS, juvenile is a danger to him/herself or others):

1. If the juvenile is in custody or willing to voluntarily go to Detention, contact the Manager of Field Services, Manager of Pre-Adjudication Services, or Deputy Director of Probation Services to obtain approval to place the juvenile in Detention;
2. Once approval is obtained, forward a completed PO Custody Report to the Administrator who gave approval. The Administrator will forward the PO Custody Report to Intake Screening.
3. Coordinate with Intake Screening the approximate day and time of the juvenile's arrival to Detention, forward the unsuccessful discharge summary, if applicable, to Intake Screening, and complete a TechShare. Juvenile Justification for Release/Detention chronological entry.

I. Policy:

When a 17 / 18 year old juvenile with an active warrant is in the Dallas County jail and pending adult charges, the assigned officer shall follow the procedures listed in Letter A below.

When a 17 / 18 year old juvenile is in the custody of another Texas jurisdiction, the assigned probation officer shall follow the procedures listed in Letter B below.

II. Definitions:

Hold: is defined as a process where a juvenile with an active warrant shall only be released to the custody of the Juvenile Department.

III. Procedure:

A. Warrant hold procedures for juveniles in the Dallas County Jail:

1. If it is determined that a 17 / 18 year old juvenile on court ordered probation has been arrested and is being held in the Dallas County jail, the assigned probation officer shall secure a warrant if approved by the Manager of Field, Services, Manager of Pre-Adjudication Services, or Deputy Director of Probation Services. If a warrant is already active or upon receipt of the warrant, proceed to step 2.
2. The assigned probation officer shall scan and email the warrant to the Facility Expediter (FE) and make a request that a warrant hold be placed on the juvenile to be transported to the Detention Center after his/her release or posting bond.
3. FE shall email a memo for warrant hold and attach a copy of the warrant to the Dallas County Sheriff's Office – Data Management Unit.
4. FE will verify the warrant hold on AIS by the next business day.

B. Warrant transport procedures from other Texas jurisdictions (including Interim Supervision / Directive to Resume Supervision cases)

1. If it is determined that a juvenile under jurisdiction of the Department has an active warrant and is being held in another Texas jurisdiction, the assigned probation officer shall verify that juvenile is not pending any further adjudication and / or proceeding(s) in that jurisdictions and determine the specific holding location of the juvenile for transport.
2. The assigned probation officer shall email the warrant along with a description of the circumstances to the Office Services Manager (OSM), and the OSM shall contact the appropriate authorities to arrange for the juvenile's return to Dallas County.
3. The OSM shall fax a copy of the warrant to the Dallas Sheriff's Office (DSO) – Transportation Fugitive Unit Head Investigator to transport the juvenile.
4. DSO shall contact the jurisdiction where the juvenile is being held and coordinate the transport within 5 days of notification.

I. Policy:

Juvenile probation officers may request that a juvenile's active warrant be recalled by the court when the juvenile's case is eligible for closure to Records, or if supervision has been re-established after loss of contact with the juvenile. Please refer to Case Management, Section 10 Case File Closure to Records, and Section 10 Locating absconders/Re-Establishing Supervision of this Chapter.

II. Definitions: None

III. Procedure:

- A. Warrant recall for a case file eligible for closure to Records:
 - 1. Complete the warrant recall memo and forward to the Court Liaison Supervisor who will process the memo with the court.
 - 2. Prior to closing the case file to Records, the assigned officer shall verify that the warrant has actually been recalled via FORVUS.
- B. Warrant recall for supervision that is re-established after loss of contact with the juvenile:
 - 1. Staff juvenile's case with supervisor detailing any valid reasons other than a violation that contact was lost with the juvenile;
 - 2. Upon approval from supervisor to request that the warrant be recalled, complete warrant recall memo and forward to Court Liaison Supervisor who will process the memo with the court.
 - 3. Verify if the court has recalled the warrant as immediately as possible;
 - 4. If the court denies the request to recall the warrant, immediately coordinate attempts for the juvenile to be taken into custody;
 - 5. If a Motion to Modify petition has been filed, process the juvenile's case as required whether the juvenile is in custody or at home.

I. Policy:

The Department utilizes Intake Conditions of Release to allow Intake to release juveniles who are primarily in the 7 – 11 scoring range on the RAI as opposed to waiting to release them at a detention hearing the next day. Supervision and court hearing notification shall be diligently provided. Failure to do so may result in the assigned probation officer having to appear at the expedited Announcement Hearing.

II. Definitions: None

III. Procedure:

- A. Intake staff will supervise a juvenile per the Intake Conditions of Release until notified of the initial court date by the District Attorney's Office.
- B. Intake staff shall then notify the juvenile and parent/guardian of the juvenile's court date and prepare the case file for transfer to the appropriate field district office. The transfer chronological note shall indicate if the juvenile is on any programs (e.g., Home Detention, Electronic Monitoring) in addition to the Intake Conditions of Release.
- C. Upon receipt of the case file in the field district office, the supervisor shall assign the case file to a probation officer, and the assigned probation officer shall assume monitoring responsibilities that Intake staff was previously providing. The assigned probation officer shall make contact with the juvenile and parent/guardian by the next business day; inform them of the court date again; and give them his/her name, contact information, and time/day to call in weekly.
- D. Face to face contact and/or physical reporting by the juvenile are not required; however, compliance must be determined through the contacts that are being made. Two days prior to the court date, another reminder of the court date and the requirement that the juvenile and parent/guardian must attend shall be made.
- E. A court report is not due at the expedited Announcement Hearing unless a PDR Order is received. However, a report as to the juvenile's compliance with the intake Conditions of Release shall be made in this manner:
 1. The assigned probation officer shall make a summary TechShare.Juvenile chronological entry 24 hours prior to the Announcement Hearing detailing the level of compliance or lack thereof. If compliance has been consistently poor, the probation officer shall have already considered scheduling a Walk-Up Hearing to formalize the Intake Conditions of Release through PAIS. If the juvenile's compliance has only recently declined, the probation officer shall recommend PAIS, EM, Home Detention, or any other services that will assist in the juvenile's compliance without having to recommend that the juvenile be detained.
 2. The assigned probation officer shall e-mail the Court Liaison Supervisor of the juvenile's expedited Announcement Hearing by 12:00 p.m. the day before and confirm the TechShare.Juvenile chronological entry addressing the juvenile's compliance.
 3. The Court Liaison Officer shall print the TechShare.Juvenile chronological entry and act as the Juvenile Department's representative at the expedited Announcement Hearing.
 4. The Court Liaison Officer shall enter the results of the expedited Announcement Hearing into TechShare.Juvenile (e.g., new court date, court ordered supervision enacted, programs ordered).
 5. If the court does not order continued supervision under PAIS, then the case will be treated as a field assessment case provided that a petition was filed.

I. Policy:

The Department shall request Interim Supervision for juveniles that have moved or intend to move to another county and remain in that County for at least 60 days. The Department shall accept requests for Interim Supervision of juveniles that move or intend to move to Dallas County for at least 60 days and to assume permanent supervision after a period of 180 days under inter-county transfer of probation. [Texas Family Code 51.072]

II. Definitions:

Receiving County: is defined as the county to which a juvenile on probation has moved or intends to move and remain for at least 60 days.

Sending County: is defined as the county where the juvenile was originally placed on probation.

Inter-County Transfer Officer (ICT Officer): is defined as the person designated by the Chief Probation Officer to act as the contact person for all matters involving the transfer of juvenile probation supervision between counties.

III. Procedure:

A. When the Juvenile Department (Sending County) is requesting Interim Supervision from another county (Receiving County) within Texas:

1. The assigned juvenile probation officer shall submit the "Child Transfer Packet Checklist," "Request to Initiate Interim Supervision" and "Child & Family Identifying Information" through email to the ICT Officer upon being notified that the juvenile will be moving to another county. The forms can be located on the K Drive/Interim Supervision folder.
 - (a) All forms shall be filled out completely, saved in a Word document and emailed directly to the ICT Officer.
 - (b) All required documents on the "Child Transfer Packet Checklist" and the Department's ICT Outgoing Checklist shall be litigable, scanned and emailed to the ICT Officer, or copied and sent via interoffice mail to the ICT Officer.
 - (c) A Risk and Needs Assessment (RANA) is to be included in the packet.
 - (d) All Case Plans are to be up to date, and signed by all appropriate parties.
 - (e) A TRN number is required and can be located and printed from TechShare.Juvenile or JIS.
 - (f) The name of the ICT Officer for the Receiving County can be located on the TJJD website under "Resources/Juvenile Department Registry/Name of County/Position Held Inter-County Transfer Officer."
 - (g) The packet cannot be processed or sent to the Receiving County without a signed Court Order.
2. Interim Supervision is not required for a juvenile residing in another county as a result of a residential placement by the Juvenile Department or a foster care placement by the Department of Family and Protective Services (DFPS).
3. The assigned probation officer shall maintain weekly contact with the juvenile by phone until notified that interim supervision has officially begun, and shall maintain the file until notified by the ICT Officer that an "Acceptance of Request for Interim Supervision" has been processed. All

contacts and correspondence shall be documented in a chronological entry in TechShare.Juvenile. A file cannot be closed and sent to records until an "Order to Transfer Permanent Supervision" has been received.

4. Upon receipt of the forms, the ICT Officer shall:
 - (a) Submit all forms electronically to the receiving county including the "Child Transfer Packet" within three working days of receiving the "Acceptance of Request for Interim Supervision" letter.
 - (b) Notify the assigned Probation Officer via email when the "Acceptance of Request for Interim Supervision" letter has been received, forward all "Interim Supervision 90 Day Progress Reports," and notify when the "Order to Transfer Permanent Supervision" has been signed and forwarded to the receiving county.
 - (c) Submit the "Order to Transfer Permanent Supervision" to the presiding judge for approval and signature after 180 days of interim supervision.
 - (d) Upon receipt of a "Directive to Resume Supervision" from the receiving county, the ICT Officer shall notify the assigned probation officer.
 - (f) Enter a chronological note of all requests and correspondence including the interim supervision start date in TechShare.Juvenile.

B. When another county (Sending County) within Texas requests Interim Supervision from the Juvenile Department (Receiving County):

1. Upon receipt of all required interim supervision forms from the sending county, the ICT Officer shall email and request that a probation officer conduct a home visit to verify the juvenile and family's address within seven working days from the closest district field probation office to the home address. A home study is not required unless otherwise directed by a supervisor or requested by the sending county.
2. The Field Probation Unit will notify the ICT Officer via email that the home visit has been complete and any other information pertinent information.
3. The ICT Officer shall send an "Acceptance of Request for Interim Supervision" letter to the sending county, obtain all required documents from the "Child Transfer Packet," and consult with the ICT Officer of the sending county to determine the day interim supervision will officially begin, which is needed to establish when permanent supervision will begin.
4. The case file will be forwarded to the assigned district field probation office for supervision, and the assigned probation officer shall supervise the juvenile under the probation conditions imposed by the sending county. The assigned probation officer must make a chronological entry in TechShare.Juvenile of all contacts with the juvenile.
5. The assigned field probation officer shall submit a "90 Day Progress Report" within five working days after 90 days of interim supervision by the Department via email to the ICT Officer to be forwarded to the sending county.
6. Upon receipt of the "Order to Transfer Permanent Supervision," the ICT Officer shall file the appropriate documents with the District Clerk's Office, and notify the assigned probation officer of the juveniles court date and time.
7. The assigned Probation Officer shall prepare new Terms and Conditions of Probation and Instructions for Parents, complete a "Transfer of Permanent Supervision Update" and send the file to the Court Liaison Unit before noon the day before the hearing.
8. Enter and/or update the juvenile's information into TechShare.Juvenile; complete a chronological entry and scan all court documents.

C. Interim Supervision: Deferred Prosecution

1. The ICT Officer shall receive and process all requests from other counties for deferred prosecution supervision. A juvenile court may transfer interim supervision, but not permanent supervision, to the county where a child on deferred prosecution resides.
2. Upon receipt of a request for deferred prosecution supervision, the ICT Officer shall review the request, determine acceptance, and assign to the appropriate district field office.
3. If deferred prosecution supervision is needed in another (receiving) county, the assigned

probation officer shall email the “Inter-County Request for Deferred Prosecution Supervision Child and Family Identifying Information” form, a copy of the offense report, and any other Pertinent documentation to the ICT Officer.

4. Upon receipt of the required documentation, the ICT Officer shall submit the request for deferred prosecution supervision to the receiving county with all other pertinent documentation, and notify the assigned probation officer via email upon acceptance.
5. The receiving county shall electronically submit a “90 Day Progress Report” to the ICT Officer during the Deferred Prosecution Supervision period, this report will be forwarded to the assigned probation officer.
6. If the Department is supervising a child for another county, the supervising juvenile probation officer shall submit electronically a 90 Day Progress Reports to the ICT Officer. The ICT Officer shall forward all reports to the sending county.

I. Policy:

The Department shall provide specialized supervision to juveniles with sexual behavior problems and their families. Supervision shall be a coordinated effort with sex offender treatment providers. The treatment team model shall provide an optimal program for successful rehabilitation and minimize the risk for further victims.

The Department's SOS Unit supervises juveniles adjudicated for a sex related offense and currently participating in sex offender treatment.

II. Definitions:

Licensed Sex Offender Treatment Provider (LSOTP): is defined as a treatment provider who has been licensed to provide sex offender treatment in the state of Texas.

Polygraph: is defined as a recording instrument administered by a licensed examiner that measures the emotional arousal that is caused by fear and anxiety. The autonomic nervous system responds to arousal with physiological reactions such as increased heart rate, increased depth of respiration, and increased sweat gland activity.

Safety Plan: is defined as a written document developed for each juvenile with sexual behavior problems that gives a detailed description of the juvenile's home environment and defines preventative measures that will ensure the safety of the juvenile, other family members, and the community.

Successful Thinking and Responsible Sexuality (STARS) Program: is defined as Dallas County Juvenile Department's Psychology Division program which provides comprehensive assessment and treatment for juveniles with sexual behavior problems.

III. Procedures:

A. Sex Offender Case Management Responsibilities for Field Supervision Probation Cases:

1. All juveniles on field supervision probation and currently receiving sex offender treatment shall be supervised by the Sex Offender Supervision (SOS) Unit. This includes juveniles on interim supervision through Inter-County Transfer and courtesy supervision through Interstate Compact.
2. If a juvenile is being successfully discharged from a residential placement and requires further sex offender treatment on field supervision, the supervising juvenile probation officer shall refer to the mandatory recommendations. A start date for the sex offender treatment provider (STARS or approved LSOTP) shall be entered on the probation conditions.
3. The SOS juvenile probation officer is responsible for case management of the juvenile's case file until the youth successfully completes sex offender treatment. Upon successful completion of sex offender treatment, the SOS juvenile probation shall notify the court within 10 days that the juvenile has successfully completed sex offender treatment and shall transfer the juvenile's case file to the appropriate field unit for ongoing supervision until probation expires.
4. All court hearings (probation review, sex offender registration hearing, transfer hearing, etc)

are the responsibility of the supervising juvenile probation officer, and he/she is responsible for appearing at the court hearing and preparing all required court reports.

5. If the juvenile has a hearing (sex offender registration, transfer hearing) after probation has expired, then the last supervising juvenile probation officer shall be responsible for appearing and preparing all required court reports.

B. Sex Offender Safety Plan:

1. Shall be completed on any juvenile pending a sex related offense prior to release from the Dallas County Juvenile Detention Center. The assigned juvenile probation officer is responsible for the development of the safety plan with the participation of the juvenile and the parent, guardian, or custodian.
2. A safety plan shall be completed within 5 working days after the date of disposition for any juvenile adjudicated and disposed for a sex related offense. This is applicable for any juvenile who was not in the custody of the Dallas County Juvenile Detention Center and/or did not have a previously completed safety plan. The supervising juvenile probation officer is responsible for the development of the safety plan. In this instance, the safety plan may be completed prior to disposition provided that there will be no change to the plan upon disposition.
3. A juvenile adjudicated and disposed for a sex related offense and placed in a residential placement facility shall have a safety plan developed by the supervising juvenile probation prior to any home visits and/or successful discharge from the facility.
4. If any significant changes occur, such as the addition of a new household member(s) or the family relocates to a new address, the safety plan shall be updated within 5 working days of the supervising juvenile probation officer learning of the change.

C. Required Contacts: The SOS juvenile probation officer shall supervise the juvenile according to the supervision and contact schedule below:

Supervision and Contact Schedule - Sex Offender Supervision Unit						
Level	Reporting/ Face to Face	Curfew Checks	School Visits	Home Visits	Parent Conference	UA's (If ordered or warranted)
ISP (minimum of 180 days)	4/month	4/month	2/month	2/month	1/month (face to face)	2/month
R1 (minimum of 90 days)	4/month	2/month	1/month	2/month	1/month (face to face)	1/month
R2 (no R3 while in SOS)	2/month	Monitored by parent	1/month	1/month	1/month (By telephone)	As needed

D. All juveniles supervised in the SOS unit will begin on the ISP level of supervision.

E. Changes in the level of supervision shall be approved by the SOS Unit Supervisor via the Notification of Change in Conditions of Probation/Violation Response Amendment.

F. SOS Unit Levels of Supervision and Treatment Program:

1. Intensive Supervision (ISP):

- (a) maintain adequate attendance, participation, and appropriate behavior during treatment sessions as indicated in monthly progress notes or contact with the treatment provider;

- (b) take instant Offense polygraph (if needed). Juvenile must be truthful on polygraph or clarify failed result to the satisfaction of the treatment provider;
 - (c) take Sexual History polygraph. Juvenile must be truthful on polygraph to be considered for advancement to a less restrictive level of supervision. A juvenile who is truthful on the Sexual History polygraph yet discloses significant histories of sexually abusive behaviors may require gradual transition to a less restrictive level of supervision.;
 - (d) be compliant with probation conditions and have satisfied any violation response(s).
2. R1:
- (a) maintain adequate attendance, participation, and appropriate behavior during treatment sessions as indicated in monthly progress notes or contact with the treatment provider;
 - (b) take Monitoring polygraph. Juvenile must be truthful with no significant disclosures or violations revealed in order to be considered for R2 level of supervision;
 - (c) be compliant with probation conditions and have satisfied any violation response(s).
3. R2:
- (a) maintain adequate attendance, participation, and appropriate behavior during treatment sessions as indicated in monthly progress notes or contact with the treatment provider;
 - (b) successfully complete sex offender treatment program;
 - (c) be compliant with probation conditions and have satisfied a violation response(s).

I. Policy:

The Department shall ensure that all documentation required for a juvenile adjudicated for a registerable offense(s) and ordered to register as a sex offender in the State of Texas is completed timely and accurately.

A juvenile may be required to register as a sex offender at the disposition hearing for the adjudicated offense, the disposition hearing for subsequent probation violations of the adjudicated offense, the sex offender registration hearing, or upon moving to Texas from out of state and having an adjudication for an offense(s) that meets elements of a registerable offense in the Texas Penal Code.

II. Definitions:

Registerable Offense: is defined as any offense in the Texas Penal Code which is eligible for sex offender registration. This type of offense may also be referred to as a reportable offense.

III. Procedure:

- A. The Texas Juvenile Sex Offender Risk Assessment Instrument (TJSORAI-2) shall be prepared:
 1. Prior to any disposition hearing or sex offender registration hearing for all juveniles adjudicated for a registerable offense; or
 2. Prior to a juvenile's release from a secure pre/post-adjudicated facility who has been required to register as a sex offender.
- B. The TJSORAI-2 shall only be completed by those juvenile probation officers who have been appropriately trained and passed the testing component to score the instrument.
- C. The total score shall be entered by the juvenile probation officer on the TJSORAI-2; however, only the judge shall enter the assigned risk level at the time the juvenile is order to register. The facility's designee shall enter the assigned risk level on the TJSORAI-2 for those juveniles who have been required to register and released from a secure pre/post-adjudicated facility.
- D. Once the judge has ordered the juvenile to register as a sex offender, the Pre-Release Notification Form (DPS CR-32) and Sex Offender Registration Form (DPS CR-35) shall be completed immediately with the juvenile. These forms outline the juvenile's duties and timelines to register and are essential to the sex offender registration process. The officer completing these forms shall refer to the Texas Department of Public Safety Sex Offender Manual to ensure that the forms are completed correctly and forwarded to the appropriate law enforcement agency and DPS.
- E. If the juvenile has been ordered to register as Non-Public, the juvenile probation officer shall ensure that the non-public registration court order is attached to the Sex Offender Registration Form (DPS CR-35) that is forwarded to DPS.
- F. The Pre-Release Notification Form (DPS CR-32) shall also be completed 7 days prior to a juvenile's release from a secure pre/post-adjudicated facility who has been required to register as a sex offender.
- G. A juvenile who has been ordered to register as a sex offender shall submit to DNA collection. The DNA collection should be arranged with the detention clinic and Unit 4 Supervisor. The DNA kit for sex offender registration is different than the DNA kit used for certain felony offenses (blood sample instead of a buccal swab).
- H. A juvenile who has been ordered to register shall also obtain a "special" DPS driver's license or personal identification within 30 days and renew it annually. The fee is \$20.00 and will not be

waived. Nothing on the DL/ID itself indicates that the juvenile is registered as a sex offender; however, law enforcement has access to that information when running a search on the DL/ID.

- I. The assigned juvenile probation officer is responsible for reporting any status changes on a registered juvenile to law enforcement via the Sex Offender Update Form (DPS CR-39). Examples of status changes are: address change, school status, job status, changes in conditions of probation, discharge from supervision, or incarceration/detention.
- J. The assigned juvenile probation officer shall notify law enforcement in writing when a registered juvenile visits another location at least 3 times within a month and stays at that location for a minimum of 48 hours. This may occur in custodial arrangements between the juvenile's parents, guardians, or custodians.

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision
Chapter 7: Specialized Units
Section 3: Special Needs Diversionary Program

I. Policy:

The Special Needs Diversionary Program (SNDP) is designed to increase the availability of effective services to juvenile offenders with mental health needs. The goal of the program is to reduce delinquency, increase offender accountability, and rehabilitate juvenile offenders through a comprehensive, coordinated, community-based juvenile probation program.

The Department’s Special Needs Unit (SNU) is responsible for the Special Needs Diversionary Program.

II. Definitions:

Core Team: is defined as the specialized (SNDP) juvenile probation officer and Licensed Mental Health Professional (LMHP) assigned to the juvenile’s case.

Priority Population: is defined as the population of juveniles who have a DSM-IV Axis I diagnosis other than or in addition to substance abuse, mental retardation, autism, or pervasive developmental disorder, and who meet eligibility for MHMR services and have met criteria for one of the levels of care as determined by the child and Adolescent Texas Recommended Authorization Guidelines (CA-TRAG) in the Resiliency and Disease Management (RDM) initiative implemented by the Texas Department of State Health Services (TDSHS), or as determined by a licensed mental health care professional as a result of implementation of a standardized mental health assessment.

SNDP Team: is defined as the core team and non-core team members who are working with a juvenile and the juvenile’s family.

III. Procedure:

- A. Referrals to the Special Needs Unit shall be made by the juvenile probation officer by forwarding the most current MAYSI-2, Pre-Disposition Report, psychological screen or assessment, and face sheet.
- B. Target Population: The SNDP program shall only serve those juveniles who:
 - 1. Have received a disposition of deferred prosecution, juvenile court ordered probation, or have been released under court ordered conditions of release and are being supervised in the community by the juvenile probation department.
 - 2. Have met the priority population definition.
- C. Clinical Assessment:
 - 1. Each juvenile’s case file shall include a clinical assessment that has been signed and dated by a licensed mental health professional completed within 90 calendar days prior to enrollment in the SNDP.
 - 2. The clinical assessment establishing eligibility shall contain the following information:
 - (a) a DSM-IV Axis I diagnosis other than or in additions to substance abuse, mental retardation, autism, or pervasive developmental disorder; and
 - (b) a current Global Assessment of Functioning (GAF) score.
- D. Family Suitability Interview:
 - 1. The core team shall complete a family suitability interview (FSI) for each juvenile found to meet the requirements for services through this program prior to or at the same time as the

juvenile's enrollment into the SNDP.

2. The FSI shall document the following:
 - (a) whether the juvenile has an adult family member available for participation in the program;
 - (b) whether the family is willing to participate in the program; and
 - (c) the explanation of requirements of the program to the juvenile and family.

E. Insurance Screening:

1. All juveniles shall be screened for medical insurance coverage prior to or upon enrollment into the SNDP.
2. If third-party, Medicaid, or Children's Health Insurance Program (CHIP) does not already cover the juvenile, the SNDP team shall ensure that an application for Medicaid or CHIP is completed and submitted within five calendar days of the juvenile's enrollment into the SNDP.

F. Out of Home Placement:

1. Juveniles may be enrolled in the SNDP if they meet the requirements of the target population upon discharge from an out of home placement.
2. A juvenile may be enrolled in the SNDP if the juvenile is being placed in an out of home placement as long as his/her absence does not exceed 45 calendar days. The SNDP team shall continue to provide services to the juvenile according to the juvenile's case plan.

G. Re-Enrollment of Discharged Juvenile: Juveniles may be re-enrolled into the SNDP after previously completing the program or having been discharged from the program if the requirements of the target population are met.

H. Core Team Requirements:

1. At least one member of the core team shall be available in person, by pager, office phone, or cell phone to the family 24 hours, seven days a week, 365 days a year for assistance with crisis resolution.
 - (a) the specialized juvenile probation officer or QMHP will be available by cell phone 24/7.
 - (b) documentation shall be provided to the juvenile and family detailing the 24/7 availability of the core team. The juvenile's case file and/or mental health chart shall contain copies of the documentation that indicates when the juvenile and family were provided a copy of the information regarding 24/7 availability of the core team.
2. The core team shall maintain a minimum average daily caseload of 12 juveniles and their families. A SNDP juvenile probation officer shall not exceed 20 juveniles at any one time.
3. The SNDP juvenile probation officer shall have at least one face to face contact with the juvenile and family at least every seven calendar days during the first 30 days of enrollment. If a parent is not present then a subsequent contact is required with the parent. The frequency of contacts needed shall be addressed in the case plan.
4. The first 30 day case plan review and all subsequent case plan reviews shall determine, **based on need**, the number and type of contacts with the juvenile and family to be made by the SNDP team. The SNDP juvenile probation officer shall conduct at least one contact every seven calendar days with the juvenile for the duration of enrollment in the SNDP.
5. The core team shall establish a unified enrollment date for each individual juvenile enrolled in the SNDP.
6. The core team shall provide services to the juvenile and family for the period the juvenile is enrolled in the SNDP.
7. Weekly communication between core team members is required to monitor the progress and needs of each juvenile enrolled in the SNDP. Documentation of this communication shall be entered into TechShare.Juvenile.

8. Additional required SNDP juvenile probation officer contacts are listed below:

Supervision Time Frame	School Visits	Curfew Checks	Home Visits	Face to Face	Parent Conferences	UAs (if ordered or warranted)
First 30 calendar days	2/month	2/month	1/every 7 calendar days	1/every 7 calendar days in the home	1/week	1/month
Remainder of program	2/month	2/month	determined by need (as indicated in case plan)	1/every 7 calendar days in any setting (home, school, etc.) determined by need	1/month	1/month

H. Case Plan:

1. The core team shall meet with the juvenile and family and develop an initial case plan within 72 hours of the juvenile’s enrollment in the program.
2. The case plan shall be developed by the core team with input from the juvenile, the parent, guardian, or custodian.
3. The case plan shall be written in terms that are specific and measurable and shall document each of the following criteria:
 - (a) all identified areas of need for the juvenile and family;
 - (b) what activity/intervention is to be completed;
 - (c) who is responsible for completing the activity/intervention;
 - (d) when the activity/intervention is to be conducted and/or completed;
 - (e) how the activity/intervention is to be conducted;
 - (f) what services will be made available to the juvenile and family to assist them in acquiring skills and resources to meet their needs;
 - (g) all required contacts; and
 - (h) what long-term community supports will be utilized.
4. A copy of the plan shall be provided to the juvenile and family within seven calendar days of the juvenile’s enrollment the program.
5. The core team shall formally review and update case plans monthly with the juvenile and family and a copy shall be provided to the family within seven calendar days from the date of completion of the review.
6. Transition planning shall be incorporated by the core team into the juvenile’s monthly case plan review at least 30 days prior to the juvenile’s discharge from the program.

I. Discharge/Aftercare Plan: The core team shall complete a written discharge/aftercare plan with the juvenile and family on the day of the juvenile’s discharge from the program and shall:

1. Outline the ongoing support systems and resources for the family;
2. Identify required services and linkages to appropriate resources; and
3. Provide the juvenile and family a copy of the discharge/aftercare plan signed by the core team.

I. Policy:

The Front End Diversionary Initiative (FEDI) is a pre-adjudication diversion program designed for juveniles that have a previous mental health diagnosis or may possibly have mental health related issues and have been referred to the Dallas County Juvenile Department for delinquent conduct or conduct indicating a need for supervision.

The program shall divert juveniles from the juvenile court process; enhance the availability of effective mental health services; assist in identifying appropriate community based programs that will meet their needs; and enhance their opportunity to remain in the community and become productive, law abiding citizens.

II. Definitions: None

III. Procedure:

- A. Referral Criteria: Intake Screening juvenile probation officers, Psychology Division staff, deferred prosecution juvenile probation officers, field assessment juvenile probation officers, and the detention court hearing referee may refer a juvenile to the FEDI program if any of the following criteria apply:
1. A psychological screening or evaluation reveals that the juvenile is appropriate for the program;
 2. As a result of the detention intake screening process, the Intake Screening juvenile probation officer determines or suspects that a juvenile may have mental health related issues, a previous mental health diagnosis, or the juvenile might benefit from on-going clinical services in the community;
 3. A juvenile that is currently participating in therapy or counseling in the community might benefit from additional mental health services;
 4. A psychiatric screening reveals a mental health diagnosis;
 5. School documentation indicates that the juvenile has a previous diagnosis of Attention Deficit Hyperactivity Disorder (ADHD) or Attention Deficit Disorder (ADD);
 6. School documentation indicates that the juvenile has been placed in a Special Education program for a learning disorder;
 7. The parent, guardian, or custodian indicates that the juvenile has a previous mental health diagnosis, has been hospitalized for mental health issues, or expresses concerns about the juvenile's mental health;
 8. A psychological evaluation indicates an Axis I diagnosis;
 9. A MAYSI-2 score indicates a caution or warning score in the Suicide Ideation or Depressed Anxious areas;
 10. The juvenile or parent, guardian, or custodian verifies that the youth has revealed present or past suicidal ideation, depression, or anxious thoughts.
- B. Referral Process: The referring person shall submit the following to the FEDI Supervisor for review of the juvenile's appropriateness for the FEDI program:
1. Updated face sheet;
 2. Current MAYSI-2;
 3. Case history; and
 4. Psychological screen/assessment (if available).

C. FEDI Review Process:

1. The FEDI Supervisor will assign the referral to a FEDI juvenile probation officer; and
2. The FEDI juvenile probation officer will schedule a Family Suitability Interview (FSI) with the juvenile and parent, legal guardian, or custodian to determine the juvenile's suitability for the program.

D. FEDI juvenile probation officer responsibilities:

1. The FEDI juvenile probation officer shall notify the deferred prosecution juvenile probation officer or the field assessment juvenile probation officer upon acceptance of FEDI supervision.
2. The FEDI juvenile probation officer will assume supervision of the juvenile upon completion of the FEDI initial case plan.
3. The FEDI initial case plan shall be completed within 72 hours of the juvenile's enrollment in the program. The case plan shall require juvenile and parent, legal guardian, or custodian participation and identify goals, needs, and services.
4. A FEDI discharge summary shall be completed on the day of the juvenile's discharge from the program. The summary will identify needs that may extend beyond the FEDI program and provide the family with links to community based programs and will provide support systems to meet those needs.
5. The FEDI juvenile probation officer shall provide supervision of the juvenile's attendance in school, counseling sessions, and all other programming.
6. The FEDI juvenile probation officer shall assign the juvenile to complete up to 15 hours of Community Service Restitution if appropriate.
7. The FEDI staff shall conduct a pre and post survey (Ohio Scales) with the juvenile and parent, legal guardian, or custodian to determine if the program was successful in providing the family with the services needed for positive change. The survey is provided by the Texas Juvenile Probation Commission (TJJD) and will allow TJJD to gather statistical data.

E. Required Contacts:

1. The FEDI juvenile probation officer shall contact the juvenile during the first week in the program to ensure the juvenile's enrollment.
2. The FEDI juvenile probation officer shall take appropriate actions, including but not limited to, attending ARD meetings to begin the process of determining the juvenile's educational needs.
3. The FEDI juvenile probation officer shall ensure during the first week of supervision that the juvenile is assessed by a community based mental health provider.
4. The FEDI juvenile probation officer shall make monthly contact with medical/psychiatric providers to determine that the juvenile maintains his/her medication schedule and any medical/ psychiatric appointments.
5. The FEDI juvenile probation officer shall make regular contact with all service providers.
6. The FEDI juvenile probation officer shall supervise the juvenile according to the contact schedule below:

Level	School Visits	Curfew Checks	Home Visits	Parent Conferences
Phase I (minimum 90 days)	2/month	2/month parent verification	2/month	2/month
Phase II (remainder of program)	1/month	1/month parent verification	1/month	1/month

F. Mental Health Services:

1. Juveniles participating in the FEDI program shall be referred to community based mental health providers.

I. Policy:

The Mental Health Court (MHC) program is designed to divert juveniles with mental health illnesses from further penetration into the juvenile justice system; connect the juveniles and their families with community mental health based services/treatments; educate families about mental illnesses; and encourage increased family involvement with, and stronger advocacy for, their children with mental health illnesses.

II. Definitions: None

III. Procedure:

A. Objectives:

1. Intervene at the pre-adjudication level to address problem areas quickly and without further Juvenile Court intervention;
2. Assess those juveniles referred to the MHC to determine his/her needs and provide services that are appropriate;
3. Develop a case plan which is designed to meet the needs of both the juvenile and his/her family;
4. Make appropriate referrals for the identified needed services including mental health, educational, vocational, and family health care;
5. Monitor each juvenile's attendance in school, their behavior at home, and their progress in therapy and/or community based mental health services;
6. Implement the use of immediate and appropriate incentives and/or responses for compliance and noncompliance with the MHC requirements;
7. Provide judicial oversight and coordination of all services initiated to promote accountability and bring together all involved community agencies to work in partnership with the MHC to achieve the identified goals.

B. Referrals: Intake Screening juvenile probation officers, Psychology Division staff, field assessment juvenile probation officers, deferred prosecution juvenile probation officers, and the District Attorney Liaison can refer juveniles to the MHC program if any of the following criteria apply:

1. A psychological/psychiatric screening or evaluation reveals that the youth is appropriate for the program due to a mental health illness or diagnosis; or
2. The detention intake screening process or the Intake Screening juvenile probation officer determines that:
 - (a) the juvenile may have a mental health related issue;
 - (b) the juvenile has a previous mental health diagnosis;
 - (c) the juvenile may benefit from on-going clinical services in the community; and
 - (d) the family is willing to participate in all aspects of Mental Health Court.
3. A juvenile who is currently participating in therapy or counseling in the community and might benefit from additional mental health services and monitoring;
4. School documentation indicates that the juvenile has a current or previous diagnosis of Attention Deficit Hyperactivity Disorder (ADHD) or Attention Deficit Disorder (ADD);
5. School documentation indicates that the juvenile has been placed in a Special Education program for an emotional disorder;
6. The parent, legal guardian, or custodian indicates one or more of the following:

- (a) the juvenile has had a previous mental health diagnosis;
 - (b) the juvenile has been hospitalized for mental health issues; or
 - (c) concerns are expressed about the juvenile's mental health.
7. A psychological evaluation indicates an AXIS I diagnosis;
 8. A MAYSI-2 score indicates a caution or warning score in the Suicide Ideation or Depressed Anxious areas;
 9. The juvenile or parent, legal guardian, or custodian verifies that the juvenile has revealed present or past suicidal ideation, depression, or anxious thoughts.

C. Eligibility Criteria:

1. The juvenile has a pending charge alleging an offense other than truancy, runaway, or a sexual offense;
2. The juvenile has not previously been adjudicated on any charge;
3. The juvenile is found to be appropriate for supervision through a deferred prosecution program;
4. The juvenile has an AXIS I diagnosis such as, but not limited to:
 - (a) Cognitive Disorder;
 - (b) Oppositional Behavior Disorder;
 - (c) Bipolar I Disorder;
 - (d) Schizophrenia; or
 - (e) the diagnosis must be other than or in addition to Conduct Disorder or a substance abuse disorder.
5. An assessment shall be performed within two weeks of the referral to the MHC to substantiate an AXIS I diagnosis; and
6. The juvenile and their family must agree to participate in the program.

D. MHC coordinator responsibilities: The MHC supervisor and/or assistant supervisor of the Special Needs Unit are the designated coordinator(s) of the MHC.

1. Assign each new case to a MHC juvenile probation officer:
 - (a) cases are assigned to the MHC juvenile probation officers according to designated geographical areas and language;
 - (b) assigned cases will be logged into the MHC database maintained by the MHC Coordinator;
 - (c) the MHC administrative secretary will enter all available demographic information into TechShare.Juvenile.
2. Ensure that the delivery of services are in accordance with:
 - (a) Dallas County Juvenile Department Policies and Procedures;
 - (b) TJJD standards; and
 - (c) Texas Family Code provisions.
3. Conduct case file audits on the MHC files:
 - (a) at least one file per MHC juvenile probation officer shall be audited monthly;
 - (b) the audit form specific to the MHC shall be utilized; and
 - (c) the MHC juvenile probation officer shall be informed of the results of the audit and any identified corrective action.

E. MHC juvenile probation officer responsibilities:

- I. The MHC juvenile probation officer receives the referral assignment and schedules each juvenile and family for a family suitability interview (FSI):
 - (a) within two working days of being assigned a referral, the MHC juvenile probation officer shall make a documented effort to contact the family via telephone to schedule an appointment with both the juvenile and the parent, legal guardian, or custodian to complete the assessment;
 - (b) the FSI shall be completed within five working days of being assigned a referral. Reasonable efforts shall be documented if unable to complete the FSI within the required time frame..
 - (c) upon contact, the parent, legal guardian, or custodian is to be instructed to provide copies of

the juvenile's birth certificate, school records, and social security card when attending the scheduled appointment.

2. Once a FSI is completed and a decision regarding appropriateness for the MHC is made by the MHC juvenile probation officer, the parent, legal guardian, or custodian must agree to fully participate in the MHC. The MHC juvenile probation officer then has the juvenile and the parent, legal guardian, or custodian sign the agreement.
3. The MHC juvenile probation officer schedules a date to bring the family to Court to begin Phase I with the MHC.
4. The MHC juvenile probation officer and juvenile, and parent, legal guardian, or custodian jointly formulates a written case plan within 72 hours of enrollment to address the juvenile's mental health and other needs and how to address those needs through community based programs and services.
5. As the juvenile progresses through the three phases of the program, the case plan will be re-assessed and/or revised by 3 months of participation in the program to ensure that it remains appropriate for the juvenile's needs. The case plans shall be signed by the juvenile, parent, legal guardian, or custodian, MHC juvenile probation officer and MHC supervisor. Copies shall be provided to the juvenile, and the parent, legal guardian, or custodian, and the original case plan shall be placed in the case file.
6. The MHC juvenile probation officer shall refer the juvenile/family to services as needs indicate and monitor the progress and effectiveness of those services.
7. The MHC juvenile probation officer shall make contact with the juvenile's school within the first week of enrollment. The MHC juvenile probation officer will take appropriate actions, including but not limited to attending ARD meetings to begin the process of determining the juvenile's educational needs.
8. The MHC juvenile probation officer shall assign the juvenile to complete up to 15 hours of Community Service Restitution if appropriate.
9. The MHC juvenile probation officer shall attend the MHC sessions for each juvenile and family meetings.
10. The MHC juvenile probation officer shall perform the Ohio Scales Pre and Post surveys with the juvenile and family to provide statistical data to show outcomes for the program.

F. MHC Program Levels:

Level	Court Sessions	School Visits	School Checks	Home Visits	Parent Conferences	Services
Phase I (minimum 30 days)	Weekly until promoted to next phase	Every other week	Every other week from school visit	Weekly	2/month	(Engagement/Motivation) Seen twice a week by FFT therapist/ Engage in services with mentoring, substance abuse, tutoring, etc. as treatment team directs
Phase II (minimum 30 days)	Bi-weekly until promoted to next phase	1/month	1/month	2/month	1/month	(Behavior Change) Seen weekly by FFT therapist or more if needed/ Engage in services with mentoring, substance abuse, tutoring, etc. as treatment team directs

Phase III (minimum 30 days)	1/month until promoted to next phase	1/month	1/month	2/month	1/month	(Generalization) Seen weekly by FFT therapist or more if needed/ Engage in services with mentoring, substance abuse, tutoring, etc. as treatment team directs
Aftercare (minimum 4weeks)	1/month	1/month	1/month	1/month	1/month	Seen as needed by FFT therapist/ Engage in services with mentoring, substance abuse, tutoring, etc. as treatment team directs

G. MHC Process:

1. the MHC team will meet one evening a week to enroll new clients and also to review the progress of current juveniles in the program.
2. The Mental Health Court team is comprised of the judge, prosecutor, MHC coordinator, psychologist, Dallas Metro Care psychiatrist, and MHC juvenile probation officers.
3. After the MHC juvenile probation officer completes the FSI and finds a child suitable for the program, he/she shall present the case with the family present at the next court session within the same week of the interview if possible. Dallas Metro Care will complete a psychiatric evaluation on the juvenile prior to the initial court session to determine eligibility.
4. The MHC team assess the juvenile's case and makes the decision to enroll him/her into the program. If enrolled, the juvenile and family will be assigned a Family Functional Therapy therapist and services will then begin immediately.
5. The juvenile and family will progress through the MHC program and will be seen by members of the MHC team on a weekly or monthly basis determined by the phase level.
6. The judge will provide appropriate responses for goals not being met or violations committed. The responses could include assigning additional community services hours, altering the youth's current phase level, or extending the time necessary to complete the MHC program.
7. There are four phases of the program: Phase I, Phase II, Phase III and Aftercare. Phase I, II, and III consist of 30 day increments, and Aftercare will consist of a minimum of four weeks.
8. Upon successful completion of the program and the youth's deferred probation status, the juvenile's case shall be closed. The Juvenile and family maintain a connection with community based services. A discharge plan will be written which includes proposed services for the family for long term utilization when they are no longer engaged with the Juvenile Department.
9. Should the juvenile fail to successfully complete the Mental Health Court program; commit a new delinquent offense during this time period; or appear by all accounts to require more intensive supervision than this diversion program offers, the juvenile's case will be staffed by the MHC team to make recommendations as to what further actions should be taken.

I. Policy:

The Drug Court Diversion Program shall provide early interventions to juveniles to decrease the probability of future referrals to the department, as well as provide an opportunity for the juvenile to live a drug-free life. The juveniles shall be introduced to skills that will assist them in leading productive substance-free lives and encourage academic success, while avoiding adjudication and disposition through the juvenile courts.

II. Definitions: None

III. Procedure:

- A. Referrals to the Drug Court are made by the District Attorney Liaison officer. Any juvenile who is referred to the Dallas County Juvenile Department for possession of a misdemeanor alcohol or drug offense is considered eligible.
- B. Disqualifying factors include:
 - 1. Delivery; Possession with Intent to Deliver; or Sale;
 - 2. Prior felony disposition;
 - 3. History of a violent offense;
 - 4. Prior history of adjudication for a violent offense and/or drug sales;
 - 5. Parent, guardian, or custodian unwilling to participate in the program;
 - 6. Out of county residence; or
 - 7. A diagnosed mental health issue which would preclude the juvenile from successfully completing the program.
- C. Drug Court Coordinator Responsibility:
 - 1. Assign each new case to the Drug Court juvenile probation officer;
 - 2. Log assigned cases in the "Drug Court Referral" log and maintain the log.
 - 3. Enter all demographic information into TechShare.Juvenile as well as a case assignment chronological entry.
 - 4. Ensure delivery of services in accordance with Department policies and procedures, TJJD standards, and the Texas Family Code; and
 - 5. Conduct audits on juvenile case files.
- D. Drug Court Juvenile Probation Officer Responsibility: The Drug Court juvenile probation officer receives the case assignment and schedules each juvenile and family for an orientation appointment:
 - 1. Within 2 working days of receiving the case, the Drug Court juvenile probation officer shall make a documented effort to schedule an appointment with both the juvenile and parent, guardian, or custodian to complete the assessment and admission.
 - 2. In the event there is no telephone number of record, the Drug Court juvenile probation officer shall send a letter requesting contact from the juvenile's parent, guardian, or custodian.
 - 3. Upon contact, the parent, guardian, or custodian shall be instructed to provide copies of the juvenile's birth certificate, school records, and social security card when appearing for the scheduled appointment.
 - 4. The appointment shall be scheduled within 10 working days of case receipt.
 - 5. When a parent, guardian, or custodian reschedules a first appointment, subsequent appointments are to be scheduled no later than 7 working days from the last missed appointment
 - 6. To confirm the re-scheduled appointment, the Drug Court juvenile probation officer shall either:
 - (a) call the parent, guardian, or custodian no later than 1 business day prior to the scheduled

appointment; or

(b) complete a home visit, and if both the juvenile and parent, guardian, or custodian are at home, the intake/admission shall occur at that time.

7. Cases pending over 30 days shall be staffed with the Drug Court coordinator.
8. Once the intake/admission is completed, the Drug Court juvenile probation officer shall submit the case file to the Drug Court coordinator for review. All documents including chronological entries shall be included in the file. All required TechShare.Juvenile screens shall be completed within 2 working days after the case was opened.
9. After reviewing the case file, the Drug Court coordinator shall return the case file to the Drug Court juvenile probation officer noting any corrections to be made.

E. Orientation Requirements:

1. The Drug Court Diversion Program is a voluntary program based on the consent of the juvenile and parent, guardian, or custodian. In the event the family declines to participate in the program, the Drug Court juvenile probation officer shall complete a "Non-Participation" form and obtain signatures from both the juvenile and the parent, guardian, or custodian. The juvenile's case file shall be returned to the Drug Court coordinator for further action.
2. The juvenile has the right to terminate the Drug Court Diversion Program Agreement at any time and contest allegations in court.
3. The District Attorney may pursue court intervention depending upon the juvenile's progress in the program.
4. Assessments: In order to effectively assess the needs of the juvenile and his/her family, several assessment tools shall be utilized:
 - (a) The following tools shall be administered with the juvenile **in the absence** of the juvenile's parent, guardian, or custodian:
 - (i) MAYSI-2;
 - (ii) TCU Drug Screen II;
 - (iii) Problem Assessment form; and
 - (iv) TCU Comprehensive Intake Packet
 - (b) The following documents shall be completed by the juvenile's parent, guardian, or custodian:
 - (i) behavior checklist;
 - (ii) face sheet (providing demographic information);
 - (iii) consent and waiver of liability form; and
 - (iv) financial statement .
 - (c) The information obtained from the TCU Drug Screen II, the MAYSI-2, the urinalysis obtained at the orientation appointment, and the juvenile's self-reported substance use may result in a referral for a chemical assessment to be completed. Upon recommendation of the chemical assessment, appropriate referrals for services shall be made.
5. Develop a case plan with the juvenile and family based upon information gathered from interviews and assessment tools. The plan will be evaluated and updated whenever the juvenile moves from one phase to another phase within the program. Case plans will include the signatures of the juvenile, parent, guardian, or custodian, Drug Court juvenile probation officer, and Drug court Coordinator. Once all signatures are obtained, the juvenile and parent, guardian, or custodian will receive copies. The original shall be placed in the case file.
6. Both the juvenile and parent, guardian, or custodian shall sign 3 copies of the Participation Agreement which outlines the terms and conditions of the agreement.
7. The Drug Court judge shall review the agreement with the juvenile during the juvenile's initial court session and sign all copies. The copies shall be distributed to the juvenile, the case file, and the judge's file.
8. Advise the juvenile and family of:
 - (a) a monthly fee not to exceed \$15.00;
 - (b) the monthly fee is based upon the parent, guardian, or custodian's income reflected on the financial statement completed by the parent, guardian, or custodian;

- (c) the fee may be waived based upon the family's income;
- (d) the parent, guardian, or custodian is required to identify restrictions to be imposed on the juvenile's activities and set requirements for the juvenile's behavior.
- 9. Advise family of date and time to appear for Drug Court.
- 10. Advise juvenile and parent, guardian, or custodian of the required dress code.
- 11. Advise juvenile and parent, guardian, or custodian of possible responses for being late for court or missing scheduled court appearances.

F. Orientation Process:

- 1. Interview with juvenile and parent, guardian, or custodian.
- 2. Explain Drug Court Diversion Project to both the juvenile and parent, guardian, or custodian.
- 3. Discuss issues related to the referral offense and juvenile's behavior.
- 4. Discuss issues related to the family system determined through the interview, completion of the Behavioral Checklist, and the MAYSI-2.
- 5. Discuss program requirements with both juvenile and parent, guardian, or custodian. Requirements to include and not limited to:
 - (a) court appearances;
 - (b) random urinalysis;
 - (c) home visits by the Drug Court juvenile probation officer;
 - (d) school contacts by the Drug Court juvenile probation officer;
 - (e) curfew checks;
 - (f) Community Service Restitution hours; and
 - (g) advancement criteria for phase promotion .
- 6. Obtain a urinalysis from the juvenile prior to completing the orientation.

G. Case Management: The Drug Court juvenile probation officer shall provide case management services to facilitate and monitor terms and conditions of the Drug Court Diversion Program Agreement for 3 to 6 months. Contacts with the juvenile and the parent, guardian, or custodian shall be in accordance with the schedule below:

Level	Court	School Visits	Curfew Checks	Urinalysis	Home Visits	Parent Conference
Phase I (minimum of 30 days)	Weekly (until promoted to next phase)	1/week (face to face with juvenile)	Weekly (parent verification)	2/week	1/month	Weekly
Phase II (minimum of 30 days)	2/month (until promoted to next phase)	2/month (face to face with juvenile)	2/ month (parent verification)	1/week	1/month	2/month
Phase III (minimum of 30 days)	2/month (until graduation)	1/month (face to face with juvenile)	1/month (parent verification)	1/week	As needed	1/month
Aftercare* (minimum of 4 weeks)	1/month (during involvement in Aftercare)	As needed	1/month (parent verification)	2/month	As needed	As needed

*Aftercare is required only for those juveniles who received some level of drug treatment during the course of his/her involvement in Drug Court.

- 1. When any juvenile is participating in some level of drug treatment, the Drug Court juvenile probation officer shall make at least 1 face to face contact per month with both the juvenile and parent,

guardian, or custodian. Additionally, the Drug Court juvenile probation officer shall make at least 1 telephone contact per month to speak with either the juvenile or the parent, guardian, or custodian. The Drug Court juvenile probation officer shall also make at least monthly contact with the agency that is providing the treatment service. The juvenile shall be required to attend the Drug Court when he or she is being promoted from one phase to another phase.

2. The Drug Court juvenile probation officer shall broker appropriate counseling/special programming services based on needs/issues identified.
3. The Drug Court juvenile probation officer shall appropriately document by chronological entries in TechShare.Juvenile all contacts, case actions, and correspondence.
4. The Drug Court juvenile probation officer shall notify the juvenile and family of possible responses for failure to cooperate or when court action will be recommended and the case is closed.
5. The Drug Court juvenile probation officer shall facilitate appropriate correspondence including appointment letters, non-compliance letters, inter-agency letters, Sealing of Records letters, etc.
6. The Drug Court juvenile probation officer shall respond appropriately to any violations by staffing violations with the Drug Court team, documenting the recommended violation response, and scheduling the family for a status review hearing before the Drug Court judge.
7. The Drug Court juvenile probation officer shall ensure that juveniles participating in the Drug Court Diversion Program complete 30 hours of Community Service Restitution (CSR) and provide a list of approved sites along with the CSR Form that records times and dates of completed CSR.
8. The Drug Court juvenile probation officer shall be responsible for maintaining the case file in accordance with Probation Services policies and procedures.

H. Closing Status Guidelines:

1. Successful closing status for a Drug Court Diversion Case:
 - (a) the juvenile completes the terms and conditions outlined in the Drug Court Diversion Program Participation Agreement;
 - (b) the juvenile's behavior stabilizes during the Drug Court Diversion Program;
 - (c) the juvenile is not perceived to be a threat to himself/herself or others; and
 - (d) the juvenile moves to another jurisdiction and all of the above are fulfilled.
 2. The Drug Court juvenile probation officer shall notify the family that a follow up contact will be made with the juvenile and the parent, guardian, or custodian 6 months after successful program discharge. When the contact is made, the Drug Court juvenile probation officer shall utilize the Drug Court Diversionary Program Three Month Follow Up form and submit it to the Drug Court coordinator.
 3. Unsuccessful closing status for a Drug Court Diversion case: The juvenile has been charged with a new offense and filing with the District Attorney was requested.
 4. The Drug Court juvenile probation officer shall close the TechShare.Juvenile supervision screen as unsuccessful and transfer the case file to the appropriate field unit upon receipt of the petition.
1. Extending Program Length: In instances where it appears to be in the best interest of the juvenile, the length of the program may be extended under certain circumstances to be determined by the Drug Court judge.
- J. Returning Cases from Drug Court Diversion Program: A case shall be returned if it is determined that the case is no longer appropriate for the program. This may include but not limited to the juvenile re-offending, the juvenile failing the program, or the Drug Court judge's decision that the juvenile would be better served by field probation services.

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision
Chapter 7: Specialized Supervision
Section 7: Placement Services

I. Policy:

The Placement Services Unit is responsible for supervising juveniles who have been ordered to the Department's contract residential placement facilities and the Department's Residential Drug Treatment Program. Further, placement specialists within the Placement Services Unit match juveniles with the appropriate contract residential placement facility when referred by the court and the Case Planning and Review Committee (CPRC).

II. Definitions: None

III. Procedure:

- A. Placement Services Juvenile Probation Officers: Juveniles ordered to the Department's contract placement facilities or the Department's Residential Drug Treatment Program shall be pre-assigned to a Placement Services juvenile probation officer prior to departing to residential placement. The Placement Services secretary shall notify the Placement Services juvenile probation officer of the assignment by e-mail and complete a TechShare.Juvenile chronological entry. Pre-assignment is contingent upon notification being provided to the Placement Services Unit that a juvenile has been ordered to a residential placement facility within its scope.
1. If pre-assignment has occurred, a face to face contact shall be made with the juvenile by the Placement Services juvenile probation officer prior to his/her departure to contract residential placement.
- B. Upon a juvenile's admission, initial contact shall be made with all parties (juvenile, parent, guardian, or custodian, and caregiver) by the Placement Services juvenile probation officer within two working days of receipt of the juvenile's case file.
- C. The Placement Services juvenile probation officer shall complete a face to face contact with the parent, guardian, or custodian within 30 days of receipt of the juvenile's case file. This may be accomplished earlier when obtaining the parent, guardian, or custodian's signature on the initial case plan.
- D. Placement Services juvenile probation officers shall supervise juveniles according to procedure C above and the contact schedule listed below:

Level	Juvenile	Facility	Parent Conference
Out of County Facility	2/month (telephone)	1/month (therapist or case manager by telephone/e-mail)	1/month (telephone)
In County Facility	2/month (1 face to face, 1 telephone)	1/month (therapist or case manager by telephone/e-mail)	1/month (telephone)
Dallas County RDT	2/month (face to face)	2/month (therapist or case manager by telephone/e-mail)	1/month (telephone)

Title IV-E Certified Juvenile	2/month (1 face to face, 1 telephone)	1/month (therapist or case manager by telephone/e-mail)	1/month (telephone)
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- E. Placement Services juvenile probation officers shall complete a home visit within 30 days prior to any therapeutic off campus visit or successful discharge from the facility. A home study form shall be completed if the parent, guardian, or custodian has changed residences while the juvenile has been in placement, or there is a change of custody.
- F. Based on the facility's request for a juvenile's therapeutic off campus visit, the following shall be met:
 - 1. The juvenile shall be in the facility a minimum of 90 days;
 - 3. The juvenile shall be on an appropriate behavior level;
 - 4. The juvenile shall be on target for successful discharge from the facility;
 - 5. The juvenile shall not be considered a runaway risk; and
 - 6. The off campus visit shall not be longer than 8 hours.
- G. The Placement Services juvenile probation officer shall notify the court **prior to** any therapeutic off campus visit granted for a juvenile with the date and time of departure as well as the parent, guardian, or custodian name.
- F. Upon receipt of a successful discharge summary, the Placement Services juvenile probation officer shall complete the discharge process within 30 calendar days.
- H. Upon receipt of an unsuccessful discharge summary, the Placement Services juvenile probation officer shall ensure that the summary is specific with regard to violations and dates.
- I. The Placement Services juvenile probation officer shall arrange transportation for the juvenile's return to Dallas County with the Placement Services placement specialist for all types of discharges (successful or unsuccessful).
- J. Additional Requirements for Title IV-E Certified Juveniles: Placement Services juvenile probation officers who supervise Title IV-E certified juveniles shall have the additional requirements:
 - 1. Supervise the juvenile's case according to TAC 347 standards;
 - 2. Complete the appropriate Title IV-E chronological entries and headings into TechShare.Juvenile;
 - 3. Title IV-E Case Plan and Review System:
 - (a) the case plan shall be completed within 30 calendar days of the juvenile's initial date of placement in a Title IV-E eligible setting, and the date of the juvenile probation officer's signature on the case plan will be used to determine the date of completion;
 - (b) the development of the case plan shall include the input of the juvenile, parent, guardian, or custodian, and caregiver. Participation may be made in person or by phone. Documentation shall reflect that participation occurred prior to completion of the case plan. Signatures of the juvenile, parent, guardian, or custodian, caregiver, and juvenile probation officer's supervisor shall be obtained within 30 days of the date of the juvenile probation officer's signature. Further, copies of the completed case plan shall be distributed to the juvenile, parent, guardian, or custodian, and caregiver;
 - (c) the status of each juvenile shall be reviewed six months from the juvenile's date of placement in a Title IV-E facility and every six months thereafter. Reviews shall be conducted within six months of the juvenile's initial date of placement, even if the juvenile is placed on inactive status during this time or changes placement. The review may be either an administrative or judicial review;
 - (d) If the review is an administrative review, it shall be conducted by a panel of appropriate persons, at least one of whom is not responsible for the case management of or the delivery of services to either the juvenile or the parents who are the subject of the review;
 - (e) a permanency hearing (judicial review) open to the participation of the parent and the caregiver shall be held for each juvenile no later than 12 months after the juvenile's initial date of placement and every 12 months thereafter. The juvenile probation department shall provide sufficient information to the court to review the juvenile's status and to determine:
 - I) the permanency plan for the juvenile as appropriate;

- 2) reasonable efforts to finalize the permanency plan have been made;
 - 3) for a juvenile 16 or older, services are needed to assist the juvenile in the transition to independent living;
 - 4) for a juvenile placed outside the state, whether the placement continues to be in the best interests of the juvenile; and
 - 5) procedural safeguards have been applied regarding parental rights to notification regarding removal of the juvenile from the home, any change in the juvenile's placement, and any determination affecting parental visitation privileges.
- (f) the juvenile probation department shall notify the appropriate entity responsible for filing a petition to terminate parental rights for any juvenile who has been in substitute care under the responsibility of the juvenile court for 15 of the most recent 22 months unless:
- 1) the juvenile is being cared for by a relative;
 - 2) the juvenile's case plan includes documentation of the compelling reason that such a petition would not be in the best interest of the juvenile; or
 - 3) the family has not been provided services described in the case plan as being necessary for the safe return of the juvenile to the juvenile's home.
- (g) refer to TJJD's publication "Child/Family Case Plan & Review of Child/Family Case Plan Residential Placement – Supplement" for further detailed information on completing Title IV-E case plans and reviews.
4. Document that the parent, guardian, or custodian, caregiver, and juvenile were notified and invited to the Title IV-E administrative and judicial reviews.
 5. Notify the Department's Title IV-E specialist within 24 hours of learning of the change via e-mail of any change that occurs with the juvenile's case in order for a Placement Information / Discharge Form to be completed.
 6. If a Title IV-E certified juvenile is currently in detention and a case plan review is due, then participation by the caregiver shall be by detention staff supervising the juvenile. The Detention Center manager on duty shall sign the case plan as the caregiver.
- K. Placement Services Placement Specialists: Upon a court's order for a placement match or recommendation from the Case Planning and Review Committee, the placement specialist shall begin the process of securing an appropriate placement match for a juvenile.
- L. Before the placement match is assigned to a placement specialist, the following documents shall be provided by the assigned juvenile probation officer:
1. Updated face sheet;
 2. Arrest report or probation violation offense report;
 3. Current PDR (within 12 months);
 4. Current Supplement (if applicable);
 5. Psychological assessment/psychiatric evaluation (within 6 months);
 6. Chemical assessment (within 6 months);
 7. Discharge summaries (previous residential placement and/or non-residential program)
- M. Upon assignment of the placement match, the placement specialist shall review the juvenile's case file to determine what contract facilities are best suited for the juvenile's needs:
1. The placement specialist shall fax or e-mail the referral packet to the appropriate facilities. The fax or e-mail shall contain the juvenile's name, court date, and contact information of the placement specialist;
 2. The placement specialist shall follow up with those facilities within 3 working days of sending the referral packet to determine if the juvenile was accepted; and
 3. The placement specialist shall complete TechShare.Juvenile chronological entries documenting the placement progress for the juvenile.
- N. Upon securing a placement match, the placement specialist shall send a Placement Match Notification form to the assigned juvenile probation officer, Court Liaison supervisor, and Court Liaison secretary via e-mail. The form notifies the court of which facilities accepted or denied the juvenile. When denied, the court shall be informed of the reason for the denial by the facility. The placement specialist shall make the determination of which facility is the primary match based upon the juvenile's needs and closest proximity.

- O. The Department's goal is for all juveniles to be admitted to their court ordered facilities within 72 hours of disposition. The assigned juvenile probation officer shall submit all required documents within 48 hours of disposition. The placement specialist shall notify the assigned juvenile probation officer of any missing documents by 2 methods - the Weekly Court Ordered Report and e-mail. The assigned juvenile probation officer's supervisor and assistant supervisor are notified by these 2 methods as well. If the requested documents are not provided within 48 hours, the Manager of Pre-Adjudication Services is then notified.
- P. The placement specialist is responsible for assembling the transfer packet once notified that a juvenile has been court ordered to a residential placement facility. The packet consists of the following:
1. Current court order;
 2. Conditions of placement;
 3. Current consent form;
 4. Immunization record (generated by Parkland staff);
 5. Physical exam (within 365 days for non-secure facility; within 30 days prior to secure facility);
 6. Dental exam (within 365 days for non-secure facility; within 30 days prior to secure facility);
 7. Current school records (including Academy of Academic Excellence records);
 8. Birth certificate;
 9. Social security card (if applicable);
 10. Residential placement agreement; and
 11. Facility admission packet (dated with date of admission).
- Q. The placement specialist shall contact the facility once all documents are received in order to schedule an admission date. Once the admission date is scheduled, the placement specialist shall contact the Department's Transportation staff via e-mail to arrange transportation for the juvenile. Once transportation is scheduled, the placement specialist shall send a confirmation e-mail to the assigned juvenile probation officer, supervisor, and assistant supervisor along with other designated staff.
- R. The placement specialist shall include a set of admission packets with the transportation packet. The placement specialist shall become familiar with all admission packets for the contract facilities in order for adequate time to be allotted to complete the packet per referral. The date on the admission packet is the date the juvenile is scheduled to be transported to the facility. The admission packet shall be given to Transportation staff the day before the juvenile is scheduled to be transported. The juvenile shall not be admitted to the facility if there is no admission packet and/or the packet is not fully completed.
- S. The placement specialists shall monitor cases admitted at the Intensive Level every 30 days to discuss with the facility lowering the case to the Specialized Level.
- T. The placement specialists shall close the placement match file once the juvenile has been admitted to a facility. All "Placement" chronological entries shall be printed and placed in the file. When a juvenile is discharged from a facility, the file shall be pulled and all documents discarded with the exception of the court order which shall be kept for JBI billing purposes.

I. Policy:

The Functional Family Therapy (FFT) Program is designed to provide in-home, family based, goal directed intensive therapeutic intervention to referred youth at risk of removal from the home.

II. Definitions:

FFT Team: is defined as the team which consists of a doctoral level supervisor and unit FFT therapists.

FFT Therapist: is defined as an individual with at least a bachelor's degree from an accredited college or university in a Social Service field. Each individual has received all required FFT clinical training.

Family Therapy session: is defined as a face-to-face session with all pertinent members of the family present, including the referred youth. Sessions are at least 1 hour in duration.

III. Procedure:

A. Referrals: Require approval by the Case Planning and Review Committee (CPRC). The CPRC packet will be submitted to the Functional Family Therapy Supervisor after staffing with the CPRC. The FFT Supervisor will notify the assigned juvenile probation officer of the youth's acceptance into the program after a family consultation has been conducted to determine eligibility.

B. Family Suitability Interview:

1. The FFT team shall complete a family suitability interview (FSI) for each juvenile found to meet the requirements for services through this program prior to or at the same time as the juvenile's enrollment.
2. The FSI shall document the following:
 - (a) whether the juvenile has an adult family member available for participation in the program;
 - (b) whether the family is willing to participate in the program; and
 - (c) the explanation of requirements of the program to the juvenile and family.

C. Eligibility: The FFT Program will **not** serve a juvenile who:

1. Refuses to participate in the program;
2. Has been identified as a person with mental retardation; or
3. Has been adjudicated for a sexual offense or is currently receiving sex offender treatment.

D. Length of Program: The FFT team will provide services to the juvenile and family for a period of no less than three months and no longer than six months from the date of the juvenile's enrollment into the program.

E. FFT Team: The Functional Family Therapy Program Team shall consist of a supervisor and unit therapists. The FFT Team responsibilities and requirements include but are not limited to the following:

1. The supervisor shall maintain a partial caseload of approximately 5 cases.
2. The therapists shall maintain a full caseload of not more than 15 cases.
3. A monthly report for each juvenile enrolled shall be completed by the 5th of each month and submitted to the juvenile's supervising juvenile probation officer.

4. The FFT Team shall conduct a minimum of one weekly family counseling session with the juvenile and family.
 5. The FFT team is available by cell phone for assistance with crisis resolution. The FFT team shall initiate the appropriate follow-up within 24 hours of the crisis.
 6. If the youth is detained while receiving FFT services, the juvenile will be discharged from FFT, and the FFT therapist will maintain contact with juvenile's supervising juvenile probation officer for updates on the juvenile's case.
- G. Required Contacts: The following number and types of contacts will be made by the FFT Team:
1. Face-to-face: a minimum of one time a week. Number of family therapy sessions is determined by the family needs and phase of treatment
 2. Collateral contacts shall be conducted as determined by the family needs.
- H. Clinical Process:
1. During the pretreatment phase, the FFT therapist will review the referral documents and establish contact with the juvenile, juvenile's family and the juvenile probation officer.
 2. During the initial meeting/session with the family, the FFT therapist shall administer all required FFT pre-assessments (Youth Outcome Questionnaire-Self Report, Youth Outcome Questionnaire –Parent Form, and Outcome Questionnaire – Parent).
 3. The FFT therapist shall administer the Counseling Process Questionnaire every other session for the entire duration of the counseling process.
 4. The FFT therapist shall administer all required post-assessments (Youth Outcome Questionnaire-Self Report, Youth Outcome Questionnaire –Parent Form, and Outcome Questionnaire – Parent) during the final session.
 5. The FFT therapist shall enter all progress notes in FFT/Clinical Services System (CSS) within 24 hours of each family session.
 6. The FFT therapist shall complete a TechShare.Juvenile chronological entry within 5 working days documenting each contact and contact type.
- I. Clinical Consultation and Support:
1. The FFT supervisor will consult as needed with the Manager of Field Services or Deputy Director of Probation Services.
 2. The FFT therapists will participate in weekly clinical supervision with the FFT supervisor to review progress notes/treatment plans as well as evaluate skills and enhance skill development and adherence to the FFT model.
 3. The FFT team will participate in weekly group supervision facilitated by the FFT supervisor.
 4. The FFT team will participate in weekly individual supervision with the FFT supervisor.
- J. Case/Treatment Plan Reviews: The case/treatment plan is included within the FFT/CSS. Therefore, each juvenile's treatment plan shall be evaluated and updated weekly by the FFT supervisor.
- K. Discharge Summary:
1. Discharge planning shall be incorporated by the FFT team into the juvenile's monthly case/treatment plan at the appropriate time as indicated by the progress made;
 2. The FFT therapist shall complete a written discharge summary with the juvenile and family within five working days prior to the youth's discharge from the program and it shall:
 - (a) outline the ongoing support systems and resources needed for the family;
 - (b) identify required services and linkages to appropriate resources;
 - (c) require the youth and the family to participate in the development of the discharge summary;
 - (d) be signed by the FFT team, the juvenile, and the juvenile's family and a copy given to the juvenile and family; and
 - (e) be contained in the juvenile's case file.
 3. If any party refuses or is unable to sign the discharge summary, the FFT therapist must document attempted efforts made and the reasons why they were unable to obtain

signatures.

L. Follow Up:

1. The FFT therapist may follow up with the family via telephone 30 days post treatment as needed.
2. If after completing the program, there is a family crisis or relapse, the FFT therapist may provide additional support with the number of sessions determined by the nature of the crisis. Authorization shall be obtained from the FFT supervisor prior to any support provided by the FFT therapist.
3. The FFT therapist shall document all follow up and additional support efforts in the FFT/CSS system within the required time frames.

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision
Chapter 7: Specialized Supervision
Section 9: Diversion Male Court

I. Policy:

The Diversion Male Court (DMC) is designed to reduce the disproportionate representation of minority male youth in the Juvenile Justice System by diverting these youth from the court process by providing community-based alternatives that promote positive empowerment to the youth and family.

II. Definitions: None

III. Procedure:

- A. Referrals: Intake probation officers, Deferred Prosecution probation officers, and the District Attorney Liaison can refer juveniles to the Diversion Male Court program if any of the following criteria apply:
 - 1. The Detention Intake Screening process or the Intake officer determines that:
 - a. the juvenile may benefit from on-going clinical services in the community;
 - b. the juvenile qualifies for a diversion program;
 - c. the juvenile is currently participating in therapy or counseling in the community and might benefit from additional services and monitoring.
- B. Referral Process:
 - 1. Field Deferred Prosecution probation officers, Intake probation officers or District Attorney Liaison identify minority males who are appropriate for the DMC Court and complete the “Initial Criteria Screening” form for the DMC Court.
 - 2. If the juvenile and family meet the criteria, the Initial Criteria Screening form and a Face Sheet are sent to the DMC probation officer.
 - 3. The Initial Court hearing is scheduled by the DMC Coordinator and attended by:
 - 1 The Judge, DMC probation officer, FFT Case Manager (if needed), a mentor program representative (AimTruancy Solution), parent/guardian, and the juvenile.
 - 2 This hearing is for all parties to discuss the purpose, expectations, and projected outcomes of the program.
 - 3 If all parties accept and agree to the terms of the program, the Judge, the DMC probation officer, the parent/guardian, and the juvenile will sign DMC Court Agreement.
- C. Eligibility: The juvenile must have a pending charge alleging an offense other than truancy, a sexual offense or runaway, and has not previously been adjudicated on any charge. The juvenile is found to be appropriate for supervision through a deferred prosecution program. The juvenile and his family must agree to participate in the program.
- D. Diversion Male Court Coordinator Responsibilities:
 - 1. Assign each new case to a DMC probation officer:
 - a. Cases are assigned to the DMC probation officers according to designated geographical areas and language considerations.
 - b. Assigned cases will be logged into the Diversion Male Court database maintained by the Diversion Male Court Coordinator.
 - c. The Diversion Male Court administrative secretary will enter all available demographic information into TechShare.Juvenile.
 - 2. Ensure the delivery of services in accordance with:
 - a. Dallas County Juvenile Department Policy and Procedure
 - b. TJJD standards.
 - c. Texas Family Code.

3. Conduct file audits on program files:
 - a. At least one file per DMC probation officer will be audited monthly.
 - b. The audit form specific to the Diversion Male Court will be utilized.
 - c. Assigned DMC probation officer will be informed as to the results of the audit with any needed corrective action identified.
- E. DMC Probation Officer Responsibilities: The DMC probation officer receives the case assignment and schedules each juvenile and family for an interview.
1. Within two (2) working days of receiving a case, the DMC probation officer is to make a documented effort to contact the family via telephone to schedule an appointment with both the juvenile and the parent/guardian to complete the assessment.
 2. Upon contact, the parent/guardian is to be instructed to provide copies of the juvenile's birth certificate, school records, and social security card when they come in for the appointment. Once an interview is completed, a decision is made by the DMC probation officer if the juvenile/family is appropriate for the Diversion Male Court. The parent/guardian must agree to fully participate in the Diversion Male Court. The DMC probation officer then has the juvenile and the parent/guardian sign the agreement.
 3. The DMC probation officer then sets a date to bring the family into the Court to begin the court process and begin Stage 1 with the Diversion Male Court.
 4. The DMC probation officer and juvenile/family jointly formulate a written case plan to address the juvenile's needs, and how to address them through departmental and/or community based programs and services.
 5. As the juvenile progresses through the three stages of the program, the case plan will be re-assessed and/or changed to make sure that it remains complete and appropriate to the youth's needs. The case plans will be signed by the juvenile, parent/guardian and probation officer and supervisor. Copies will be provided to the family and the original case plan will be placed in the case file.
 6. DMC probation officer refers the juvenile/family to services as the needs indicate and monitor the progress in the services.
 7. Make contact with the juvenile's school within the first week of enrollment. The DMC probation officer will take appropriate actions, including but not limited to attending ARD meetings to begin the process of determining the juvenile's educational needs.
 8. Attend the Diversion Male Court sessions for each juvenile and family meeting.
 9. Provide supervision as required by the case plan and Court's instruction.
 10. Make reports to the court as required.
 11. The juvenile will remain in the Diversion Male Court until successfully discharged unless unsuccessfully discharged with a new offense or failure to complete the program.

F. DMC Stages of Supervision:

Character Stages	Court	Face to Face	School Contacts	Curfew Checks	Home Visits	Parent Conference	Program Contact
DMC – I Trustworthiness (30-60 days)	1/week	1/week (other than court)	2/month	1/week 7:00 pm	1/month	2/month	1/week (phone, email, FF)
DMC – II Responsibility (30-90 days)	2/month	2/month (other than court)	2/month	2/month 8:00 p.m.	1/month	1/month	2/month (phone, email, FF)
DMC – III Citizenship (30-60 days)	1/month	2/month (other than court)	1/month	1/month 9:00p.m.	1/month	1/month	2/month (phone, email, FF)

- G. Character Stages and Case Plan: Case staffing/review at the 30 to 60 day staffing. Phase level change will be determined based on the case plan goals and achievements, and compliance with conditions of DMC program guidelines. Character building components will be incorporated in the individualized case plan developed between the parent/guardian, juvenile, and DMC probation officer. Goals need to be realistic, creative, and measurable. Case plan goals are to be relevant to the juvenile's needs and risk incorporating the description of each character influencing values and behavior. Each phase level will require the completion of two projects related to character.
- H. Character Stages:
1. **Trustworthiness** - First level based on character building for the juvenile. Encouraging honesty and dependability with what he says and does. Building on the value of the juvenile's actions that would lead to rebuilding relationships, but most importantly self-value and *respect*. The level is about courage to do the right thing and build a good reputation with loyalty, standing by his family and those who positively support him.
 2. **Responsibility** - Second level based on character building for the juvenile. The level encourages responsibility, learning to do what he is supposed to do, planning ahead and persevering; keeps on trying. Encourage doing his best, using self-control, and being self-disciplined. The level is about thinking before acting considering the consequences with *fairness*.
 3. **Citizenship** - Third level based on character building for the juvenile. This level will focus on giving back to his school and community by doing better. Cooperating and getting involved in community affairs. The level is about staying informed, being a good neighbor, and obeying laws and rules. Respecting authority, protecting the environment, and volunteering, leads to *caring*.
- I. Court Process: Court Hearings will be at 304th Auxiliary Court on Monday afternoon, at 5:30 pm.
1. Initial Court Hearing:
 - a. The court team is made up of the Judge, DMC probation officer, and if applicable; the psychologist, FFT Therapist, representative from mentor program, and Assistant District Attorney.
 - b. The court team will staff the case prior to inviting the juvenile and parent into the room. Each will have a packet that includes a Face Sheet, Initial Criteria Screening Form, DMC Court Assessment, Psychological Screen, and any other pertinent information.
 - c. The Probation Officer will present the case with recommended services based on the Assessment and Psychological Screen. If all agree the family is appropriate, the family is brought into the hearing.
 - d. The Judge will give an overview of the program to the juvenile and parent. Team members will discuss the services available for the family. The DMC probation officer will explain the mandatory activities they must participate in:
 - i. Review Hearings
 - ii. Parent and minority male groups after court if deemed necessary
 - iii. Home and school visits
 - iv. Curfew checks
 - v. The determined amount of Community Service hours.
 - e. If the juvenile and parent agree to participate in the DMC Court, the parent, juvenile, DMC probation officer and Judge will sign the DMC Agreement. The DMC probation officer will set the appointment with the family to complete the Case Plan. The family will receive a handout explaining the program, and procedures, Frequently Asked Questions form, as well as a directory of community services.
 2. Review Hearing:
 - a. DMC probation officer, juvenile, parent, and other interested parties will meet and discuss the progress of the juvenile and family.
 - b. Results of school, curfew checks, and home visits will be reviewed. Recommendations for a change in services will be discussed at this time.
 - c. Report the progress of the Deferred Prosecution Agreement and compliance with case plan requirements.
 - d. The family is invited to join the team. The Judge will review the information previously discussed with the team. The family is given time to present their perspective regarding the services provided and any other problems that may have occurred.

- e. Family members are encouraged to speak about any problems they had during this review period. The team and family will discuss ideas on ways to alleviate any problems. If further services are needed it will be the DMC probation officer's responsibility to provide the family with the appropriate information to obtain the service.
- f. Groups (only if mandated):
 - 1. Paramount to helping minority males be successful is relationship building, the DMC probation officer may mandate a youth to participate in group therapy.

J. Mentoring:

- 1. Mentor requirements include:
 - a. Make a commitment of a year to the program/juvenile.
 - b. Make at least 2 and not more than 4 face to face contacts per month.
- 2. Mentors will be required to complete a FAST background check.
- 3. Mentors will receive training from the DCJD Volunteer Training Program and various sources.

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision
Chapter 7: Specialized Supervision
Section 10: Crossover Youth Practice Model

I. Policy:

The Crossover Youth Practice Model (CYPM) describes the specific practices that need to be in place within a jurisdiction in order to reduce the number of youth who crossover between the child welfare and juvenile justice systems, the number of youth entering and reentering care, and the length of stay in out of home care.

The CYPM provides a mechanism whereby agencies will strengthen their organizational structure and implement or improve practices that directly affect the outcomes for crossover youth. This includes but is not limited to the following practices: the creation of a process for identifying crossover youth at the point of crossing over, ensuring that workers are exchanging information in a timely manner and working together to manage these cases, including families in all decision-making aspects of the case, ensuring that foster care bias is not occurring at the point of detention or disposition, and maximizing the services utilized by each system to serve this population either to prevent crossing over or achieve improved outcomes after crossing over has occurred.

The Dallas County Juvenile Department has collaborated with the Texas Department of Family and Protective Services (TDFPS) on the CYPM and has two dedicated probation officers responsible for those juveniles identified as “crossover youth.”

To be eligible to participate in the CYPM, any referred juvenile has to be screened and identified as a “Crossover Youth” by the CYPM Supervisor.

II. Definitions:

Managing Conservatorship: is a legal term in Texas used in child custody cases. It means that a judge appoints a person to be legally responsible for a child without adopting the child. The court can give managing conservatorship to someone other than a parent, including DFPS, a relative, a close family friend, or a foster parent. Managing conservatorship can be temporary (TMC) or permanent (PMC). Per Texas Family Code 152.102, “legal custody” means managing conservatorship of a child.

III. Procedure:

A. Identification and Detention

1. Juveniles who have no involvement with TDFPS and referral is made by the Juvenile Department
 - a. At the point of intake, the Intake probation officer will make a formal referral to TDFPS in the event of reported abuse or the parent/guardian/custodian refuses to secure release of the juvenile.

B. Juvenile who is in TDFPS custody (TMC or PMC) and referred to the Juvenile Department

1. The juvenile is not released at the point of intake and is held in the Detention Center:
 - a. The Intake probation officer shall notify the juvenile’s caregiver, assigned TDFPS caseworker, and TDFPS liaison of the juvenile’s arrival to the Detention Center.
 - b. An initial detention hearing is set for the following business day at 1:00 p.m., and the presence of the juvenile’s caregiver, or TDFPS caseworker is requested for the hearing. The juvenile will have an Announcement Hearing scheduled within 10 days if he/she is not released from the Detention Center.
 - c. The CYPM probation officer shall make contact with the assigned TDFPS caseworker within

72 hours of the initial detention hearing. Contact shall also be made with the juvenile's caregiver.

- d. The CYPM probation officer shall assess the juvenile and determine the needed services as well as be responsible for case planning and case management of the juvenile.
2. The juvenile is released at the point of intake:
 - a. The Intake probation officer shall notify the juvenile's caregiver, assigned TDFPS caseworker, and TDFPS liaison of the juvenile's arrival to the Detention Center.
 - b. The juvenile is released to caregiver or TDFPS caseworker.
 - c. The District Attorney will determine if the offense(s) will be filed or diverted.
 - i. case filed – the juvenile shall be scheduled for an Announcement Hearing before the juvenile court and any subsequent hearings in the court process.
 - ii. case diverted – the juvenile shall be given the opportunity to participate in the appropriate diversionary program for a period of 3 to 6 months.
 - d. The CYPM probation officer shall contact the juvenile's caregiver and TDFPS caseworker and advise them of the juvenile's future court dates or diversionary program requirements.
 - e. The CYPM probation officer shall assess the juvenile and determine the needed services as well as be responsible for case planning and case management of the juvenile.
- C. Juvenile who is on probation and in a placement facility.
 1. The juvenile is placed in the custody of the Chief Juvenile Probation Officer and eligible for release from the facility, but there is no parent or guardian to assume custody of the juvenile (Non-emergency basis – does not occur at the last minute of planned release).
 - a. The CYPM probation officer shall submit an informal referral/email to the TDPS designee informing that there is no parent or guardian to release the juvenile upon successful discharge from the facility.
 - b. The assigned probation officer (with the assistance of CYPM probation officer) shall diligently seek an alternative guardian or custodian for the juvenile to be released.
 - c. TDFPS shall informally offer assistance through participation in case staffings and sharing possible resources.
 - d. If there is no alternative guardian or custodian identified when the juvenile is 3 - 4 weeks from successful release, the CYPM probation officer shall make a formal referral to TDFPS. The formal referral will initiate an investigation.
 2. The juvenile is placed in the custody of the Chief Juvenile Probation Officer and eligible for release from the facility, but there is no parent or guardian to assume custody of the juvenile (Emergency basis - occurs at the last minute of planned release).
 - a. The CYPM probation officer shall make a formal referral to TDFPS.
 - b. TDFPS will initiate investigation within the following time frames - Priority 1; 24 hours or Priority 2; 72 hours.
 - c. TDFPS and the assigned probation officer (with assistance of CYPM probation officer) shall collaborate to identify the next placement or guardian and prepare court paperwork and /or court hearings (if necessary).
 - d. The CYPM probation officer shall be responsible for case planning and case management for the remainder of the juvenile's probationary term.
 3. Juvenile who is in TDFPS custody and on probation in a placement facility.
 - a. The CYPM probation officer shall be responsible for case planning and case management for the remainder of the juvenile's probationary term.
- D. Juvenile who is referred to Letot (runaway, truancy, prostitution, class C offense).
 1. Letot staff shall contact TDFPS (Austin) and complete report when an abuse or neglect allegations are made, or parent or guardian refuses custody of the juvenile.
 - a. Time (24 hours) shall be allowed for both the Department and TDFPS to find an appropriate guardian or custodian to secure the juvenile's release.
 - b. The CYPM probation officer shall keep the juvenile's case open 30 - 60 days, assess the juvenile including the need for a safety plan, and follow up with TDFPS and any needed

services.

2. The juvenile is currently in TDFPS custody.

- a. The juvenile shall be released to TDFPS custody within 24 hours if he/she resides in Dallas County and up to two weeks if residing out of county.

I. Policy:

The Promoting Accountability for Stable Transition (PAST) program is a post adjudication program designed for juveniles that have a mental health diagnosis and have successfully completed the Special Needs (SNU) program.

PAST is a transitional program that is team structured, family driven, and created to assist juveniles in their transition from the high intensity services provided by the Special Needs program to less intensive services provided the Department's field probation units. Juveniles and their parents/guardians will be empowered by determining continued family needs, learning to advocate for and how to secure necessary resources to meet those needs; ensuring compliance with probation supervision; and decreasing the likelihood of recidivism.

I. Definitions: None

II. Procedure:

- A. Referral Criteria: Successful participation and completion in the Special Needs Program. No juvenile shall be referred to the program if he/she has less than 60 days remaining from the date of completion of the SNU program.
- B. Referral Process: The referring SNU juvenile probation officer shall send to the PAST Probation Officer for review:
1. Face Sheet
 2. Release Date
 3. Current Case Plan Review
- C. PAST Review Process: The PAST juvenile probation officer shall set up a meeting with the SNU treatment team and the client/family for transfer and plan of admission into the PAST program one month prior to entry.
- D. PAST juvenile probation officer responsibilities:
1. The PAST juvenile probation officer shall notify the SNU juvenile probation officer of the entry date for the program.
 2. The PAST juvenile probation officer shall assume supervision of the juvenile upon enrollment into the program and is responsible for all case management of the juvenile including required contacts.
 3. The PAST initial case plan shall be completed by the PAST juvenile probation officer within 72 hours of the juvenile's enrollment in the program. The case plan shall require juvenile and parent, legal guardian, or custodian participation and identify goals, needs, and services.
 4. Upon Exit from the PAST program, the PAST juvenile probation officer, juvenile, and parent/guardian will identify needs that may extend beyond the PAST program and identify links to community based programs to provide support systems to meet those needs.

E. Required Contacts:

1. The PAST juvenile probation officer shall supervise the juvenile according to the contact schedule below:

Face/Face	Curfew Check	School Visit	Home Visit	Parent Contact	Mental Health Service Provider)	UAs
3/month	1/month	1month	1/month (juvenile and parent)	1/week	1/month	1/month or as needed

2. The PAST juvenile probation officer shall take appropriate actions, including but not limited to, attending ARD meetings if applicable, to ensure the juvenile's educational needs are being met.

3. The PAST juvenile probation officer shall make monthly contact with the psychiatric/mental health provider to determine that the juvenile maintains his/her medication schedule and any attends all scheduled appointments.

F. Mental Health Services:

1. Juveniles participating in the PAST program shall be referred to community based mental health providers and continued compliance with participation in mental health services shall be expected.

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision	
Chapter 8: Deferred Prosecution	
Section 1: Admissions and Orientation	Related Standards: TFC 53.03; TAC 341.3(b)(1)

I. Policy:

The Dallas County Juvenile Department shall maintain Deferred Prosecution programs to provide early interventions to decrease the probability of future referrals to the department, support the family and hold the juvenile accountable to their victims and the general public. Deferred Prosecution requires compliance with the law, school attendance and abstinence from drug and alcohol usage. The juvenile and parent/guardian have to consent to participation, with knowledge that the consent is not obligatory. The juvenile and parent/guardian must be informed that they may terminate the deferred prosecution at any point and petition the court for a hearing in the case. Deferred Prosecution may not be less than 3 months or exceed 6 months. A supervision fee not to exceed \$15 per month may be assessed, however a waiver of the fee for financial hardship may be provided. The probation officer shall, in writing, approve fees assessed on each juvenile, including any waiver of fees. The fee or waiver shall be determined by the parent, guardian or custodian's total income in respect to federal poverty guidelines.

In compliance with Texas Administrative Code 341.3 (b) (1), the following Deferred Prosecution Fee Scale has been approved by the Dallas County Juvenile Board.

1. All fees are waived when the family is currently receiving TANF, SNAP or Medicaid benefits; agrees to pay monetary restitution to victim(s); or agrees to participate in a community program that requires a fee for the service.
2. All fees are waived when the juvenile is in the custody of Texas Department of Family and Protective Services.
3. Fees may be reduced according to the Federal Poverty Guidelines.

Monthly Income at Federal Poverty Guidelines

Family Size	100%	133%	150%	185%	200%
1	\$908	\$1,207	\$1,361	\$1,679	\$1,815
2	\$1,226	\$1,630	\$1,839	\$2,268	\$2,452
3	\$1,544	\$2,054	\$2,316	\$2,857	\$3,088
4	\$1,863	\$2,477	\$2,794	\$3,446	\$3,725
5	\$2,181	\$2,901	\$3,271	\$4,035	\$4,362
6	\$2,499	\$3,324	\$3,749	\$4,624	\$4,998
7	\$2,818	\$3,747	\$4,226	\$5,212	\$5,635
8	\$3,136	\$4,171	\$4,704	\$5,801	\$6,272

Note: Pregnant women count as two people.

Fee/Premium Schedule

100-132 percent of FPL	\$0
133-149 percent of FPL	\$5
150-184 percent of FPL	\$10
185 percent or above FPL	\$15

A prosecuting attorney may defer prosecution for any child. A probation officer or other designated officer of the court may not defer prosecution for a child for a case that is required to be forwarded to the prosecuting attorney under Texas Family Code, Section 53.01(d); and may defer prosecution for a child who has previously been adjudicated for conduct that constitutes a felony only if the prosecuting attorney consents in writing.

The court may defer prosecution for a juvenile at any time:

1. For an adjudication that is to be decided by a jury trial, before the jury is sworn;
2. For an adjudication before the court, before the first witness is sworn; or
3. For an uncontested adjudication, before the child pleads to the petition or agrees to a stipulation of evidence.

The court may add the period of deferred prosecution under Texas Family Code 53.03 Subsection (i) to a previous order of deferred prosecution, except that the court may not place the child on deferred prosecution for a combined period longer than one (1) year.

Deferred Prosecution is not appropriate for conduct that is an offense involving Intoxication While Operating a Motor Vehicle, Intoxication Assault or Intoxication Manslaughter; or is a third or subsequent offense under Section 106.04 or 106.41, Alcoholic Beverage Code.

II. Definitions:

Deferred Prosecution: is defined as an alternative to the formal court process, and it should be in the best interest of the public and the juvenile. Deferred Prosecution is Progressive Sanction Level Two on the Progressive Sanction Model, found in the Chapter 5 (Court), Section 1 (Progressive Sanctions Model).

III. Procedure

Field Supervision Deferred Prosecution

- A. Deferred Prosecution referrals are received in the field district offices from the DA Liaison, Intake or the court.
- B. Within 2 working days of receiving each case, the probation officer will contact the family via phone or letter to schedule an orientation appointment. The appointment shall be scheduled within 15 days of contact with the family unless it is a restitution case. These appointments shall be set within 21 days and no later than 30 days to allow the victim time to respond to Victim/Mediation Services.
- C. The probation officer will mail an appointment letter to the family along with a deferred prosecution brochure, Behavioral Checklist and Financial Statement forms to be completed by the parent/guardian prior to the orientation meeting. Vitals (birth certificate, social security card/verification, school records and immunization records) will be requested for the juvenile.
- D. If the family misses the first appointment, a subsequent appointment shall be scheduled within 7 working days of the last appointment. A follow up call shall be made by the probation officer to confirm the appointment. All contacts, collateral contacts, scheduled and missed appointments shall be documented in TechShare.Juvenile.
- E. When appointment letters have been returned indicating that the family no longer resides at the address, the probation officer will contact the last known school to secure the juvenile's updated address, telephone number or the name of any school district that may have requested the juvenile's records.
- F. The probation officer will make diligent efforts to enroll each juvenile in the deferred prosecution program within 30 days of case receipt.
- G. When the probation officer has made several reasonable efforts to contact the juvenile and family, but has been unsuccessful the case shall be staffed at the supervisory level for further instructions on how to proceed.
- H. When appointment letters have been returned as undeliverable and phone contacts have not been established, the probation officer shall make a home visit to verify address. The probation officer will leave written notice of attempts to contact the family posted on the door when no one responds.
- I. The juvenile and parent must be notified of the juvenile's rights in accordance to the mandates of the Texas Family Code.
- J. The MAYSI-2 shall be administered to the juvenile unless the juvenile was previously detained on the current referral and a MAYSI-2 has already been completed. The Acknowledgement Statement must be signed by the juvenile and the person administering the MAYSI-2. A juvenile who scores in the caution or

warning section on the MAYSI-2 shall be administered a secondary screening immediately to assist in clarifying the juvenile's need for mental health intervention. If the secondary screening confirms the positive screening, the parent/guardian should be provided with a mental health referral immediately within the community.

- K. Issues regarding the juvenile's current referral shall be discussed, and any incriminating statement made by the juvenile shall not be used against the juvenile in any court proceeding.
- L. A Deferred Prosecution Program Agreement shall be developed to meet the needs of the juvenile and family. The agreement shall include the following:
 - 1. Monthly fees assessed, or waiver of fees;
 - 2. Monetary restitution to victims, must be paid by the 4th month of supervision unless an agreement has been made between the parties;
 - 3. Juveniles may be assessed at least 8 hours community service restitution for all offenses;
 - 4. A chemical assessment must be completed for all drug related offenses;
 - 5. The juvenile and/or family shall be referred to an appropriate community-based intervention program to address identified needs and issues;
 - 6. The parent/guardian must identify restrictions to be imposed on the juvenile and set behavior expectations;
 - 7. The probation officer shall maintain monthly child/family contact by phone, face-to-face or monthly progress reports submitted by the juvenile and community agencies.
- M. The juvenile and family will be notified of possible consequences if the juvenile fails to meet the requirements of the agreement, including recommending court action.
- N. When the juvenile and family refuses to comply with the deferred prosecution agreement, the probation officer will staff the case at the supervisory level for further instructions on how to proceed with the case.
- O. A deferred prosecution shall be closed successfully when the juvenile has participated in the program a minimum of 3 months, reported to the probation officer as directed, has not been referred for any new offenses, the juvenile's behavior has stabilized during deferred prosecution and there are no serious compliance issues, the juvenile is not perceived to be a threat to himself or others, or when the juvenile moves to another jurisdiction and all of the above are fulfilled.
- P. When a deferred prosecution is closed unsuccessfully, the case may be referred to the District Attorney's office for filing. The determination of filing the offense will be staffed with the unit supervisor, based on the overall circumstances of the discharge.
- Q. If the juvenile is discharged unsuccessfully, the assigned officer will indicate in the closing summary that the juvenile may not be eligible for another term of deferred prosecution.

Letot Center Deferred Prosecution

- A. Deferred Prosecution referrals for Letot Center may be received from the DA Liaison, Letot Intake or Dallas Challenge Truancy Enforcement Center.
- B. The probation officer/case manager reviews the file to determine whether to offer sanction level 1 (supervisory caution) or sanction level 2 (deferred prosecution).
- C. When deferred prosecution is offered, within 2 working days of receiving the case, the probation officer/case manager will contact the family to schedule an orientation appointment within 10 working days.
- D. The probation officer/case manager will send a letter to the family requesting the completion of the juvenile behavioral checklist along with a request for the juvenile's vitals. If the probation officer/case manager has not previously made contact with the juvenile and family, the orientation appointment will be included in the letter. A follow up phone call will be made to confirm the appointment, no less than one day prior to the scheduled appointment.
- E. If the parent/guardian request rescheduling of the appointment, the orientation shall be rescheduled within 14 working days.
- F. If the juvenile and parent/guardian fail to appear for the orientation, a minimum of two attempts shall be made. The case will then be staffed at the supervisory level.
- G. The orientation requirements shall include the following:
 - 1. A discussion of the juvenile's rights;

2. The MAYSI-2 shall be administered, the secondary screening shall be administered if the results indicate a positive and the Acknowledgment Statement shall be signed by the juvenile and the individual administering the MAYSI-2,
 3. A discussion of issues related to the referral;
 4. An assessment of the needs of the juvenile and family;
 5. A contract agreement with the Terms and Conditions of the Deferred Prosecution program for the juvenile and family;
 6. Appropriate services to meet the needs of the juvenile and family;
 7. The juvenile and parent/guardian shall be informed of the progressive sanction guidelines.
- H. A juvenile who receives a new paper referral, while participating in the deferred prosecution program, for a Child in Need of Supervision offense or Misdemeanor A, B or C will receive the following consequences:
1. The current deferred prosecution supervision will be closed in TechShare.Juvenile as of the date of the new referral;
 2. The facts of the new referral will be assessed and a decision will be made as to whether the juvenile will remain in the deferred prosecution program or not;
 3. If it is decided to continue the juvenile in the deferred prosecution program, a new agreement with appropriate services will be made for a minimum of 4 to 6 months.
- I. A juvenile who receives a new paper referral, while participating in the deferred prosecution program, for a felony offense will receive the following consequences:
1. The current deferred prosecution supervision will be closed in TechShare.Juvenile unsuccessfully;
 2. Upon receipt of the petition, the file will be updated and sent to the DA Liaison.
- J. A juvenile who receives a new Letot Center Intake referral while participating in the deferred prosecution program will participate in a crisis session with their parent/guardian; the juvenile will be released to the parent/guardian, appropriate residential care, or the Letot Center non-residential care. The offense report and release or hold information will be forwarded to the assigned probation officer that has been supervising the juvenile.
- K. A Deferred Prosecution Program Agreement shall be developed with the juvenile and parent/guardian. The contract shall include the following:
1. Monthly fees assessed, or waiver of fees;
 2. Monetary restitution to victims, must be completed by the 4th month of supervision unless an agreement has been made between the parties;
 3. Juveniles may be assessed at least 8 hours community service restitution for all offenses;
 4. A chemical assessment must be completed for all drug related offenses;
 5. The juvenile and/or family shall be referred to an appropriate community-based intervention program to address identified needs and issues;
 6. The parent/guardian must identify restrictions to be imposed on the juvenile and set behavior expectations;
- L. The probation officer/case manager will monitor the families' involvement with community resource programs.
- M. A deferred prosecution shall be closed successfully when the juvenile completes the Deferred Prosecution Program Agreement, the juvenile's behavior stabilizes during deferred prosecution and there are no serious compliance issues, the juvenile is not perceived to be a threat to themselves or others, or when the juvenile moves to another jurisdiction and all of the above are fulfilled.
- N. When a deferred prosecution is closed unsuccessfully, the case will be referred to the District Attorney's office for filing.

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision	
Chapter 9: Support Services	
Section 1: Victim Services	Related Standards: TFC Title 3, Section 57.003

I. Policy:

The Victim Services Unit shall provide victims an avenue for recovery and compensation for losses through department sponsored programs and ensure that a victim receives:

1. A written notice of the rights outlined in Section 57.002;
2. An application for compensation under the Crime Victims' Compensation Act (as warranted); and
3. A victim impact statement with information explaining the possible use and consideration of the victim impact statement at detention, adjudication and release proceedings involving the juvenile.

II. Definitions:

Victim: is defined as a person who as the result of the delinquent conduct of a juvenile suffers a pecuniary loss or personal injury or harm.

III. Procedure:

- A. The Victim Services staff is responsible for contacting the victim, within 15 days of receipt of the offense report, by letter or phone to obtain documentation of loss and to notify them of their rights.
- B. Upon receipt of documentation of loss, the Victim Service Unit secretary shall place the documentation in the corresponding file until a case is filed, or send the information to a Deferred Prosecution Officer if case is not filed and pursued through the deferred process.
- C. When the case is filed, Victim Services staff shall provide a Victim Service Report/Addendum to the Court indicating the victim's loss and response.
- D. Victim Services may refer victims to the District Attorney's office.

I. Policy:

Mediation services shall occur between the juvenile, their parent or guardian, the victim and their family, a trained mediator and the Mediation Officer when ordered by the court or referred by the Probation Officer to create a fair and equitable resolution that responds to the needs of the victim and offers rehabilitation for the juvenile. The intent is to ensure that the juvenile takes direct responsibility for his/her actions.

Mediation shall be conducted by trained mediators only. All applicants must complete 40 hours of training before they are allowed to mediate cases. The training is conducted by the Victim Services staff, along with assistance from other community agencies. The mediators are a group of community professionals chosen to assist in the *Mediation and Victim Services staff*.

II. Definitions:

Mediation: is defined as an informal and confidential way for people to resolve disputes with the help of a neutral mediator who is trained to help people discuss their differences. The mediator does not decide who is right or wrong or issue a decision. Instead, the mediator helps the parties work out their own solutions to problems.

III. Procedure:

The types of cases that can be referred to mediation are: property offenses, offenses against persons and offenses for which there have been no losses, but the people who are involved in the case are in conflict and their issues are brought to mediation to be resolved.

- A. All mediations referred to the Victim Services program shall be conducted and supervised by the Victim Services Unit.
- B. The Mediation program shall accept any cases:
 - 1. Referred by the Court or the probation officer with the approval of the Attorney;
 - 2. With an identifiable victim, as well as something to negotiate or discuss;
 - 3. That display overt hostility by any parties, however it must be noted in the referral.
- C. Referrals to mediation shall be made in the following manner:
 - 1. The Probation Officer shall submit a referral via the Juvenile Information System(JIS), whether the referral is ordered by the court or at the discretion of the Probation Officer;
 - 2. The referral should be made immediately after the Pre-Trial Hearing, to ensure that the mediation occur prior to disposition;
 - 3. The Probation Officer should see the Pre-Trial Order prior to making a referral to determine if mediation was ordered by the court before contacting the Attorney for approval to mediate;
 - 4. A separate referral should be made for each victim.
- D. Some cases may be returned without mediation being consummated. For Deferred Prosecution cases, the case is staffed with the Supervisor for filing of the original offense. For court cases, the court is notified that there was not an agreement and the matter is resolved by the court.
- E. The following types of cases shall be considered inappropriate for mediation:
 - 1. Cases in which the juvenile or victim refuse to participate or cannot be located;
 - 2. If any party pose a threat of violence during the mediation session;
 - 3. Hostility cannot be neutralized;

4. Juvenile refuses mediation on the grounds that he/she is innocent of the charges;
 5. Case is scheduled for a Trial by Court or Trial by Jury;
 6. Juvenile is suspected to be mentally incompetent by virtue of mental retardation or mental illness;
 7. Plan of restitution cannot be reached;
 8. If any party makes a statement of intent to violate the law.
- F. If the disqualifying circumstances change, the case may be reconsidered.

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision	
Chapter 9: Support Services	
Section 3: Restitution	Related Standards: TFC 54.041;54.048

I. Policy:

The Dallas County Juvenile Department shall provide a restitution program that promotes the rehabilitation of the juvenile and provide the victim with compensation for any loss, damages or injuries.

II. Definitions:

Restitution: is defined as the act of compensating for loss, damage or injury.

III. Procedure:

- A. The Victim Services Unit shall contact the victim by phone or letter to obtain documentation of losses.
- B. If the child is too young to obtain employment, is mentally or physically unable to acquire employment, the parent or guardian shall be held liable for making restitution payments.
- C. The Victim Services unit shall determine the type and amount of restitution;
 1. Monetary restitution may be utilized when:
 - a) Monetary loss has been verified;
 - b) The ability of the juvenile or parent/guardian has been established; and
 - c) The victim desires reimbursement.
 2. Direct service restitution may be used if agreed through mediation.
 3. Community service restitution may be used in conjunction with or in lieu of monetary restitution.
- D. The restitution shall be included in the juvenile's terms and conditions of probation.
- E. The assigned Probation Officer shall monitor the juvenile's compliance with the terms and conditions of probation.

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision	
Chapter 9: Support Services	
Section 4: Community Service Restitution	Related Standards: TFC, Title 3, Section 54.044

I. Policy:

A juvenile placed on probation by the court under Section 54.04(d), Texas Family Code, shall be required as a condition of probation to work a specified number of hours at a community service project approved by the court and designated by the Dallas County Juvenile Department, unless the court determines and enters a finding on the order placing the juvenile on probation that:

1. The juvenile is physically or mentally incapable of participating in the project;
2. Participating in the project shall be a hardship on the juvenile or the family of the juvenile; or
3. The juvenile has shown good cause that community service should not be required.

The number of Community Service Restitution hours that a juvenile shall perform shall be determined according to the CSR matrix. The juvenile probation officer shall ensure that juveniles on probation complete all court ordered community service restitution hours or hours given in response to probation violations at an approved CSR site, prior to probation expiring.

Community Service Restitution (CSR) Matrix

Offense	Recommended Hours
Felony 1	50
Felony 2	45
Felony 3	40
State Jail Felony	35
VOP	30
Misdemeanor A	30
Misdemeanor B	15

****When one or more offenses are pending adjudication, the highest adjudicated offense shall determine the number of CSR hours to be recommended****

II. Definitions:

CSR: Community Service Restitution can be defined as when juveniles perform a service within the community, without any gains or pay, at a non-profit community agency, educational or governmental facility.

CSR Coordinator: an individual who develops and coordinates a community service restitution program for juveniles to complete a specified number of volunteer community service hours with non-profit, community agencies. Also, act as a liaison with community agencies and recruit new community agencies with which juveniles can complete CSR hours.

III. Procedure:

- A. The probation officer shall make a recommendation to the courts on the number of community service hours a juvenile shall be ordered based on the CSR matrix. The hours shall be recommended in the court report and placed on the Terms and Conditions of Probation.
- B. The probation officer shall secure a copy of the most recently approved community service site list (by field district) from the K drive in the CSR folder. The list is periodically updated; therefore, the probation officer

shall ensure that the most recent copy is given to the juvenile. **Hours shall only be accepted if they are completed at a site that has been approved by the Juvenile Board:**

1. A probation officer may submit a site for consideration to the CSR Coordinator who will begin the approval process;
 2. The probation officer shall not give a juvenile approval for hours performed until the CSR Coordinator verifies that the site has been approved by the Juvenile Board. The site must be approved prior to any hours being performed.
- C. The probation officer shall give the approved CSR time sheet found on the K Drive to the juvenile to record hours performed. No other format of a CSR time sheet shall be accepted apart from a signed letter from the CSR site's designated contact person indicating the date and hours performed by the juvenile.
- D. The probation officer shall establish an expected timeline with the juvenile and parent for the completion of the ordered CSR hours. Additionally, the court may also have an expectation to be met.
- E. Upon completion of CSR hours by the juvenile, the CSR timesheet should be thoroughly completed with signatures from the supervising person and submitted to the probation officer.
- F. The probation officer shall input each individual date hours were performed in TechShare.Juvenile. The hours should not be recorded in a single lump sum. Each date shall be entered separately, along with the name of the site where the hours were performed, and the number of hours that were performed on that date.
- G. When the probation officer makes a referral to the CSR Coordinator for an event, the referral must include the juvenile's name as it appears in TechShare.Juvenile, the PID number, and an emergency contact telephone number. In the event that the juvenile has no contact number, the probation officer may substitute his/her own contact information.
- H. CSR hours that are assigned as a violation response shall be documented in TechShare.Juvenile under the community service tab and in a chronological entry.
- I. Community Service hours performed while in placement or while participating in a non-residential program may not be used for credit toward Community Service Restitution. Contract agencies performing "community projects" as a part of their program may not be considered as Community Service Restitution.
- J. If a juvenile fails to complete the balance of CSR hours prior to probation expiring, the remaining hours shall be entered in TechShare.Juvenile as written off. A chronological entry in TechShare.Juvenile shall also be entered indicating why the hours were not completed.
- K. Only the court can waive Community Service Restitution hours.
- L. Under no circumstances shall any CSR hours performed under a pre-adjudication or diversionary program be later credited for CSR hours ordered upon disposition.
- M. When a juvenile's court order is modified, the CSR hours that were not performed shall be entered in TechShare.Juvenile as written off. The new amount of ordered hours shall be entered on the modified Terms and Conditions of Probation.
- N. For juveniles being discharged from a placement facility:
1. Enter the amount of CSR hours ordered at the modification/disposition, if applicable; or
 2. If the remaining balance and/or any number of CSR hours were not ordered at the modification / disposition, a proportionate number of hours utilizing the CSR matrix shall be entered on the Terms and Conditions of Probation.

Dallas County Juvenile Department Probation Services	
Policies and Procedures, 2014 Revision	
Chapter 9: Support Services	
Section 5: Home Detention	

I. Policy:

The Home Detention program shall assist the assigned Probation Officer in monitoring the juvenile’s compliance with his/her revised curfew schedule. The Home Detention Officer shall make three (3) face to face contacts, three (3) curfew checks and one (1) parent contact per week. A juvenile placed on the Home Detention program is allowed to leave the home for the purpose of attending school, reporting to the assigned Probation Officer and attending any counseling/court ordered programs. The assigned Probation Officer may grant permission for the subject to leave the home in an emergency situation; however the Home Detention Officer shall be notified immediately upon granting that permission.

II. Definitions:

Home Detention: is defined as an alternative to detention that places a juvenile on home restriction, with the exception of attending school, reporting to Probation Officer and participation in any counseling / court ordered programs.

III. Procedure:

- A. A juvenile may be placed on Home Detention via court order or approval from the assigned probation officer’s supervisor and the Home Detention supervisor due to probation violations (runaway, persistent curfew violations, etc.)
- B. Supervision of the juvenile shall begin immediately after the case has been assigned to the Home Detention Officer.
- C. The juvenile shall remain on the Home Detention program a minimum of 30 days unless stated otherwise by the court.
- D. The assigned Probation Officer does not have to conduct curfew checks while the juvenile is enrolled in the Home Detention program, however all other contacts shall remain the same.

I. Policy:

The Evening Reporting Center (ERC) is a juvenile justice program that offers an alternative to detention for referred youth throughout Dallas County, which will impart valuable life skills and provide a structured environment for education.

The ERC staff provides well-supervised activities and education to fourteen to seventeen (14-17) year old males and females four (4) days a week (Monday – Thursday) between the hours of 4:30pm to 8:00pm. Most of the participants will be involved in the program for up to twenty (20) days.

The youth will be involved in programs that emphasize educational activities, recreational programming, independent living, emotional and social skills. In addition, the youth will be served dinner and a healthy snack. The participants will be transported to and from the facility by staff. One (1) juvenile probation officer and two (2) juvenile supervision officers are assigned to the Evening Reporting Center. It is mandatory that all participants referred to the ERC complete orientation with a staff member prior to starting the program.

Objectives:

1. Provide well supervised activities and education services to the participants using community resources and department services.
2. Serve a healthy sit down dinner to encourage communication, learning and model appropriate table manners.
3. Monitor the youth's attendance, behavior and progress within the program.
4. Promote and positive and healthy learning environment for all participants by being consistent and redirecting inappropriate behaviors.

II. Definitions: None

III. Procedure:

A. Youth Eligibility:

1. The eligible youth must be referred by the assigned probation officer or the Court.
2. The eligible youth must be on active probation.
3. The eligible youth must meet admission criteria or be subject to administrative override.
4. The eligible youth may be referred back to the program, if determined appropriate and approved by the Manager of Field Services.

B. Referral Process:

1. The assigned probation officer submits the admission criteria/referral form with supervisor approval to ERC staff.
2. Upon acceptance to the program, the youth and his/her parent/guardian must complete orientation with the ERC staff member. All paperwork regarding policies and procedures of the Evening Reporting Center must be signed prior to the youth being allowed to participate in the program.

C. Admission Process:

1. Admission to the ERC program will take place with the ERC staff member with the youth and his/her parent/guardian. The youth will not be allowed to start the ERC program until orientation has been completed.

D. Program Rules: Failure to follow the rules of the Evening Reporting Center may be grounds for unsuccessful release from the program.

1. Participants must be in attendance at ERC Monday-Thursday (4:30-8:00 p.m.).
2. Every participant must sign-in daily.
3. No outside food or drinks are allowed in the program or on the van.
4. Tobacco products, lighters, matches, drugs, drug paraphernalia, alcohol, or any type of weapons are strictly prohibited.
5. Participants are not allowed to leave the program during operating hours.
6. Fighting, horse playing, sexual activity, and/or profanity are strictly prohibited in the program and on the van.
7. Gang activity (writings, drawings, hand gestures, communication, or clothing), is prohibited.
8. Participants are not permitted to bring more than \$20.00 into the program.
9. All personal property will be kept in a clear zip lock bag and returned at the end of the evening.
10. All participants including parents of the ERC program are subject to a physical pat down search including property items upon entering the program site.

E. Behavioral Expectations:

1. All participants are expected to follow staff directives at all times.
2. All participants are expected to be on time to the ERC program.
3. All participants are expected to be respectful of staff and other participants including, other's property and the program site.
4. Participants are expected to cooperate with program activities.
5. Participants are expected to be attentive and respectful of all volunteers and facilitators.

F. Dress Code:

1. Participants may not wear clothing that is deemed inappropriate by ERC staff. This may include, but is not limited to, clothing with offensive language or slogans, drug or alcohol advertisement, racist or sexist messages, etc.
2. No revealing clothing such as crop tops, tube tops, tank tops, short-shorts, short skirts, hip huggers, sagging pants, etc.
3. No house shoes, slippers, pajamas, etc.
4. No head coverings such as hats, hairnets, bandanas, beanies, do rags, etc.
5. ERC staff does not allow clothing or jewelry that may identify you with a GANG. Such items are prohibited.

G. Behavioral Management:

1. The participant will be advised at orientation of the behaviors that are expected at ERC.
2. The participant will be expected to follow the rules; it is the responsibility of ERC to enforce the rules and expected behaviors.
3. The participant will receive a verbal warning for minor rule violations.
4. If the participant repeatedly violates the rules or engages in disruptive behavior, he/she will be removed from the group and meet with a staff member until the behavior can be resolved.
5. Incident reports will be completed for contraband, assault, self-harm, and/or any serious behavior such as sexual activity within the program, possession of a weapon, noticeably and/or verbally under the influence or in possession of drugs and or alcohol, or any other event as needed.
6. Any criminal activity will be referred to law enforcement.

H. Transportation:

1. Transportation to and from the ERC site is provided by ERC staff, and the pick-up and drop-off location is the District 6 and 7 offices.
2. Parents/guardians may also provide transportation to the ERC site directly.

I. Grievances:

1. Participants/parents/guardians will be informed of their rights to grieve behavior and disciplinary action by staff, volunteers/facilitators, or other participants. Grievances that have not been resolved informally will be filed according to the procedures outlined below. All grievances will be handled in a timely manner without threat of consequences against the participant/parent/guardian filing the grievance.

J. Releases: A participant will be released from the Evening Reporting Center program pursuant to one of the three following types of completion:

1. Successful release: The participant completed the program requirements.
2. Early release: The participant exceeded the program expectations.
3. Unsuccessful release: The participant failed to comply with the program rules or expectations.
4. Upon the release of the participant from the Evening Reporting Center program, the ERC Probation Officer shall prepare a discharge summary detailing the participant's involvement in the ERC program

I. Policy:

The Day Reporting Center (DRC) may be utilized to address juveniles who may be transitioning from placement, who are not currently enrolled in school, who have not attended school for an extended period of time or the juvenile and/or parent may simply refuse to enroll the juvenile in school.

II. Definitions:

Day Reporting Center: is defined as an alternative to detention that provides juveniles with an intensively supervised and structured positive educational environment which holds them accountable while encouraging and reinforcing pro-social behaviors.

III. Procedure:

- A. A juvenile may be placed in the Day Reporting Center program via court order or approval from the Supervisor and Administration.
- B. The assigned probation officer must complete a Notification of Change in Conditions of Probation (NOC) and submit to the court.
- C. The probation officer shall contact the Day Reporting Center Supervisor to report that permission has been granted for the juvenile to participate in the Day Reporting Center program. An intake shall be scheduled and the probation officer shall notify the juvenile and parent of the scheduled appointment.
- D. The Probation Officer shall forward a copy of the completed NOC to the Day Reporting Center Supervisor.
- E. While the juvenile is enrolled in the Day Reporting Center program, he/she is not required to report to the assigned probation officer at the probation office or reporting site. The assigned probation officer shall be required to meet with the juvenile at the Day Reporting Center twice per month. All other contacts will be in accordance with the juvenile's supervision level.

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision	
Chapter 9: Support Services	
Section 8: Juvenile Justice Alternative Education Program	Related Standards: TAC 348

I. Policy:

The JJAEP Quality Assurance/Program Manager shall receive referrals of discretionary and mandatory expulsions from the 15 Dallas County School Districts based on memorandum of understanding (MOU) for placement by the Case Review Committee and placement in the Dallas County JJAEP program. All referrals accepted at the Case Review Committee hearing are then entered into TechShare.Juvenile as a paper referral. The chargeable offenses are taken into consideration by the 304th and 305th Juvenile Courts.

II. Definitions:

Juvenile Justice Alternative Education Program (JJAEP): is defined as an educational program operated by the Dallas County Juvenile Board to serve students pursuant to Chapter 37 of the Texas Education Code or students under the jurisdiction of the juvenile court.

III. Procedure:

- A. The Case Review Committee shall review the referral at the initial intake. The referral shall be formalized, added into TechShare.Juvenile with the same dates, the referring school, and the record shall be attached to the originating referral.
- B. A juvenile shall be referred to the JJAEP program for 60 days on a discretionary expulsion or for 180 days on a mandatory expulsion.
- C. When there is an assigned field probation officer, they shall maintain contact with the Case worker to monitor the activities and compliance of the juvenile while enrolled at JJAEP;
- D. The probation officer shall maintain contact with the juvenile according to the juvenile's supervision level;
- E. The JJAEP Caseworker shall:
 1. Create a file in TechShare.Juvenile, when there is not one, to enter the expulsion as a referral and/or offense;
 2. Enter the assigned caseworker/probation officer name in the juvenile's description screen;
 3. Close the JJAEP program when the juvenile has successfully completed the JJAEP program.

I. Policy:

The Electronic Monitoring (EM) program may be used to monitor juveniles who have been placed on home restriction/lock down by the court or the Probation Officer. The juveniles participating in the EM program shall only be allowed to attend school, report to the assigned Probation Officer, or participate in counseling/court ordered programs. The parent shall be required to seek approval from the Probation Officer prior to deviating from the EM schedule.

II. Definitions: None

III. Procedure:

- A. A juvenile may be placed on the EM by the court or with approval from the assigned probation officer's supervisor.
- B. When a juvenile is consistently violating his/her curfew or absconding from the home, the probation officer may staff the case with their supervisor/assistant supervisor for permission to place the juvenile on the EM program.
- C. Upon approval from the Supervisor, the probation officer shall complete a Notice of Change in Conditions of Probation indicating that the juvenile shall participate in the EM program and submit it to the Court.
- D. The probation officer shall contact the EM technicians to see if there is available equipment and to schedule a time for the juvenile and parent to report to the Detention Center to have the equipment installed.
- E. All EM's shall be installed at the Henry Wade Juvenile Justice Center.
- F. The probation officer shall make weekly chronological entries in TechShare.Juvenile to reflect the juvenile's compliance in the EM program.
- G. The juvenile shall remain on the EM a minimum of 30 days, unless the juvenile blatantly refuses to participate in the program (i.e. refusal to charge EM, consistent refusal to comply with schedule, juvenile removes EM, etc.). The length of participation can be extended by the court or the Probation Officer. The Probation Officer must staff the case with their supervisor/assistant supervisor and notify the EM technicians prior to the 30th day if they plan to request an extension.

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision	
Chapter 9: Support Services	
Section 10: Interpretation Services	Related Standards: CCP Article 38.30 & 38.31; TAC 343.12

I. Policy:

The Dallas County Juvenile Department shall make every effort to ensure that a communication barrier between staff, clients and families does not exist to impede services.

Limited English Proficient individuals shall be entitled to language assistance with respect to a particular type of service, benefit, or encounter.

In any proceeding, if a party notifies the court that the juvenile, the juvenile's parent or guardian, or a witness does not understand and/or speak English or is deaf, the court shall appoint a qualified interpreter to interpret the proceedings in any language, including sign language, that the person can understand, as provided by Article 38.30 & 38.31, Code of Criminal Procedure.

II. Definitions:

Limited English Proficient (LEP): is defined as persons who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

Primary Language: is defined as the language normally used in the home by the juvenile and parent, guardian or custodian.

III. Procedure:

A. Intake

1. Intake staff shall identify juveniles and parents, guardians or custodians requiring language interpretation services and conveys the information to the appropriate persons by documenting in JIS and TechShare.Juvenile.
2. The intake probation officer should be language appropriate.
3. If a language appropriate intake officer is not available, an interpreter should be requested to complete the intake process with the juvenile and parent, custodian or guardian.

B. Detention

1. Each resident shall be provided a verbal orientation within 12 hours of admission into the facility. If the resident is not sufficiently fluent in English, arrangements shall be made to provide the resident with an orientation in the resident's primary language within 48 hours of admission.
2. When a juvenile requiring interpretation services is detained, a language appropriate probation officer shall be assigned when possible to communicate with the juvenile and family.
3. If a language appropriate probation officer is not available, arrangements shall be made for a language appropriate interpreter as needed to visit the child while in detention for as long as the juvenile is detained.

C. Court

1. The court shall request all interpreters for court proceedings.
2. If a probation officer is informed of an interpreter being needed for court purposes and the court is unaware, the probation officer shall immediately notify the courts.

D. Supervision

1. The assigned probation officer should be language appropriate when possible.

2. If a language appropriate probation officer is not available, an interpreter must be used to assist in communication with the juvenile and family. **A member of the family should not be used entirely for this purpose.**

E. Requesting an Interpreter

1. A Request for Access Language Center Interpreting Services form can be found on the K Drive/JD Forms/Administrative/Request for Access Language Center Interpreting Services.
2. Upon completing the form, it should be faxed or e-mailed to Access Language Center.
3. A confirmation shall be returned to the requestor via fax or e-mail.
4. The interpreter shall obtain the requestors signature after the services have been rendered.
5. The interpreter shall submit the signed invoice to the auditor's office, and they shall forward the invoice to contract services.
6. Please request interpretation services during business hours and at least 24 hours in advance for Spanish speaking interpreters and 5 days in advance for all other languages when possible. Additional fees shall be assessed for last minute requests and services rendered after business hours.
7. The Deaf Action Center should be contacted for deaf interpreting services. The services are free of charge. The contact information is as follows:

Deaf Action Center

(214) 521-0470 - *phone*

(214) 521-3658 - *fax*

(469) 236-5868 - *emergency services*

Dallas County Juvenile Department Probation Services Policies and Procedures, 2014 Revision	
Chapter 9: Support Services	
Section 11: Volunteers, Interns, and Mentors (VIM)	Related Standards: TAC 343.386 & 341.3 (b)(2)

I. Policy:

The Dallas County Juvenile Department welcomes citizen involvement in our services and programs offered to juveniles. The use of volunteers, interns, and mentoring services is designed to enhance Dallas County Juvenile Department programs and services provided to youth and families. The Department encourages public involvement in the juvenile justice process and efforts with citizen involvement. Volunteers, interns, and mentors (VIM) will be accepted from cultural and socioeconomic segments of the community. VIM's involvement provides increased community contact for the juvenile and enhances direct services. VIM's cooperative endeavor broadens community resources for the Department's facilities, juvenile justice programs, and juvenile justice alternative education program. The Texas Juvenile Justice Department (TJJD) standards, states all volunteers, interns, and mentors shall be screened prior to the selection and provided training and supervision. The official registration and identification process of volunteers, interns, and mentors is maintained by the Department. The date, time, purpose, and description of services is documented and available on the premises of each facility and program. Volunteer, interns, and mentors shall perform professional services only when certified or licensed to do so and only with approved permission. Volunteers, interns, and mentors are encouraged to participate in the establishment of policy and procedures for the VIM programs and to attend training events made available by the Department.

II. Definitions:

Volunteer: Any person who, of his/her own free will, provides voluntary services to the Department with no monetary or material gain. The term volunteer includes regular or occasional service. Volunteers are recruited to supplement and enrich, but not to substitute activities and functions by staff in the Department.

Intern: Any person who, of his/her own free will, provides voluntary and sometimes specialized services to the Department. The intern may receive course hour credit for their services and may receive financial support from the placing college or university, however, the Dallas County Juvenile Department does not provide financial payments or support. Intern assignments will be based on the students' needs for training, level of skill required in each of the Department's programs and contractual or other arrangement between the college/university and the Department.

Mentor: Any person who, of his/her own free will, provides voluntary services to the Department with no monetary or material gain. The term mentor includes regular or occasional service. Trained mentors give juveniles support and guidance with will encourage and promote positive change in the lives of youth.

III. Procedure:

A. Recruiting:

1. Recruiting of volunteers and mentors is a staff responsibility under the supervision of the designated volunteer coordinator in each facility, juvenile justice program, and education program.
2. Each facility and all juvenile justice programs shall designate in writing to the applicable Division Deputy Director, including the Deputy Director of Administrative and Executive Services the name of the person responsible for recruiting volunteers/mentors.
3. The volunteer coordinator will recruit applicants from the community through speaking engagements, media, newspaper, and personal references.

4. Recruiting efforts shall include, among other resources, local churches, colleges/universities, and service organizations.

B. Eligibility:

1. Any person who is of good character, at least twenty-one years of age and sufficiently mature to handle the responsibility involved, is eligible to become a volunteer or mentor.
2. Relatives of a juvenile may not serve as a volunteer/mentor to work with any juvenile to whom they are related while the juvenile is a resident in any facility, participating in any juvenile justice program under the jurisdiction of the Dallas County Juvenile Department.
3. Former employees of the Dallas County Juvenile Department may serve as volunteers and/or mentors.
4. Any person interested in volunteering with the Dallas County Juvenile Department shall not be eligible for volunteer/mentoring services if:
 - i. He/she has been convicted or placed on deferred adjudication for a felony against the laws of this state, another state, or the United States within the past ten (10) year, and/or is currently on felony probation or parole.
 - ii. He/she has been convicted or placed on deferred adjudication for a jailable misdemeanor against the laws of this state, another state, or the United States within the past five (5) years, and/or is currently on probation or parole.
 - iii. He/she is currently or ever been registered as a sex offender under Chapter 62, Texas Code of Criminal Procedures.
 - iv. If determined ineligible for any reason by the Dallas County Juvenile Department.

C. Screening/Selection Process: All volunteers/mentors must:

1. Complete a volunteer/mentor application.
2. Provide three (3) written references, reference letters must be maintained by the designated volunteer coordinator of the applicable Department Division.
3. Submit to a criminal background check through the FAST fingerprint pass for a national criminal history record check, including a sex offender registration check through the Texas Department of Public Safety.
4. Complete a personal one on one interview with the designated volunteer coordinator. Routine interviews include the applicant's motivation for wanting to volunteer/mentor and clear understanding of the applicant's and Department's needs.
5. Provide a valid driver's license or Texas identification card.
6. The volunteer/mentor shall agree in writing to adhere to the Department's policies and procedures before being accepted as a volunteer/mentor. The volunteer/mentor must sign and date a Dallas County Juvenile Department Volunteer/Mentor Agreement.
7. Attend and complete General Orientation Training and continue to attend any additional training as needed throughout participation in the program.

D. Assigning Volunteers/Mentors:

1. The assignment of volunteers and mentors to youth under the jurisdiction of the Dallas County Juvenile Department will be a collaborative and cooperative effort between the applicable volunteer coordinator and the Division Deputy Director.
2. Volunteers/Mentors shall be selected as those who are best suited to work with the youth, staff, and each program.

E. Termination of Volunteers and Mentors:

1. The services of a volunteer and/or mentor may be terminated at any time with or without notice. Volunteers/mentors serve at the sole discretion of the Dallas County Juvenile Department. Termination of a volunteer/mentor or volunteer/mentor organization may include, but are not limited to the following reasons:
 - i. Disqualification based on criminal history;
 - ii. Breach of confidentiality;
 - iii. Ethical, policy, or procedural violations;
 - iv. Physical or emotional illness;
 - v. Inability or refusal to cooperate with departmental staff;

- vi. Engaging in activities which threaten the order or security of any office, program or the safety of the volunteer, juveniles, students, visitors, or staff.
- vii. Erratic or unreliable attendance;
- viii. Inappropriate conversation, attitude, behavior, or mannerisms toward any youth;
- ix. If found to have abused, neglected, or exploited any child;
- x. Under the supervision of the Texas Department of Family Protective Services;
- xi. Unsatisfactory service.

F. Training of Volunteers/Mentors:

- 1. Volunteers/mentors must complete 4.0 hours of training provided by the volunteer coordinator or Department Trainers;
- 2. Volunteers/Mentors will be provided an overview of the Dallas County Juvenile Department.
- 3. Training will include information concerning the reporting of abuse, neglect, and exploitation and the requirements under the Prison Rape Elimination Act of 2003 (PREA).
- 4. The designated volunteer coordinator shall maintain documentation of training in the volunteer's file.
- 5. All volunteer files are subject to audits.
- 6. Applicable training offered to the Dallas County Juvenile Department staff may be made available to volunteers/mentors.

G. Volunteer/Mentor General Duties and Responsibilities:

- 1. Volunteers/mentors will be issued an identification badge. Identification badges are to be worn at all times when in the Dallas County Juvenile Department programs, facilities, or schools.
- 2. A volunteer/mentor sign-in time log will be kept on each volunteer to record their time spent in service. All volunteers/mentors shall sign in and out of each program and record on the sign-in log their activities while volunteering/mentoring to the youth.
- 3. Volunteers/mentors will be allowed to provide professional services only when they are certified to do so and with prior approval from the assigned Deputy Director or designee.
- 4. Volunteers/mentors may not give their telephone number, addresses or any personal information about him/herself or his/her family to any youth, youth's family or friends unless authorized by the volunteer coordinator. Some mentor programs may allow an exchange of phone numbers (to be determined by applicable Division Deputy Director). The volunteer coordinator will provide information on the exchange of personal phone numbers.
- 5. Volunteers/mentors may not be left alone with youth without the consent of the volunteer coordinator. Coordination of the meeting between the youth and the volunteer/mentor is the responsibility of the volunteer coordinator.
- 6. Volunteers/mentors may not take youth to their (volunteer/mentor) residence under any circumstances.
- 7. Volunteers/mentors are required to report any concerns regarding observations of inappropriate actions or conversations involving youth under the jurisdiction of the Department. The volunteer or mentor may notify the volunteer coordinator either in writing or in person.
- 8. **It is mandatory that a volunteer /mentor maintain strict confidentiality regarding activities, names, and circumstances of the youth under the jurisdiction of the Dallas County Juvenile Department.**
- 9. Volunteers/mentors are not allowed to have contact with youth or their families outside the perimeters of the volunteer/mentor's assigned Dallas County Juvenile Department Program.
- 10. Volunteers/mentors must adhere to the Dallas County Juvenile Department's policy and procedures concerning the report and investigation of alleged child abuse, neglect, or exploitation.

H. Intern Programs:

- 1. Intern programs under the direction of the Dallas County Juvenile Department are designed to provide for cooperation and/or consultation with college and universities in areas of mutual concern. Intern programs provide a learning experience for both the student and the Department, resulting in the student developing a greater understanding and appreciation for the Juvenile Department and the Juvenile Justice System.
- 2. All interns shall be bound by the Dallas County Juvenile Department Policy and Procedures regarding the eligibility, processing, training, and termination of volunteers and mentors (see above policy # 3.05)

and relevant standards concerning departmental staff, as well as the professional code of ethics toward which the intern is working or has been licensed.

3. Undergraduate intern applications, processes, interviews, and training will be under the direction of the Deputy Director of Administrative Services Division. The Deputy Director of Administrative Services Division will coordinate the placement of all approved interns. Graduates seeking an internship will be reviewed by the Deputy Director of Administrative Services Division to determine if an appropriate program is available within the Department.
4. All paperwork related to interns will be managed and maintained by the Deputy Director of Administrative Services Division or his/her designee.

Psychology Division Intern Programs:

The Dallas County Juvenile Department Clinical Services Division is comprised of six services components, each headed by a doctoral level psychologist. These units allow for a well-integrated Clinical Division that provides a comprehensive service delivery system to Dallas County youth and their families. Each intern accepted into the Graduate Student Program under the direction of the Psychology Division shall be placed under the direction of the Deputy Director of Clinical Services or designee.

Supervision of Interns (Clinical/Psychology Division):

Each intern will be assigned an assessment supervisor who will provide a minimum of one hour of individual supervision per week for psychological assessments and evaluation. A second supervisor will be assigned to each intern to meet one hour a week to discuss counseling cases.

1. The assessment supervisor is the primary supervisor and all supervision needs should be discussed with this supervisor unless other arrangements have been made.
2. Each intern will be provided with a Graduate Student Orientation Manual
3. Each intern must attend the General Orientation/Training Program provided by a designated volunteer coordinator and/or Training Unit.
4. Intern personnel files will be maintained in the Clinical/Psychology Division. The application, criminal background check information results will be maintained by the Administrative and Executive Services Division (a copy of the application may be maintained by the Psychology Division).
5. Specific times for supervision are to be arranged by the supervisor and intern.
6. The assigned supervisor must be made aware of changes in schedule, any difficulties with cases, and any impediments to completing assignment on time.
7. Each intern is responsible for completing progress notes for each individual case and the notes should be turned in to the appropriate supervisor on a weekly basis or as agreed upon.
8. The decision to terminate a graduate student's internship or any internship under the direction of the Clinical/Psychology Division of the Dallas County Juvenile Department will be at the discretion of the Clinical Services Deputy Director and/or the Director of the Dallas County Juvenile Department.

Dallas County Juvenile Department provides opportunities for undergraduate internships in cooperation with numerous colleges and universities. Interns not assigned to the Psychology Division are under the Direction of the Deputy Director of assigned area and are expected to follow program rules and procedures.

DALLAS COUNTY JUVENILE DEPARTMENT



**ACADEMY FOR ACADEMIC EXCELLENCE
&
JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM**

**1673 Terre Colony Ct.
Dallas, Texas 75212
214.637.6136 Main Phone
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214.637.6130 (DCJJAEP FAX)**

**2013-2014
STAFF HANDBOOK &
STANDARD OPERATING
PROCEDURES MANUAL**

Danny W. Pirtle, Ph.D.
Deputy Director of Education Services
Angelica (Mary) Borrego, Superintendent
Brian K. Francis, Instructional Manager

WELCOME!

Welcome to the Academy for Academic Excellence (AAE) and the Dallas County Juvenile Justice Alternative Education Program. The purpose of this manual is to provide information that will help with questions and set the stage for a successful year. Not all policies and procedures are included, and information in this manual will be updated as needed. Please consult the Dallas County Juvenile Department Policy and Procedures Manual for detailed information. Those pertinent to Educational Services have been summarized.

This manual is not a substitute for the official Dallas County Juvenile Department Policy and Procedures Manual. It is to serve as a guide to Educational Services employees in areas that are unique to the Juvenile Department. Juvenile Department policies can change at any time. Those changes shall supersede any provisions in this manual that are not compatible with the changes.

Student achievement in and outside of the classroom will always be at the forefront of the AAE/DCJJAEP's educational system. Nevertheless, our staff continues to establish an effective relationship in a unique learning environment in which our students are able to strive for excellence as young scholars.

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The Academy for Academic Excellence & Juvenile Justice Alternative Education Program

The Academy for Academic Excellence (AAE), formerly known as the Dallas County Juvenile Justice Charter Schools, is an educational institution that provides academic instruction to students in the custody and care of Dallas County. The school opened its doors in July of 2004 and serves 100% economically disadvantaged, at-risk students from all surrounding Dallas County area school districts. Students in grades 3 through 12 receive educational services at the following campuses:

Dallas County Juvenile Justice 001 Campus
(Juvenile Detention Center, START Program (Short Term Adolescent Residential Treatment), Marzelle C. Hill Transition Center, and RDT (Residential Treatment Center),
DRC 002 Campus (Day Reporting Center),
Medlock Youth Village 003 Campus,
SAU 004 Campus (Substance Abuse Unit), and
Letot 005 Campus.

Each campus serves a different population of students with programs designed to meet the unique and specific needs of the students. As a result, each juvenile facility has a different culture defined by components such as length of stay, gender, dynamics of the population, and program goals.

Each campus provides instruction in the core academic areas of English Language Arts/Reading, Mathematics, Science, and Social Studies. Also, elective courses such as Odysseyware and HSEP services are provided to ensure that all students receive adequate education to meet their academic needs.

The campuses of the Academy for Academic Excellence, through collaboration and collegiality, are committed to establishing and consistently maintaining a standard of excellence in education that provides each youth the opportunity to obtain a quality education in a positive and creative school environment. Student achievement in and outside of the classroom will always be at the forefront of the Academy for Academic Excellence educational system.

The Dallas County Juvenile Justice Alternative Education Program (DCJJAEP) serves students who have been expelled from their home school campus or who have been placed in the program by a juvenile court judge. The length of enrollment depends upon the home school district & the type of referral.

Grades 3-12 attend the Dallas County JJAEP. Texas Juvenile Justice Department standards require that at least the 4 courses of English / Language Arts, Math, Social Studies, and Science are taught in all grades. Teaching the basic 4 core courses provides students the opportunity to strengthen their educational foundation while in the program. Students can earn credits toward high school graduation or pass courses for grade promotion. Physical Education and Social Life Skills courses are taught as non-credited courses. The Social Life Skills course teaches students valuable lessons on behavior modification, dealing with life experiences, employment related topics, money matters, health/hygiene, drugs/alcohol, as well as dating and relationships.

While in the program, each student is assigned a Case Worker who will assist him/her in counseling, and educational goals, etc. In addition to the basic curriculum, students have an opportunity to participate in student activities, become a peer tutor, or an office aid to administrative staff.

Vision Statement

"To facilitate a systematic and concerned community based approach to restrict at-risk delinquent youth from entering the criminal justice system."

Our vision for the educational program of the Academy for Academic Excellence and the Juvenile Justice Alternative Education Program is to provide a stimulating environment where children will recognize their potential & become productive life-long learners. Students will leave us with:

- Effective Communication Skills
- Problem Solving Abilities
- Increased Self-Esteem as well as Educational Confidence
- Self-Discipline
- Motivation to continue with education and life pursuits

Core Beliefs

- ✓ Effective, ethical, culturally competent services.
- ✓ Intervention strategies that are community based, family oriented and minimally restrictive, yet protective of public safety.
- ✓ Partnerships that promote collaboration to enhance communication, safety, and education of the community.
- ✓ A work environment that promotes employee effectiveness, satisfaction and morale.
- ✓ All students can learn and have a right to learn.
- ✓ Children learn best in a safe, creative, structured environment.
- ✓ Education serves the needs both of the individual and of society, and is crucial for the development of humanitarian values in our youth.
- ✓ Our job is to empower students to become independent learners.
- ✓ Learning and teaching are collaborative efforts.
- ✓ Learning activities extend beyond the classroom. Cultural presentation, extracurricular activities, and guest speakers are fundamental to the educational experience of our students.
- ✓ Children are our community's most valuable asset; they deserve the best efforts of all staff at all times.
- ✓ Teaching is hard, yet rewarding and valuable work.
- ✓ A TEKS-based curriculum continuously evolves over time according to the needs of our students.
- ✓ Teachers, students, parents, administrators and all Dallas County Juvenile Department staff and contractors form the foundation of our school.
- ✓ Collaboration and respect among all is a key contributor in educating the whole child.

Juvenile School Board Members

The State Board of Education, made up of elected officials, is the governing body responsible for the development of public education policy in Texas. The Juvenile Board of the Academy for Academic Excellence is the legally authorized body of officials who manage the Dallas County Juvenile Department (Texas Human Resource Code §152.0631(e)). The Juvenile Board is authorized under the Texas Human Resource Code §152.0631(e) to set policies for the Juvenile Probation Department and other departments, facilities, and organizations under the Board's jurisdiction (refer to Dallas County Policies and Procedures Manual Section 100).

Sometimes parents do not realize that they are able to contact the people in charge of providing education for their children. School officials are in their jobs to provide the best education for all the students, and are always open to hearing the ideas and views of parents. The following individuals are key personnel who are working daily to improve on policies that support our school district.

County Judge Clay Jenkins	Commissioner John Wiley Price District 3, Vice-Chairperson	Judge Cheryl Lee-Shannon 305th District Court, Chairperson
Judge William Mazur 304th District Court	Judge Craig Smith 192nd Civil District Court	Judge Gracie Lewis Criminal District Court No. 3
Judge Robert Burns The Criminal District Court	Judge Andrea D. Plumlee 330th District Judge	Paula Miller Youth Services Advisory Board

School board members are elected by the public. It is important to find out who the school board members are, how they are elected, and where they stand on important issues. School board members bring an interest in education, concern for children, a knowledge of their community, a sense of fairness, and a great deal of common sense to their positions. The local school board approves the school budget, oversees operations of the school district, and hires and terminates the superintendent. For more information, contact the Academy for Academic Excellence's district administration office or the superintendent's office to obtain the Juvenile School Board members' contact information.

2013-2014 Directory

Academy for Academic Excellence District Office (057-814)
 1673 Terre Colony Ct., Dallas, Texas 75212
 Main Phone: 214.637.6136
 Fax: 214.689.5568

Name	Title	Extension
Pirtle, Dr. Danny	Deputy Director of Education Services	214.689.5506
	Executive Assistant to Dr. Pirtle	214.689.5500
Francis, Brian	Instructional Manager	214.689.5536
Beasley, Kathy	Special Education Director	214.689.5545
Broadway, Shirley	Data Controller/Charter	214.698.4335
Browning, Joi	Accountant	214.689.5550
Casiano, Deya	Special Education Records	214.689.5544
Del Bosque, Kim	Psychologist Asst.	214.689.5547
Kinnard, Vernetta	Programs Manager II / QA	214.689.5504
Landin, Olivia	PEIMS Coordination	214.698.4440
Merritt, Gretchen	Diagnostician	214.689.5515
O'Rear, Patrick	Diagnostician	214.689.5528
Paige, Monique	Instructional Specialist	214.689.5536
Peart, Hugo	DISD Transition	214.689.5541
Perez, Rebecca	Receptionist	214.689.5501
Rodriguez, Jennifer	Special Education Records	214.689.5543
Schoby, Jennifer	Testing / ESL Coordinator	214.689.5511
	Operations Manager	214.689.5551
Company Nurse		1-877-854-6877
Conference Room		214.689.5512
P.O. Visitation Office		214.689.5633

Dallas County Juvenile Justice Campus (001)
2600 Lone Star Drive, Dallas, TX 75212
Main Phone: 214.698.2200
Fax: 214.698.4441 & 214.698.4388

Miller, Mary	Campus Administrator/Principal	214.698.4385
Smith, Tracie	Assistant Campus Administrator	214.698.4375
Kilgore, Ila	Counseling Analyst	214.698.4375
Peden, Isobel	ESL Teacher	214.698.4474
Murray, Alicia	Clerk II	214.698.4387
Cynthia Fuentes	Data Controller	214.698.4391
Alegria, Jeanette	Records In & Out Clerk / Work Room	214.698.4335
Special Education Services		214.698.4448
Nurse		214.698.4420

Day Reporting Center (DRC) Campus (002)
1673 Terre Colony Court, Dallas, TX 75212
Main Phone: 214.637.6136
Fax: 214.637.6779

Pollard, Yvette	Assistant Campus Administrator	214.689.5523
Wells, Shannon	Data Controller	214.689.5526
	Campus Clerk	214.689.5547
Special Programs (SPED/ESL)		214.689.5532
Manning, Dawn	Education Advocacy Caseworker	214.689.5520
Roberts, Cedric	Behavior Specialist	214.689.5522
Break Room		214.689.5538
IT Support		214.689.5521

Medlock Youth Village Campus (003)
1508 East Langdon Road, Dallas, TX 75241
Main Phone: 972.225.9781
Fax: 972.225.9763

<u>Medlock Campus</u>		
Malone, Sheterric	Assistant Campus Administrator	972.225.9787
Jacobs, Fredrick	Campus Clerk	972.225.9781 ext. 622
Gonzalez, Rudy	Counseling Analyst	972.225.9787
Special Programs (SPED/ESL)		972.225.9781 ext. 754
<u>Youth Village Campus</u>		

Jones, Robert	Assistant Campus Administrator	972.225.9735
Ingram, Ernestine	Campus Clerk	972.225.9722
Gonzalez, Rudy	Counseling Analyst	972.225.9703
Special Programs (SPED/ESL)		972.225.9747
Teacher's Lounge		972.225.9724

Substance Abuse Unit (SAU) Campus (004)
414 R.L. Thornton Freeway, Dallas, TX 75203
Main Phone: 214.860.4300
Fax: 214.860.4490

Borrego, Mary	Campus Administrator	214-860-4370
Thomas, Debra	Campus Clerk	214.860.4323
Smith, Tabitha	Data Controller	214.860.4322
Special Programs (SPED/ESL)		214.860.4325

Letot Center Campus (005)
10505 Denton Drive, Dallas, TX 75220
Main Phone: 214.956.2036
Fax: 214.956.2010

Borrego, Mary	Campus Administrator	214-956-2037
Valenzuela, Kristi	Campus Clerk	214.956.2028
Special Programs (SPED/ESL)		214.956.2028

Juvenile Justice Alternative Education Program (DCJJAEP)
1673 Terre Colony Court, Dallas, TX 75212
Main Phone: 214.637.6136
Fax: 214.637.6130

Rochon, Patricia	Assistant Campus Administrator	214.689.5508
Crear, Angie	Registrar	214.689-5505
Foster, Kim	Case Manager	214.689.5516
	Behavior Specialist	214.689.5522
Paige, Jennifer	Data Entry / Billing / Attendance	214.689.5502
Pomales, Olga	Case Manager	214.689.5542
Winston, Dennis	Education Advocacy Caseworker	214.689.5539
VACANT	Case Manager	214.689.5537
Nurse		214.689.5527

OPEN DOOR POLICY

In any work environment, open lines of communication are necessary to foster the growth and development of all staff and to ultimately reach goals. If at any time a staff member feels she/he needs to speak with, or confide in the CA/ACA (without prejudice), they are encouraged to do so. However, staff is encouraged to always follow the chain of command and allow their immediate supervisor the opportunity to assist them in obtaining a resolution for any issues or concerns they may have. We ask that if you present a problem or potential problem, that you also have a potential solution to that problem.

Deputy Director

Code of Ethics and Standard Practices for Texas Educators **19 TAC Chapter 247**

(1) Professional Ethical Conduct, Practices and Performance.

(A) Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

(B) Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

(C) Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

(D) Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.

(E) Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

(F) Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.

(G) Standard 1.7. The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

(H) Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

(I) Standard 1.9. The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

(J) Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

(K) Standard 1.11. The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

(L) Standard 1.12. The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

(M) Standard 1.13. The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

(2) Ethical Conduct toward Professional Colleagues.

(A) Standard 2.1. The educator shall not reveal confidential health or personal information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

(B) Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.

(C) Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

(D) Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

(E) Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

(F) Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

(G) Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

(3) Ethical Conduct toward Students.

(A) Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

(B) Standard 3.2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

(C) Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

(D) Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

(E) Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

(F) Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

(G) Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

(H) Standard 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

(I) Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Statement of Nondiscrimination

The Academy for Academic Excellence & DCJJAEP does not discriminate against any person on the basis of race, color, national origin, disability, or age in admission, treatment, or participation in its programs, services and activities, or in employment. This statement is in accordance with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Regulations of the U.S. Department of Health and Human Services issued pursuant to these statutes at Title 45 Code of Federal Regulations Parts 80, 84, and 91.

It is the policy of the district to maintain a learning environment that is free from harassment and bullying. This includes, but is not limited to, harassment, bullying, and discrimination based on an individual's real or perceived race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation, gender identify/expression, socioeconomic status, height, weight, physical characteristics, marital status, parental status, or disability.

It is a violation of this policy for any student, teacher, administrator, or other school personnel to harass, bully, or discriminate against any person based upon any differences listed above. Please refer to the Appendix for more information.

Confidentiality of Student Information

Maintaining comprehensive and accurate student records is required by state and federal law. The improper release of confidential student information violates the privacy of the student and the mission of the district. Staff members have a professional obligation not to discuss private information about students or their parents unless doing so is necessary to fulfill a professional purpose. Please refer to the FERPA & Student Records policy.

Punctuality and work hours

Be on time for work every day. If you are going to be late, or absent from work it is your responsibility to call your immediate supervisor as soon as possible so that a substitute can be called. Failure to abide by your assigned work hours/schedule may result in disciplinary counseling. Each time a staff is absent from work (for any reason), they must submit a Leave/Absences Request Form. No employee may leave the campus during work hours without first informing their supervisor.

The regular school work day for teachers differs on each campus. Teachers are on duty for the entire school work day unless excused by their immediate supervisor. Teachers may be assigned responsibilities at hours other than normal duty hours by their immediate supervisor or by the instructional manager in order to carry out responsibilities for supervising or directing school activities or programs, or for participating in programs under the direct sponsorship of school. Such assigned responsibilities shall be made by the immediate supervisor or instructional manager in such a manner as to distribute the work load in as equitable a manner as possible.

Professional and administrative employees are exempt from overtime pay. A school calendar is adopted each year designating the work schedule for teachers and all school holidays.

Paraprofessional staff must work 8 hours each day. Campus administrators may adjust the actual arrival and dismissal times based on campus needs. Non-exempt staff must obtain approval from their immediate supervisor prior to working over-time. Standard lunch breaks are 30 minutes (see lunch schedule).

School Calendar

A calendar outlining work schedules, including required days of service and scheduled holidays, will be distributed each school year. Classroom teachers will have planning periods for instructional preparation and conferences. The schedule of planning periods will be set at the campus level.

Teaching Days:

There are 180 instructional days:

1st semester: 80 days

2nd semester: 100 days

Total: 180 days

School Mascots and Symbols

All mascots, nicknames, and descriptors including drawings, symbols or other identifiers used by the students and employees shall assure respect for cultural differences, values and attitudes of all people. The district prohibits the use of any existing race, culture or ethnic group as a mascot, nickname, descriptor or similar identifier of any activity.

Meetings & Trainings

Meetings announced by administrative and supervisory personnel may be scheduled before, during, or after the regular school day, or during evening hours, provided reasonable notice is given. Attendance of personnel at such meetings may be required.

In scheduling meetings of employees regarding the discharge of employee duties, administrative and supervisory personnel shall exercise every possible means to schedule meetings in such a manner as to cause minimum interference with scheduled classroom time.

Administrative and supervisory personal are authorized to require the attendance of teachers at meetings held within the Education Services Department and to approve attendance at meetings held outside the district when such meetings are judged necessary for the conduct of educational services.

The Texas Administrative Code, the Texas Education Agency and the Texas Juvenile Justice Department have guidelines that mandate staff to receive training in more than one area. The district conducts annual training on these topics at the beginning of the school year.

In-Service and Staff Development hours of operation will be established by administration and indicated on the school calendar. Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation to report annually.

Emails and Mailbox

All teachers are responsible for checking their mailbox and county e-mail on a daily basis. You will be required to check your e-mail every morning prior to your first class and at the close of the school day to ensure all communication from the campus and district level is received in a timely manner. Any missed communication due to failing to check your mailbox and e-mail daily will be your responsibility, and can be subject to disciplinary action. Please refer to the Electronic Communication and Data Management Policy for specific guidelines on e-mail and internet usage.

Break areas

The break room will be utilized for breaks. Each teacher using the break area is responsible for keeping it neat and orderly at all times. This includes placing bottles, paper, and other litter in the receptacles provided. Staff should not gather in the front lobby during normal business hours.

Phone Call Messages / Cell Phone, Pager, and Blue Tooth Policy

The facility receptionist will see to it that staff receives EMERGENCY messages only. Cell phone usage is strictly prohibited in the education department with the exception of approved supervisory personnel and other identified pertinent staff with prior approval from the Deputy Director or Superintendent. Specifically, cell phones are not to be present while supervising students and/or while in the presence of students. However, when on campus you may use your cell phone during your break only in the break rooms, unless you leave campus or use it outside of the building when there are no students present.

Recording devices such as tape recorders, cell phones, video/audio cameras, computer games, pagers, and magnetic imaging are not permitted in the education department for personal use.

Blue tooth devices, IPads, & MP3 players, are prohibited from being used in the classroom, gym, hall-ways, during staff meetings, training sessions, or any time that instruction or monitoring of the students is taking place.

Anyone who violates this policy will receive:

1st violation – (5) five-day suspension

2nd violation – termination of employment

Books and Equipment

Equipment, supplies, and educational tools have been entrusted to the staff for the sole purpose of educating the children of the district. Teachers are responsible for the care of books and equipment, especially those items which are under their charge. All personnel are expected to use district property responsibly and for the purposes of their job duties. Consult your campus administrator concerning the accounting for textbooks and other materials. The district will not be responsible for any personal supplies or equipment that an employee furnishes for use at campuses.

Visitors in the Workplace

All visitors to the school are expected to enter the campus through the main entrance of the facility. Once clearance has been given by the facility staff, the visitor must report to the campus administrator's office.

Crisis / Emergency Management

All personnel shall follow the assigned campus facility crisis and emergency management plan. Consult your campus administrator for further information.

Fire Drill and Safety Procedures

The Juvenile Department maintains policies and diagrams for fire drills and severe weather at each facility. Campus administrators will provide directions for fire and emergency procedures within their building(s). All personnel should follow these directions explicitly. Safe practices are to be encouraged at all times. An employee's safety and health are primarily the responsibility of the individual employee. Employees must carry out their daily job duties in a manner attentive to their surroundings and working conditions. Any situation which creates an unsafe act or an unsafe condition must be reported to the campus administrator immediately (refer to the Dallas County Policy & Procedure Manual).

Inclement Weather

The county commissioner's court has the authority to close general government operations due to emergency conditions. The county fire marshal, under the direction of the county judge, is responsible for communicating with elected officials/department heads and media outlets if there are office closings or delayed openings due to inclement weather. Whenever possible, notification will be made before 6:00 a.m. to the designated radio and television stations. If the media outlet has not reported the County of Dallas as closed due to inclement weather, you are expected to work your normal work hours and duties as assigned.

Early Release

Early release of students must be approved by the Superintendent or the Deputy Director of Educational Services. Please refer to the policies & procedures for early release.

Accident Reporting

Any accident, no matter how minor, must be reported to the campus administrator or supervisor immediately.

Medications

No employee shall give any student prescription medication, non-prescription medication, herbal substances or dietary supplements whatsoever.

Field Trips

Campuses that are allowed to have field trips must have prior approval of the principal and instructional manager. Field trips should be of an educational nature. Please refer to the field trip policy.

Transportation of Students

Employees are not to transport students in their personal vehicles (for further information please see the assigned facility/campus policy and procedures).

Moment of Silence / Pledges

Senate Bill 83 requires schools including charter schools, to observe a minute of silence at the start of the school day to reflect, meditate, or pray, and to recite pledges to both the U.S. and Texas flags. The bill does not provide penalties for students who fail to participate. Parents who object must submit their objections in writing to the campus administrator and cite the specific requirement(s) they oppose.

Physical Restraint of Students

Physical restraint is administered only when there is a belief that it is necessary in order to protect a person, including the person using physical restraint, from physical injury. It is also used to obtain possession of a weapon or other dangerous objects and protect property from serious damage. Physical restraint can be used to remove a student from a specific location who is refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or impose disciplinary measures, and/or to restrain an irrational student. Teachers will receive physical restraint training (Handle With Care), but physical restraint, when deemed necessary, is carried out by the facility staff.

Parking/Keys & Security

There is parking for all staff. Please do not park in fire lanes. Keys to file cabinets will be issued by appointed personnel. (Administration must have a copy of the key to anything that locks in your office or classroom). Entrance and exit of the building is through the front door only. Staff are required to wear their ID badges at all times while in the building. *The employee is responsible for safeguarding their valuables and personal items.*

Arrest Notice

Any current employee arrested for a crime (other than a minor traffic offense) shall report within 24 hours of the employee being arrested to the Deputy Director of Educational Services. Failure to report being charged with such a crime may result in appropriate disciplinary action, including termination of employment.

Electronic Communication and Data Management

Dallas County Juvenile Department
Division 8. Electronic Communications

Comment [t1]: Taken from Dallas County Standards

Subdivision I. In General

Sec. 86-946. Purpose of division.

The purpose of this division is to address the legal and legitimate use of the county's electronic communication and Internet access resources. This division will address the standards of acceptable use.

(Ord. No. 2000-1462, 7-25-2000; Ord. No. 2000-1883, 9-19-2000)

Sec. 86-947. Objectives of division.

The objectives of this division are to define:

- (1) The resources included under electronic mail and Internet access;
- (2) Standards of conduct that are acceptable when using available resources;
- (3) Define the guidelines for use of the county system.

(Ord. No. 2000-1462, 7-25-2000; Ord. No. 2000-1883, 9-19-2000)

Sec. 86-948. Statement of policy.

(a) The county electronic mail and Internet system is provided to county employees, contractors, vendors and other persons or firms designated by authorized county officials for the purpose of county business. The electronic mail and Internet system is owned by the county. The county reserves the right to monitor any messages, attachments or access of electronic mail and/or Internet sites on the electronic mail and Internet system, subject to state and federal law. Users of the county electronic mail and Internet system will be subject to administrative and/or criminal actions if policy violations occur.

(b) This division is designed to create a recognized legally acceptable exception, known as the "employee consent exception," to the Federal Wiretap Statute, 18 USCA 2510 (1986). This exception requires the county to establish a written policy concerning the interception of business communication.

(Ord. No. 2000-1462, 7-25-2000; Ord. No. 2000-1883, 9-19-2000)

Sec. 86-949. County computer network system.

(a) The technology of a computer network system is defined as all computers, both hardware and software, the LAN (local area network) and all transmitted information. Transmitted information includes, but is not limited to, electronic mail, web browsing, file transfer protocol and any information retrieved via the Internet. The Internet is an electronic superhighway connecting thousands of computers and users all around the world. The Internet includes both the Internet and intranet applications. Access to electronic mail enables communication with people all over the world; information and news from around the world, as well as the opportunity to correspond with the providers of this information; discussion groups on a wealth of topics; and access to many county databases.

(b) With such access to computers and people all over the world, there exists an availability of material that will have no business value to the county. Therefore, the county has taken all reasonable precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials, and an industrious user may discover inappropriate information. The county firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the business goals of the county.

(Ord. No. 2000-1462, 7-25-2000; Ord. No. 2000-1883, 9-19-2000)

Sec. 86-950. Standard of conduct.

Use of the computer technology of the county is a privilege, not a right, extended to some employees. Each user has the privilege to make use of authorized hardware and software in order to facilitate his/her employment and for other activities with prior approval of the department head or elected official. Transmission and viewing of any material in violation of any federal or state regulation is strictly prohibited. This includes, but is not limited to, plagiarizing copyrighted material, threatening or obscene materials, or materials protected by trade secret or classified government information. Moreover, the viewing, transfer, solicitation, use or storage of pornography or other sexually explicit information is strictly prohibited, except in the pursuit of bonafide law enforcement investigations. Initiation of electronic mail and the Internet for commercial ventures, religious or political causes or other non-county sanctioned activities is also prohibited.

(Ord. No. 2000-1462, 7-25-2000; Ord. No. 2000-1883, 9-19-2000)

Subdivision II. Guidelines

Sec. 86-951. Employee responsibility for misuse; monitoring and privacy.

(a) All county policies and regulations apply to the use of the electronic mail and Internet network to support the business goals of the county. When the county incurs a cost due to employee negligence or misuse, the employee will be responsible for reimbursement of that cost.

(b) The county reserves the right to monitor all activity and contents of any county owned communication system. Employee passwords do not guarantee privacy. Employees deleting electronic mail should know that it will not totally purge the message from the system. Computer servers often retain electronic mail for months, and electronic tracing information remains indefinitely. Further, electronic mail could be subject to the Texas Public Information Act.

(Ord. No. 2000-1462, 7-25-2000; Ord. No. 2000-1883, 9-19-2000)

Sec. 86-952. County goal.

The county recognizes that the electronic communications available on the Internet are an increasingly important part of the daily lives of many employees and can help individuals and families keep up with daily schedules, personal communication, and other important information. The goal of the county when making this system available to employees is to enhance the effectiveness of employees in their work but also to recognize that this technology will be used as routinely as the telephone.

(Ord. No. 2000-1462, 7-25-2000; Ord. No. 2000-1883, 9-19-2000)

Sec. 86-953. Personal communications.

Similar to its policies regarding telephone use, the county expects users of the county electronic network to limit personal communications to those that are necessary. One should never incur a charge to the county, operate a profit-making enterprise on county time, or take away from the time required to be devoted to county business. Routine and occasional personal communications, consistent with departmental policies, may be made on break times or in such a way that they do not interfere with the performance of job duties. However, such personal communication shall not be considered private and may be monitored by the county. No employee shall have an expectation of privacy when using the county's electronic mail and Internet system.

(Ord. No. 2000-1462, 7-25-2000; Ord. No. 2000-1883, 9-19-2000)

Sec. 86-954. Business, political or religious communications.

A county network user should not give their county electronic mail address to any person or organization for purposes of receiving business, political, or religious communications. A county network user who receives such communications or any inappropriate non-county electronic message should respond to the sender asking to have such messages terminated or redirected to a non-county address.

Sec. 86-955. User regulations.

The following county network user regulations shall be observed:

- (1) Use of personal codes is not authorized and is strictly prohibited.
 - (2) No expectation of privacy exists for personal electronic communications.
 - (3) Users are bound by federal, state and local laws relating to civil rights, harassment, copyright, licensing, security and other statutes relating to electronic media. Illegal activities will be referred to the appropriate law enforcement agency.
 - (4) Users must recognize that information distributed through the county's computing and networking facilities is a form of publishing, and some of the same standards apply.
 - (5) Anything generated at the county that is available on the Internet represents the county and not just an individual. Even with disclaimers, the county is represented by its employees, and appropriate professional language, behavior and style is warranted.
 - (6) Users may not use the network system in such a way that would disrupt or degrade the county network.
 - (7) Users may not reveal the home address or phone number for any person.
- (Ord. No. 2000-1462, 7-25-2000; Ord. No. 2000-1883, 9-19-2000)

Sexual Harassment Policy

Dallas County Juvenile Department
Division 2. Harassment

Sec. 86-781. Division policy.

(a) It is the policy of the county to provide all employees a work environment that is free from any form of unlawful harassment, any hostile work environment based on unlawful harassment, or any retaliatory action against an employee who reports unlawful harassment. Unlawful harassment of any kind is expressly prohibited and will not be tolerated. All employees are responsible for ensuring that the workplace is free from unlawful harassment and all employees must avoid any action, conduct or behavior which could be viewed as unlawful harassment. Unlawful harassment includes sexual harassment and harassment of employees on the basis of race, religion, color, sex, national origin, age or disability. Slurs, epithets, and jokes based on these characteristics have no place in the workplace. Harassment of any nature, when based on race, religion, color, sex, national origin, age or disability, will not be tolerated. The unlawful harassment prohibited by this division includes harassment by management, co-workers, citizens, and vendors. Employees of the county are also prohibited from harassing customers, employees of vendors, and other third parties.

(b) All employees of the county are entitled to a workplace free of unlawful harassment by management, co-workers and vendors. Any employee who believes he, or any other employee of the county, has been subjected to sexual or any other form of unlawful harassment by anyone, including management, supervisors, co-workers, vendors, customers, or other visitors, must report it immediately to his immediate supervisor, elected official or department head and/or the director of the county human resources/civil service department. It is important that employees report such incidents because without such assistance, violations may go undetected. Preserving a workplace free of unlawful harassment is the responsibility of all employees.

(c) All reports of unlawful harassment will be investigated promptly by management. All employees are required to cooperate with the investigation. Confidentiality will be preserved to the fullest extent possible. Employees who bring a complaint of unlawful harassment to

the attention of management, and/or who cooperate with the investigation, will not suffer retaliation or adverse employment decisions as a consequence. Where management's investigation substantiates the allegation of unlawful harassment, appropriate measures will be taken.

(d) Discipline, up to and including termination, will be imposed on any employee who is found to have engaged in conduct prohibited by this division. Discipline, up to and including termination, will be imposed on any employee who witnesses behavior prohibited by this division and does not report it. Discipline, up to and including termination will be imposed on any supervisor or employee who fails to report an incident of unlawful harassment when it is reported to them.

(e) One form of unlawful discrimination is sexual harassment. It is the county's policy that sexual harassment is prohibited in the workplace and that all employees are responsible for ensuring that the workplace is free from sexual harassment. This means that all employees must avoid any action, conduct or behavior which could be viewed as sexual harassment. Any employee who violates this subsection will be subject to disciplinary action up to and including termination.

(f) County policy defines unlawful harassment in the workplace and outlines responsibilities for reporting and preventing such conduct, as well as the procedures for investigating and resolving unlawful harassment complaints.
(Admin. Policy Manual, § C(8.10–8.15).

Sec. 86-782. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Complainant means an employee who reports unlawful harassment to a supervisor or manager.

Hostile work environment means when the conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment. Like quid pro quo harassment, hostile work environment harassment may involve management and supervisory personnel. In addition, however, hostile work environment harassment may also involve co-employees and non-employees. Example: remarks, slurs, epithets, jokes or gestures based on race, religion, color, sex, national origin, age or disability in the presence of or, directed toward an employee which result in an intimidating or threatening work environment for any employee.

Quid pro quo (this for that) means when submission to or rejection of the harassment is the basis for an employment decision affecting the individual, or is made a term or condition of the individual's employment. Quid pro quo harassment usually involves management or supervisory personnel because these individuals have the ability to grant or deny job benefits. Example: if an employee's raise or promotion depends on his granting sexual favors to a supervisor.

Retaliation/reprisal means an intimidating, vengeful action by members of management, any person with authority to affect the employee relationship, and/or employees directed against an individual for reports of unlawful harassment or for cooperating with an investigation.

Sexual harassment means, as defined by the Equal Employment Opportunity Commission, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

(2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Incidents of sexual harassment can involve members of the same gender as well as members of the opposite gender. The harasser may be male or female.

Supervisor/manager means an employee vested with the authority to control working conditions or tangible job benefits of another employee.

Cross references: Definitions generally, § 1-2.

Sec. 86-783. Examples of sexual harassment.

Conduct which constitutes sexual harassment may include, but is not limited to, the following:

(1) Unwelcome touching of a sexual nature, such as:

a. Touching another person's body (for example, unwelcome neck massages, rubbing another person's hand or arm).

b. Touching another person's breasts, chest, buttocks or genitals.

c. Touching or exposing one's self.

(2) Unwelcome sexual advances, propositions or other sexual comments, such as:

a. Discussing in any manner or making sexually suggestive gestures, noises, remarks, jokes or comments about a person's sexuality or sexual activities.

b. Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.

c. Sexual remarks about physical attributes.

d. Alluding to another person's or one's own mode of dress in a sexually suggestive manner.

(3) Any display of sexual publications at any county workplace, such as:

a. Displaying sexually suggestive pictures, videos, magazines, posters, calendars, drawings and literature.

b. Reading or otherwise publicizing in the work environment materials that are sexually revealing, suggestive, demeaning or pornographic.

(Admin. Policy Manual, § C(8.22))

Sec. 86-784. Manager and supervisory responsibility.

(a) Managers and supervisors shall take the initiative in preventing unlawful harassment by:

(1) Setting good examples; demonstrating courteous and professional behavior at all times;

(2) Actively monitoring the work environment for indications of unlawful harassment;

(3) Ensuring that each employee is aware of the policy regarding unlawful harassment or misconduct in the workplace;

(4) Informing employees of procedures to report incidents of unlawful harassment;

(5) Ensuring that employees do not suffer retaliation for presenting allegations of unlawful harassment;

(6) Taking all reports of unlawful harassment seriously;

- (7) Conducting a prompt and fair investigation into all allegations of unlawful harassment;
- (8) Taking appropriate disciplinary action when an investigation substantiates an allegation of unlawful harassment;
- (9) Ensuring that employees do not suffer retaliation for cooperating in an investigation into an allegation of unlawful harassment;

Sexual Harassment Policy continued:

- (10) Immediately reporting all complaints of unlawful harassment to the personnel/civil service department; and
 - (11) Attending unlawful harassment training.
- (b) Discipline, up to and including termination, will be imposed on any manager or supervisor who fails to report an incident of unlawful harassment when it is reported to them. (Admin. Policy Manual, § C(8.23, 8.24))

Sec. 86-785. Employee responsibility.

- (a) Any and all county employees shall take the initiative in preventing unlawful harassment by:
- (1) Conducting themselves in a professional manner; maintaining a professional attitude and dressing appropriately for the workplace;
 - (2) Avoiding involvement in actions or discussions that may be sexually suggestive or offensive;
 - (3) Ceasing any behavior or discussion if told by a supervisor, manager, or co-worker that such conduct is offensive; and
 - (4) Cooperating with management in any investigation into alleged acts of unlawful harassment.
- (b) Discipline, up to and including termination, will be imposed on any employee who is found to have engaged in conduct prohibited by this division. Discipline, up to and including termination, will be imposed on any employee who witnesses behavior prohibited by this division and does not report it.
- (c) Any employee who believes that he, or any other employee of the county, has been the subject of unlawful harassment must immediately contact one of the following:
- (1) Supervisor or manager;
 - (2) Elected official or department head; or
 - (3) Director, personnel/civil service department.
- (d) The personnel/civil service department shall serve as an additional avenue outside the complainant's own department through which employees may file a complaint and seek resolution of unlawful harassment charges.
(Admin. Policy Manual, § C(8.25--8.28))

Sec. 86-786. Complaint procedure.

Once a manager, supervisor, elected official/department head or the director of the personnel/civil service department has been notified of an allegation of unlawful harassment, an investigation should begin immediately. The following steps should be followed as appropriate:

- (1) The harassment incident report (exhibit A) should be completed on each allegation.
- (2) A separate harassment incident report is required for each incident of unlawful harassment.
- (3) The original harassment incident report is to be provided to the personnel/civil service department, with a copy provided to the elected official/department head.

Confidentiality will be preserved to the fullest extent possible. Once the harassment incident report is received by the personnel/civil service department, it should be date time stamped. The personnel director should immediately provide a copy of the harassment incident report to the elected official/department head if they did not receive a copy. The complainant should also be provided a copy of the harassment incident report.

(4) Receipt of the original harassment incident report by the personnel/civil service department constitutes the beginning of the time line for completion of the complaint procedure. In the event of the need for "formal action" (as described in subsection (5) of this section), completion of the investigation and resolution of the complaint should occur within ten working days, exclusive of holidays. However, any information that would have bearing on the outcome of the investigation, but cannot be reasonably obtained within that ten working days period, could result in an extension of the investigation period.

(5) The complainant will be interviewed and advised of the actions that may be taken:

- a. Informal action: An informal action requires some interaction with the alleged harasser to provide information regarding the county's policy on unlawful harassment. Follow-up with the complainant would occur to ensure that the complainant has had no further problems and that the behavior has not recurred.
- b. Formal action: A formal action includes a complete investigation of the complaint, interviews with complainant, alleged harasser and witnesses, and a review of personnel documents and other related materials. This type of action would be as a result of a request from the complainant, or if sufficient evidence exists, the personnel representative.

(6) Every effort will be made to preserve the confidentiality of the complainant's name to the fullest extent possible. When the investigation is deemed "formal action," which would likely result in disciplinary action, the complainant's name would be revealed to the alleged harasser in order to provide due process.

(7) The complainant and the alleged harasser will be advised of the findings at the conclusion of the formal action investigation.
(Admin. Policy Manual, § C(8.29))

Sec. 86-787. Implications of charges

(a) All charges of unlawful harassment shall be taken seriously and dealt with in a prompt and effective manner. When an elected official, department head or supervisor/manager is notified by an employee of a complaint of unlawful harassment, the department shall in turn notify the personnel/civil service department director immediately for assistance in the investigation of the allegation.

(b) Any employee who, in good faith and belief, alleges the existence of unlawful harassment which is later determined to be unfounded and/or unsubstantiated may not be the subject of any retaliation by any party.

(c) Any employee who knowingly files a false accusation of unlawful harassment for reasons which may include, but are not limited to, malice, spite or ill-will may be subject to disciplinary action that may include termination.

(Admin. Policy Manual, § C(8.30--8.32))

Sec. 86-788. Additional information on the investigation process

(a) Investigations will be conducted, with regard to each complaint, which may include:

(1) Interviews with the complainant, accused, witnesses or other parties believed to have knowledge of the claim; and

- (2) A review of personnel records and/or other relevant documents.
- (b) Resolution of the investigation should be accomplished in the most prompt and expedient manner, in order to avoid further occurrences within the department, and to ensure employees that the county takes unlawful harassment charges seriously. Such an investigation will provide resolution and closure to the situation in order to allow normal activities to resume with minimal interruption to the workplace.
- (c) During the investigation, depending upon the severity of the incident or action the alleged harasser may be temporarily reassigned to a different work area.
- (d) Information regarding the investigation shall be released on a "need to know" basis only to those parties deemed necessary, preserving confidentiality to the fullest extent possible throughout the investigation.
- (e) Any information received by an elected official, department head, supervisor, manager or the personnel/civil service department director regarding unlawful harassment claims must be taken as notice and carries with it the duty to investigate.
- (f) In the event of a finding of unlawful harassment upon completion of the investigation, disciplinary action up to and including termination will be taken based upon the severity of the findings. If the harasser is not a county employee, he may be subject to administrative or legal action.
- (g) The personnel/civil service department director shall ensure that the elected official/department head is immediately made aware of all complaints when an investigation is elevated to formal action. The personnel/civil service department director will work with the elected official/department head in the investigation and resolution of the charge.
- (h) The personnel/civil service department director shall ensure that all relevant parties are briefed regarding the findings of the investigation.
- (i) The personnel/civil service department director shall maintain a copy of the harassment incident report, any documentation, statements, and other information relevant to the complaint, investigation and resolution in a confidential file.
(Admin. Policy Manual, § C(8.33--8.41))

Employee Grievance

Dallas County Juvenile Department
Employee Grievance Policy/Procedure

ARTICLE VIII.

State law references: Grievances, V.T.C.A., Local Government Code § 160.001 et seq.

Sec. 86-1001. Purpose of article

The purpose of the grievance procedure is to settle all grievances between the county and all employees under the civil service system as quickly as possible and at as low an administrative level as possible, so as to assure efficient work operations and maintain employee morale. (Admin. Policy Manual, § A(12.00); Ord. No. 2001-1954, 10-9-2001)

Sec. 86-1002. Eligibility.

Any category C or D regular, full-time civil service employee may process an employment grievance. Any category C or D probationary civil service employee may file a grievance on defined items except those relating to his/her performance rating or dismissal.
(Admin. Policy Manual, § A(12.01); Ord. No. 2001-1954, 10-9-2001)

Sec. 86-1003. Scope of grievance appeal procedures

(a) A personal grievance may be filed by an employee, as defined in section 86-1002, on one or more of the following grounds:

- (1) Improper application of rules, regulations and procedures;
- (2) Unfair treatment, including coercion, restraint or reprisal;
- (3) Discrimination because of race, religion, color, creed, gender, age, national origin, disability or political affiliation;
- (4) Disciplinary actions taken against him/her without proper cause;
- (5) Improper application of fringe benefits or improper working conditions;
- (6) Demotion, suspension, or dismissal.

(Admin. Policy Manual, § A(12.02); Ord. No. 2001-1954, 10-9-2001)

Sec. 86-1004. Time limits for filing and response

(a) Grievances shall be promptly filed. To be considered, a grievance must be filed in writing within seven calendar days from its occurrence, and/or from the date of receipt of written notification of disciplinary action, exclusive of holidays, unless it is beyond the control of the employee. Termination and disciplinary action grievances should be initially filed with the first level of supervision above the employee's supervisor who has caused the action, with a copy to the employee's immediate supervisor and the personnel/civil service department. All other grievances should be initially filed with the employee's immediate supervisor.

(b) A formal grievance form (exhibit AT) must contain the following information:

- (1) The date and a brief explanation of the incident causing the disciplinary action;
- (2) The reason the disciplinary action is deemed to be unjust/unfair;
- (3) The remedy or solution sought; and
- (4) The signature of the aggrieved employee.

(c) A copy of the grievance should be retained by the employee and a copy should be filed with the personnel/civil service department. All copies should note the date the grievance was typed or written and the date and time the grievance was received by the supervisor.

(d) The supervisor shall then investigate the grievance and make a written determination within seven calendar days, exclusive of county holidays, from receipt of the grievance. The written determination shall inform the employee of the next management level and the filing time limit for an appeal.

(e) If the employee is not satisfied with the determination of the grievance, the employee shall have seven calendar days, exclusive of county holidays, to make a written appeal to the next level of supervision.

(f) The preceding time limits, seven calendar days exclusive of county holidays for investigation and determination, and seven calendar days exclusive of county holidays for appeal, shall be used consistently for each succeeding higher level of management the grievance is filed with, unless there is a mutually agreed time extension between the aggrieved party and management for fact-finding purposes, emergencies, etc.

(g) If the employee fails to meet the filing time limits, the grievance will be considered null and void.

(h) If the supervisor fails to meet the time limits, the employee may then file with the next higher level of management without waiting for a determination.

(i) In order to expedite the grievance process, if succeeding levels of management are aware of all facts contained in a grievance and concur with the preceding supervisor's determination, they may elect to allow the grievance to be forwarded to the next higher level of management by initiating their concurrence on the grievance.

(j) Date and time of response by the supervisor and the employee must be noted on the grievance to assure verification of compliance with the time limits.
(Admin. Policy Manual, § A(12.03--12.12); Ord. No. 2001-1954, 10-9-2001)

Sec. 86-1005. Grievance resolution procedures

(a) In solving grievance matters, the supervisor should investigate the complaint thoroughly and when deemed appropriate or at the employee's request, conduct an informal hearing and require witnesses or interested parties to provide testimony, and verify grievance charges.

(b) Grievance hearings are not judicial in nature, therefore, rules of court of law will not be followed.

(c) Whenever possible, a grievance hearing should be recorded on tape cassette in order to reduce the rehearing of testimony during appeal proceedings. A recorder and cassettes are available for use in the personnel/civil service department.

(d) The employee or supervisor may represent himself/herself, have a designated representative present, or have an impartial representative from the personnel/civil service department present to assure both parties' rights are protected.

(e) If a hearing is conducted and the grievance is between two or more employees, the supervisor will act as an administrator of the hearing. If the grievance is between an employee and the employee's supervisor, the next higher level supervisor in the department will act as administrator of the hearing.

(f) The administrator will establish a mutually agreeable date and time for the hearing to be conducted when all witnesses can be present and when it is not disruptive to work patterns of the organization. The administrator will notify all individuals sufficiently in advance so that they may appear at the designated time.

(g) The supervisor will be allowed to present pertinent facts or witnesses to testify on his/her behalf. The employee or his/her representative will then be allowed to cross-examine the witness and provide a rebuttal to other facts presented.

(h) The employee or his/her representative will then be allowed to present his/her facts or witnesses with the supervisor being allowed to cross-examine.

(i) Loud and abusive language by the employee, supervisor, witnesses or representative will not be allowed and will be grounds for disciplinary action or dismissal from the hearing.

(j) After conclusion of the hearing, the administrator will have seven calendar days, exclusive of county holidays, to make a written determination of the hearing proceedings.

(Admin. Policy Manual, § A(12.13--12.22); Ord. No. 2001-1954, 10-9-2001)

Sec. 86-1006. Order of appeals

A grievance must be appealed through the chain of command in the following order:

(1) Grievant's immediate supervisor; unless the grievance is directed against the immediate supervisor.

(2) Elected official/department head or division head or committee appointed by elected official/department head (i.e., a specific individual or individuals will be designated by the elected official/department head), unless the grievance is directed against the elected official/department head.

(3) Governing board of managers, where applicable. Advisory boards may uphold termination or disciplinary actions or may make recommendations to the department head or civil service commission on matters concerning reinstatement back pay or financial impact awards.

(4) Civil service commission (or specially designated board or committee appointed by the civil service commission). Only the civil service commission, with approval of commissioners court, may make back pay awards.

(Admin. Policy Manual, § A(12.23); Ord. No. 2001-1954, 10-9-2001)

Sec. 86-1006.1. EEOC complaints

Nothing in this procedure shall preclude any employee from pursuing a discrimination complaint with the equal employment opportunity commission (EEOC) or the state commission of human rights (TCHR). Employees have the right to file charges of discrimination with the EEOC or the TCHR before, during, or after the filing of a grievance. (Ord. No. 2001-1954, 10-9-2001)

Sec. 86-1007. Civil service commission rules of practice

- (a) *Scope of rules.* These rules shall govern the review of an administrative action by the county civil service commission in all grievance proceedings, except as hereinafter stated.
- (b) *Construction of rules.* "He" "him" "his" or "their" are used to signify both male and female individuals.

Employee Grievance Policy/Procedure continued:

(c) *Definitions.*

Commission refers to the county civil service commission.

Grievant refers to the employee or his representative.

Department refers to the department who took the action being grieved.

Secretary or secretary to the commission refers to the individual responsible for scheduling and coordinating the civil service meetings. this individual is the director of personnel/civil service.

(d) **Representation.** Any party to a grievance may appear and present his position. The grievant must notify the secretary if he has a representative or attorney and the representative's/attorney's name, address and phone number. Notification should occur at the time of filing the grievance, or as soon thereafter as possible. Either the department's representative or attorney may present the department's case, but both will not be allowed to participate in the presentation of information. The same rule will apply to the grievant, his representative or attorney.

(e) **Filing of grievance.** Grievance hearings scheduled before the commission shall be initiated by a grievance filed with the secretary after exhaustion of appeals through the department's chain of command. (Please refer to 86-1001--86-1006 for additional information.)

(f) **Claim for relief/burden of proof.**

(1) A grievance must be submitted on the form adopted by the commission for this purpose and shall contain a brief statement of:

- a. The disciplinary action challenged;
- b. The relief sought;
- c. Why disciplinary action was not justified.

(2) The department has the burden of proving that the action taken should be upheld.

(3) Actions overturned by the commission that result in a back pay award may be adjusted to account for delays occasioned by the grievant or his representative/attorney.

(g) **Dismissal of grievance.** At any time before a decision is rendered, the grievant may withdraw the grievance, and the withdrawal shall be entered into the record.

(h) **Postponements.** Requests for rescheduling must be in writing and must establish an emergency. Only one postponement will be granted by the secretary. Further requests to reschedule a grievance hearing will be presented to the commission for determination.

(i) **Hearing materials.** The materials furnished for a hearing shall be directly related to the disciplinary action taken and shall include:

- (1) Notice of warning form and/or notice of separation form regarding the disciplinary action taken (dismissal, demotion, suspension, reprimand, warning);
- (2) Copy of formal grievance filed;
- (3) Department's response to grievance;
- (4) Previous performance evaluation(s) for the grievant;
- (5) Employment application of the grievant (if applicable).
- (6) Any prior disciplinary actions taken against the grievant;

Departmental personnel files must be presented to the secretary within five work days from the date of receipt of notification of the hearing. All documentation must be submitted to the secretary of the commission who will then distribute to the appropriate parties. Neither the grievant nor the affected department representative may submit documentation to the commission members prior to the scheduled hearing. Documentation such as character letters will not be accepted by the civil service commission members.

(j) **Time.** There is no time limitation on the presentation of evidence at the grievance hearing. However, evidence should be presented in the most efficient and expedient manner in conformity with these rules.

(k) **Open meetings.** The grievant shall be allowed to decide if the hearing will be open or closed to the public. If the grievant decides to have a closed hearing, the following persons are authorized to be present:

- (1) Commission members.
- (2) Grievant.
- (3) Grievant's representative/attorney.
- (4) Personnel department's representative.
- (5) Department's attorney.
- (6) Department's representative.
- (7) Legal counsel for the commission.
- (8) Court reporter.

(l) **Omissions.** A grievant who fails to submit in writing any part of his grievance may have the omitted portion entered into the record at the hearing to show that the matters were considered.

(m) **Witnesses requested.** Any witness (voluntarily) appearing at a grievance hearing shall attend the proceeding until discharged by the commission or the party requesting the witness. Time away from the workplace to participate in a grievance hearing shall be paid leave. The commission reserves the right to hear only those witnesses whom they deem appropriate. No action will be taken to prevent an employee from testifying on behalf of a grievant and no act of retaliation will be taken against any witness who testifies in a grievance hearing.

(n) **Testimony by affidavit.** Upon agreement of both parties, testimony by affidavit will be permitted. Because the affidavits will not be subject to cross examination, the weight given each affidavit will be within the discretion of the commission.

(o) **Procedure.** Both parties will have an opportunity to provide an opening statement, present and cross-examine witnesses and make a closing argument. Because the department has the burden of proof, the department will proceed first in each instance. The department is required to present its witnesses first in order to justify the disciplinary action taken.

(p) **Additional testimony.** If necessary for the administration of justice, the commission may permit additional evidence to be offered at any time prior to a decision being rendered.

(q) **Commission to render decision.** Upon conclusion of the proceeding, the commission shall render its decision in writing.

(r) **Decisions.** The decision of the commission will either (i) affirm the disciplinary action taken by the department; (ii) modify the disciplinary action taken by the department; or (iii) overturn the disciplinary action taken by the department and grant the relief sought by the grievant which shall be framed to give the party all relief to which he may be entitled at the commission level. Decisions pertaining to demotions, suspensions or terminations shall be given in writing.

(s) **Appeal.** Action taken by the commission which results in a demotion, suspension or termination, may be appealed to a district court within 30 days after written notification of the commission's decision.

(t) ***Scheduling of grievance hearings.***

(1) Grievances are scheduled according to the date received, except grievances appealing terminations, which are given priority over all other types of pending grievances.

(2) A grievance may be rejected by the secretary of the commission if determined not to be a grievable issue. The commission, the grievant and the department's representative will receive written notification of the determination. The commission may overturn the decision of the secretary.

(u) **Notification.** The grievant will receive a minimum of 14 calendar days prior notification of the scheduled hearing date, unless there is a mutual agreement for a lesser time period between the secretary and the grievant. This time frame does not apply to postponements. (Admin. Policy Manual, § A(12.24--12.53); Ord. No. 2000-380, 2-22-2000)

Policy: Maintaining Professional Boundaries and Working with AAE/DCJJAEP students	August 2013
Local Administrative Policy # 1.0	Frequency: Daily
Policy Statement: It is the policy and practice of the AAE/DCJJAEP to provide a positive environment where students can learn as well as ensure that their confidentiality, safety and well-being are protected at all times.	

It is the responsibility of the staff to:

- be aware of their role as staff members and to demonstrate behaviors that are focused on meeting the needs of the student.
- focus conversations that occur in the school setting primarily on students' ideas, feelings, and experiences and not on those of the employee.
- position themselves as a supportive guidance team who offers professional guidance to the student. Befriending a student or showing favoritism to a particular student is not considered to be supportive.
- demonstrate appropriate communication techniques, including active listening and therapeutic communication. Giving students advice, opinions and judgments or sharing the employee's own desires, worries, values, and religious beliefs are not considered to be supportive.
- not disclose personal information.
- not impose their own religious beliefs or ethics, provide witness to or proselytize with students. Staff members shall not lead prayer groups with students.
- inform the CA/ACA if a personal relationship has existed with the student prior to admission.
- not have students, current or discharged, in their home unless this relation existed prior to their admission.
- not make or receive phone calls from current or discharged students.
- not give students their phone numbers.
- not transport students in their personal vehicles without prior approval from a CA/ACA or designee.
- immediately contact their supervisor or CA/ACA if found in any difficult situation with a current or discharged student.
- demonstrate appropriate and professional judgment in limiting physical contact with students.
- never discuss AAE/DCJJAEP business with students (i.e., salary, benefits, etc.).
- not give information about one student to another student for any reason.

"Ten Laws for Crisis Prevention"

1. Be Empathic: Try not to be judgmental of any of the students' feelings. They are real, even if not based on reality. They must be attended to.
2. Clarify Messages: Listen to what is really being said. Ask reflective questions to students and use re-statement.
3. Respect Personal Space: Stand at least 1 ½ to 3 feet from the acting out person. Invading of personal space tends to arouse and escalate an individual.
4. Be Aware of Body Position: Standing eye to eye, toe to toe with the student sends a challenging message. Standing one leg length away and at an angle off to the side is less likely to escalate the student.
5. Permit Verbal Venting When Possible: Allow the student to release as much energy as possible by venting verbally.
6. Set and Enforce Reasonable limits: If the student becomes belligerent, defensive, or disruptive, state limits and directives clearly and concisely.
7. Avoid over reacting: Remain calm, rational and professional. How you, the staff person, respond will directly affect the student.
8. Ignore Challenging Questions: When the student challenges your position, teaching style, etc., redirect the student's attention to the issue at hand. Answering their questions often fuels a power struggle.
9. Keep Your Nonverbal Cues Non-Threatening: Be aware of your body language, movements, and tone of voice. The more a student loses control, the less he/she listens to your actual words. More attention is paid to your nonverbal cues.
10. Use Physical Techniques As A last Resort: Use the least restrictive method of intervention possible. Employing physical techniques on a student who is acting out verbally can escalate the situation.

Principles of Behavior Management

- I. Come-To-Me-Rule
Use this anytime two students begin to have verbal confrontation as a means of separating them before a physical altercation evolves.
- II. One Teacher & One Activity
Use at all times, as a means of maintaining proper supervision control. Do not do more than you can effectively manage.
- III. Avoid 1:1 Confrontations
Always attempt to seek additional help before intervening into a potentially dangerous situation.
- IV. Keep Structure Within Structure
Orchestrate movements within planned activities throughout the day. Ex. You instruct the students when to speak, where to go, when to go, etc. You give specific Expectations and Instructions.
- V. Safety Measures Free of Excessive Contraband
Always check area, each time you enter; keep a running count of pencils, markers, and other materials. Never leave scissors laying out, cell phones, keys, tools, etc.
- VI. Avoid Over-Confidence / Focus on Teaching
Follow Policies and Procedures at all times. Being on your own program will only result in less team work and more confusion.
- VII. Build Positive Relationships
Let students know you care about them. Learn by getting involved/engaging in the learning process.
- VIII. Be Assertive
Be firm, consistent, confident, considerate, respectful, and business oriented. You are in charge! If a student challenges your authority, keep your composure and deal with the challenge in a firm but business-like manner.
- IX. Three Acceptable Reason For placing a Student in PRT, Per TJJJ Standards
 1. To prevent injury to self (hurting themselves)
 2. To prevent injury to others (another student or staff), or running away from the facility
 3. To prevent destruction of property.

Guidelines for Working with AAE/DCJJAEP Students

Listed below are Guidelines for working with AAE/DCJJAEP students. This list is not all-inclusive, but provides a general guideline for employees to follow. All employees are expected to follow the guidelines set forth:

1. Do not push, shove, grab, pinch, hit, choke or in any way physically assault a student.
 - Do not put your hands on a student to use force to discipline them.
 - Squeezing = Power Struggle. Avoid Power Struggles.
 - You are the adult. Be mature and professional when interacting with students.
 - Always remain in your "Adult Self."
2. Do not threaten students.
 - Do not humiliate, disgrace, or embarrass students.
 - Humiliation leads to more disruptive behavior.
 - Do not yell at students.
 - If you yell, you have stepped out of your adult role (avoid any power struggle.)
3. Do talk respectfully. Call them by their given names. Show respect and they will in return give you respect.
 - Talk it down. Use your good judgment and calm, affirming voice to de-escalate or "talk down" problems and situations.
 - Respectful conversation is the key.
 - Be an empathetic listener.
4. Do (only *when necessary*) use proper restraint techniques taught in Handle With Care (HWC) training to restrain and or help students gain control of themselves when they are:
 - Harming others
 - Causing damage to private property
 - Harming themselves
5. Do maintain the teacher – student boundary.
 - Be a role model and a mentor.
 - Be a positive influence on your students.
 - Set the example for your students.
 - Do encourage, re-enforce and reward positive behavior from your students.
 - Do not have sexually oriented discussions or discussions that are inappropriate with your students.
 - Do not date your students.
 - Never have a student in your car except for emergency situations or occasions pre-approved Dallas County Administrator.
 - Do not use profanity or make obscene gestures in the presence of a student.
 - Do not solicit from or sell any items to a student.

- Do not participate in the sale, use, or distribution of drugs, alcohol, or smoking tobacco with a student.
 - Do not harass students in any manner.
6. Do maintain firm and fair rules.
 - Some students may be manipulative and may look for preferential treatment. Do not allow students to manipulate the rules to their advantage.
 - Some students will bend and break the rules until you lose control. Do not lose control.
 - Do show you like them, but remain professional.
 7. Do not discipline students with physical exercise or physical activity.
 8. Do not bring weapons of any kind onto the school premises at any time.
 9. Do remember that your students' perceptions may differ from your own. Do not engage in behavior that can be misperceived or misunderstood by your students (e.g., teasing, horseplay, flattery, embraces.)
 10. Do treat students well, especially when they deserve it least.
 11. Do not leave students unattended. They must always be in your line of sight.
 12. Do praise your students for their accomplishments and /or efforts.
 13. Do maintain a proper physical distance. Some students feel threatened when people get physically too close to them.
 14. Do endeavor to understand the student who exhibits chronically disruptive behavior.
 - Ask why or what could be the cause of the behavior?
 15. Do refer students to their assigned Case Manager/PO for counseling.
 - Their Case Manager/PO will need your observation and will need to discuss the student's behavior with you.
 - If you suspect any abuse/neglect of a student, you must report it to the proper authority immediately. This is the law. (1-877-786-7263)
 16. Do work as a team to help our students.

I acknowledge that I have read, understand, agree and have been trained on the above policy and expectations, Professional Boundaries and Guidelines for Working with AAE/DCJJAEP Students.

Employee Name

Date

Employee Signature

Date

Policy: Working Effectively With Parents	August 2013
Policy # 2.0	Frequency: Ongoing
Policy Statement: It is the policy and practice of the AAE/DCJJAEP to provide the highest quality customer service through positive and sincere communication to every parent/guardian that has a child in our program. Forming positive relationships and building alliances with parents/guardians fosters support for the program and is in the best interest of the student.	

It is the responsibility of all AAE/DCJJAEP staff to:

- Treat each and every parent with respect and courtesy when engaging with them about their child.
- Speak and respond to parents or guardians in a professional manner.
- Always maintain student/parent or guardian confidentiality.
- (Teachers/TA's) make periodic phone calls to parents/guardians to keep them informed of their child's progress/regress in the program.
- Return parent/guardian phone calls as soon as possible.
- Never curse, shout, or threaten a parent or guardian.
- Refer all angry, hostile, and verbally abusive parents to the DCJJAEP Administrator.
- Contact the student's assigned Caseworker to set up all parent conferences. Conduct parent conferences as needed, and when doing so, conduct them in a quiet, private area.
- Always respect the rights of parents.
- Remember, parents are our customers.

Policy: Recognizing and Reporting Abuse and Neglect/Exploitation	August 2013
Policy # 3.0	Frequency: On going
<p>Policy Statement: It is the policy of the AAE/DCJJAEP and a standard of the Texas Juvenile Justice Department (TJJD) for all staff to report any and all suspected abuse and neglect of students.</p> <p>Definitions: <u>Abuse</u> – is the mental, emotional, physical or sexual injury to a child or the failure to prevent such an injury to a child. <u>Neglect</u> – is the failure to provide a child with basic needs such as food, clothing, education, shelter or medical care and or leaving a child in a situation where the child is at risk of harm. Neglect is also the failure to provide proper supervision of a child. <u>Exploitation</u> – is the illegal or improper use of a child or the resources of a child for personal or monetary benefit, profit or gain.</p>	
All Staff	<ol style="list-style-type: none"> 1. If you suspect that a child is being abused, neglected, or exploited, you have a prima-facie duty to report it. Likewise, if a child tells you that they are being abused, neglected, or exploited you must report it. 2. Follow these steps: <ul style="list-style-type: none"> - <i>If the suspected abuse, neglect, or exploitation happened outside of school</i> – Write an incident report. Take the child to the nurse. Then to the sheriff officer. - Inform the child's caseworker, administration and parent, if applicable. - Within 24 hours, call Texas Department of Family and Protective Services toll free hot-line number 1-877-786-7263 and make a report. Note: <i>It is the responsibility of the individual who has first knowledge to make the report and call.</i> 3. <i>If the abuse, neglect, or exploitation happened at school</i> - follow the steps in #2.
Caseworker	<ol style="list-style-type: none"> 4. Document the statements of the staff and the student. Follow –up with a phone call to the toll-free hot-line and in person with the sheriff officer and administrator.

Policy: Information Management and Confidentiality Agreement	August 2013
Policy # 4.0	Frequency: Daily
Policy Statement: It is the policy and practice of the AAE/DCJJAEP to safeguard information about our students. Unless otherwise instructed to do so, employees should only release student information to individuals/groups representing the Dallas County Juvenile Department, Texas Juvenile Justice Department, Dallas County Administration, School Districts, Law Enforcement personnel, Parents and Child Protective Services.	

It is the responsibility of all staff to manage the flow of student confidential information at all times:

- Maintain the daily population count and report count to the CA/ACA.
- Maintain the admission and discharges on a daily basis.
- Maintain demographics (age, sex, grade, ethnicity, social security, etc.) on all students entering the program.
- Record all data (offence, home school district, test scores, grade, length of stay, etc.) required in the TJJD database.
- Input and record all grading for students in the established electronic data base (e.g. TxEIS & JCMS.)
- Forward all records of grade reports to the parents, districts, and other agencies who have a need to know.
- Submit reports to the Dallas County Juvenile Department on a monthly basis regarding number of students present for the month for billing purposes.
- Submit reports required by the CA/ACA.

It is the responsibility of the AAE/DCJJAEP Administrator to:

- ensure the control of information is governed by policy and procedure.
- ensure that all data collected is accurate.
- ensure that all data is submitted to the above parties mentioned in a timely manner.
- ensure that data included in the End of the Year Report is accurate and conclusive of the years findings for the AAE/DCJJAEP.

CONFIDENTIALITY AGREEMENT

It is the responsibility of all staff to:

- Adhere to the Confidentiality Agreement, which indicates that all students' and employees' proprietary information is considered confidential and should not be used for purposes other than its intended use.
- Understand that all employees have an ethical and legal obligation to protect confidential information used or obtained in the course of delivering education services to students enrolled in the Academy for Academic Excellence and the Dallas County Juvenile Justice Alternative Education Program (AAE/DCJJAEP.)
- Understand that all policies on confidentiality apply equally to data stored both in the computer and on paper records.
- Unauthorized use of, or access to, confidential information may result in discipline up to and including termination of employment.

I have read and been trained on the AAE/DCJJAEP Confidentiality Agreement. I agree to adhere to the policy outlined above.

Employee Name

Date

Employee Signature

Date

Policy: School Committees	August 2013
Policy # 5.0 Resources: Committee Form	Frequency: Daily
Background Information: It is the policy and practice of the AAE/DCJJAEP to form committees that will help promote the mission of the district. Moreover, the establishment of committees will afford staff the opportunity to have input into the program's direction as well as help solve issues that may arise.	

Committee Guidelines:

- Committees are formed at the discretion of the CA/ACA and are designed to address and assist with meeting program goals. The CA/ACA will appoint all committee chair persons. Staff may voluntarily serve on a committee, or be asked to serve on a committee by the A/ACA.
- Serving on a committee is not mandatory. However, individuals that volunteer to serve on a committee should be active contributors.
- Each committee may consist of 5-7 members, not including the chair.
- All scheduled committee meeting locations, times, and agendas will be forwarded to the CA/ACA or designee prior to meetings being held.
- The CA/ACA must approve any and all fund raisers/contributions received. See Dallas County Policy on gifts, contributions etc.

The district has the following committees:

- Student Support Team (SST)
- Response to Intervention (RTI)
- Campus Improvement Committee
- Grade Placement Committee (GPC)

Policy: Educational Service Delivery	August 2013
Policy # 6.0	Frequency: Ongoing
Policy Statement: It is the policy and practice of the AAE/DCJJAEP to operate the school in compliance with the requirements set forth in Chapter 37 of the Texas Education Code (TEC), the Texas Juvenile Justice Department (TJJD) and the Memorandum of Understanding.	

Academics / Program Orientation

The CA/ACA is primarily responsible for the delivery of educational services at the AAE/DCJJAEP. Education and behavior represent the core of activity at the school. The AAE/DCJJAEP will assess each student's basic academic skills and place them in courses at the appropriate level in the instructional program. The instructional program allows high school students to earn credits toward high school graduation, and middle/elementary students to pass courses that lead to grade promotion. The AAE/DCJJAEP understands that students come to us with unique individual learning styles. We address individual learning styles by using a variety of instructional resources and techniques, including some computer-assisted learning, textbook-based learning, and collaborative learning activities.

After students are enrolled in the DCJJAEP program, they will receive 2-3 days of orientation. Orientation consist of a pre-assessment test to determine a student's current learning level, review and test of the DCJJAEP Student Code of Conduct, and academic and behavioral counseling.

Academic Records

The maintenance of student records is a vital function at the AAE/DCJJAEP. The tracking and reporting of student performance and other student-related data are essential to:

- Provide evidence of academic achievement
- Provide information for instructional and management decision-making
- Ensure compliance with applicable educational laws and policies
- Ensure compliance with the Dallas County Juvenile Department education standards
- Ensure compliance of the Memorandum of Understanding between the DCJJAEP and the school districts

Confidentiality of Student Information

General records management involves maintaining key student information. This function includes requesting student records and maintaining student grades for grade promotion to ensure a smooth transition when a student completes the program and is withdrawn.

Maintaining comprehensive and accurate student records is required by state and federal law. The improper release of confidential student information violates the privacy of the student and the mission of the district. Staff members have a professional obligation not to discuss private information about students or their parents unless doing so is necessary to fulfill a professional purpose. Please refer to the FERPA policy.

Curriculum

The AAE/DCJJAEP provides the following required core courses:

- English/Language Arts
- Mathematics
- Social Studies
- Science
- Computer based High School Recovery Courses
- Physical Education
- GED (AAE)

Courses Offered, but not credited:

- Social Skills for Life
- Health

Student Recognition and Extra Curricular Activities:

- Honor Roll
- Educational Field Trips
- Student Council / Student Representation
- Educational Assemblies
- Career Day
- "Good Behavior" Incentives

Academic curricular activities are designed to:

- Provide students with educational services that are based on their assessed education needs and prior educational records.
- The academic curriculum is based on Texas Essential Knowledge and Skills (TEKS), Texas Assessment of Knowledge and Skills (TAKS), State of Texas Assessments of Academic Readiness (STAAR), and End of Course Exams (EOC) as defined under the rules of the State Board of Education under Texas Education Code 28.002, and the course description of the course in which students are receiving instruction.
- Prepare students to take the state mandated assessments.

They provide a minimum:

- Course credits leading toward a high school diploma.
- Instruction in reading, mathematics, and writing.
- Appropriate use of the GED exit option or access to a GED curriculum (AAE.)
- Modification and accommodation as appropriate to meet the needs of all students.
- A seven (7) hour school day.
- Tutorial, remedial, and literacy instruction as needed.

Special Needs Students

The DCJJAEP follows the special education and ESL regulations set forth in state and federal laws. Students with special educational needs receive educational and behavioral instruction from DCJJAEP certified special education teachers under the consultation of Diagnostic Assessment Services (DAS.)

English as a Second Language

The ESL Department adheres to the policies and procedures set forth by the Texas Education Agency. The goal of the ESL department is to provide support and instruction in the English language to all English Language Learners (ELLs) to help them become successful in the classroom and community. Please refer to the ESL Procedures.

Campus Duties and Responsibilities

It is the responsibility of the ACA/CA, Counselor, Registrar, Data Controller/Analyst to:

- Determine appropriate classroom placement for newly enrolled students.
- Follow up with Teachers and Case Workers (DCJJAEP & DRC) to ensure class schedules are being followed.
- Ensure that the Educational Service Delivery at AAE/DCJJAEP meets all federal and state guidelines and those educators are compliant as well as efficient in doing the required documentation.
- Follow all guidelines set forth by the Texas Education Agency.

Procedure: Maintaining Grade books and Entering Grades	August 2013
Education Procedure: # 1.0 Resource: Teacher Electronic TXEIS Grade Book, Teacher hard copy Grade Book	Frequency: Daily, Every 3 Weeks, Every 6 Weeks & End of Semester
Background Information: It is the responsibility of the Teacher to organize and maintain their Electronic TXEIS grade book and hard copy grade book according to policy and procedure. Grade books are subject to periodic spot checks for compliance at any time. All information needed to determine student progress toward mastery of STAAR/TAKS objectives should be included in the TXEIS grade book.	
Actor	Action Steps
Teacher	<p>NOTE: Both the Electronic TXEIS grade book and the hard copy grade book will act as the primary grade book of record.</p> <ol style="list-style-type: none"> 1. Hard Copy Grade Books <ol style="list-style-type: none"> A. Organize hard copy grade book in the following manner: <ol style="list-style-type: none"> 1. Teacher full name 2. Facility 3. Facility phone number/fax number 4. Room number 5. Students name 6. Grade(s) being taught (7th / 8th) 7. Term (School Year) 6 weeks/semester 8. Attendance recorded daily 9. Insert dates underneath days of the week B. Follow the following Electronic TXEIS Grade Book Procedures: <ul style="list-style-type: none"> - Download school year grade book (once every 3 weeks) - Verify students names in Electronic TXEIS grade book with class rosters (daily, weekly) - Input assignments weekly: daily lessons, activities, collaborative learning projects, pre/posttest, weekly test, end of course/semester test should be entered each six weeks - Input students grades every Tuesday and Thursday - Post students grades in TXEIS for progress reports and report cards 2. As students complete assignments and or assessments enter them into the TXEIS grade book. Note: All AAE/DCJJAEP Students must receive 3 grades per subject, per week, plus an assessment of the materials covered for the week for a total of 3 grades.

Teacher	<p>3. Grades will be determined in the following manner:</p> <p style="text-align: center;"><u>Grade Legend</u></p> <p>90 – 100 = A <i>Non-attendance for final = I (incomplete)</i> 89 – 80 = B <i>No Grade = NG</i> 79 – 70 = C <i>First day of class - E</i> 69 – below = <i>Failing</i> <i>Non-attendance = (absent) N</i> <i>Excuse absent = EA</i> <i>Excuse tardy = ET</i> <i>Transfer = TR/ Administrator authorization</i> <i>Withdrawal = W</i> <i>Transitional Exit = Ex</i></p> <p>4. Students enrolling the last week prior to the ending of a semester use the withdrawal grade for the 3rd/6th 6 weeks grade and also the withdrawal grade for the final grade unless notified to do other wise.</p> <p>5. Determining Grade Weights: Class work = 25% Test/Assessments = 25% Special Reports/Collaborative Assignments = 25% Participation = 25%</p> <p>6. <i>Uniformity of marking is important.</i> Ensure that assignments given are clearly labeled.</p> <p>7. Input at least 3 grades per week per subject. This does include a weekly assessment grade.</p> <p>8. Respect student privacy and confidentiality and only share grades with them in private.</p> <p>9. Contact parents when students are not making satisfactory grades, or anytime during the grading period that a student is doing unsatisfactory work /or is failing: All students will receive a Progress Report whether the student is failing or not at the end of the 3rd six weeks of a six week period. <i>Note: Contact of parents must be recorded on the classroom parent conference/call log sheet.</i></p>
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Procedure: Grading Daily Assignments and Assessments		August 2013
Education Procedure: # 2.0 Resource: Answer Keys, TXEIS Grade Book, Student's Selected Work Portfolio		Frequency: Daily, Weekly
Background Information: Teachers will be responsible for grading student classroom work and assessments on an ongoing basis. Students should receive regular feedback regarding their work. In addition, teachers will display student work as a positive affirmation in the classroom and outside their classroom on assigned bulletin boards. Student names are prohibited from being shown on their work.		
Actor	Action Steps	
Teacher	<ol style="list-style-type: none"> 1. Input into the TXEIS grade book at least 3 grades and or grade notations per subject, per week for each student in your class. The notations include weekly test grades. 2. For students that refuse to complete classroom work, or fail to complete assignments in a timely manner – input a 0 or enter the grade earned for the portion they complete. NOTE: Non-attendance considerations or participation in extracurricular activities may not be used in determining a student grade. 3. Enter a grade of "0" for students caught cheating on a test, or classroom assignment by inputting a 0 (Zero) and in notes in TXEIS document that the student was cheating. 4. Round grade averages to the nearest whole number. NOTE: A comment must be added on the progress report/report card for all failing grades. <p>Elementary & Middle Students: Grades are recorded as numeric scores Numeric scores can be translated into letter grades as follows: 90-100 = A 80-89 = B 70-79 = C 51-69 = Actual number grade earned 50 and below = 50 (not a letter grade)</p> <ol style="list-style-type: none"> 5. Grade all students work daily. 6. Input the grades into the TXEIS grade book daily. Review the graded work with students, then file only selected work in the students Selected Work Portfolio. 7. Ensure that grades for all students (in all subjects) taught receive a grade and that those grades are averaged on a weekly basis. <p>NOTE: Students with 10 or more absences for the semester do not receive credit for courses, but should receive a grade for those courses. For students who have been enrolled in a course for the entire marking period, determine the total amount of grades that the student should have received for a course and for that marking period; enter 0(Zero) for incomplete assignments that are required,</p>	

	<p>but not completed.</p> <p>For any assignments for which a 0 (Zero) for incomplete work was entered for any course: if a student at some later date before the final grade is assigned completes the assignment(s), the grade is entered in the relevant marking period (course) to displace the 0 (Zero), and the grade for that course/marketing period is automatically recalculated to determine the final grade.</p>
Ongoing Task	
Teacher	<ol style="list-style-type: none"> 1. Display students' graded work and projects in the classroom and on outside bulletin boards as a positive affirmation. Record conduct grades in the TXEIS grade book for each student.
CA/ACA	<ol style="list-style-type: none"> 2. Periodically check TXEIS grade books for compliance of this procedure. 3. Ensure the integrity of the grading system.

Procedure: Completing Report Cards and Progress Reports		August 2013
Education Procedure: # 3.0 (a) Resource: TXEIS Grade Book, Teacher Hard Copy Grade Book (Grades and Attendance)		Frequency: Mid way of a six weeks (3 rd week) End Six Weeks, End of Semester
Background Information: The DCJJAEP/AE Analyst/Registrar will assist the CA/ACA with the progress report/report card process. After teachers have posted all grades for every student and every course taught in their class, they are to inform (by email) the Analyst/Registrar.		
Actor	Action Steps	
Teacher	<p>For Progress Reports:</p> <ol style="list-style-type: none"> 1. Post TXEIS grades. 2. Receive Progress Report from the Analyst/Registrar. 3. Verify a Progress Report has been completed for each student in your TXEIS grade book and on your attendance roster. Be sure to: <ul style="list-style-type: none"> • Indicate steps for improvement using positive comments in the comment section of TXEIS • Mark the appropriate comment if a parent conference is needed. • Complete, sign and submit three-week progress reports to the appropriate Case Manager, so that the student's successful days can be entered in a timely manner (DCJJAEP) • Case Managers will make a copy and then return Progress Reports to DCJJAEP Registrar upon completion of entering days so that they are sent out in a timely manner. 4. Review Progress Reports for clarity and completeness. 5. After Progress Reports are reviewed – make copies for mailing <p>For Report Cards:</p> <ol style="list-style-type: none"> 6. Post TXEIS grades. 7. Receive Report Cards from Analyst/Registrar. 8. Verify a report card has been completed for each student in your TXEIS grade book and on your attendance roster. 9. Ensure that all students on your grade book receive a grade for the marking period. 10. Ensure that students with 9 days or more absences for the semester receive the actual grade that has been averaged for the work they have done. 11. Complete, sign and submit Report Cards to the Analyst/Registrar according to schedule, so that they are mailed out in a timely manner. 	

Procedure: Completing Report Cards and Progress Reports		August 2013
Education Procedure: # 3.0 (b) Resource: TXEIS Grade Book, Teacher Hard Copy Grade Book (Grades and Attendance)		Frequency: Mid way of a six weeks (3 rd week) End Six Weeks, End of Semester
Actor	Action Steps	
Analyst/Registrar	<p>For Report Cards:</p> <ol style="list-style-type: none"> 12. At the close of a six weeks reporting period, verify posted grades from each teacher according to the Report Card/Progress Report schedule. 13. Print Report Cards from TXEIS, and distribute Report Cards to teachers. If report cards are not complete, return them to teachers for correction and or completion. 14. Forward the completed reports cards to the CA/ACA Administrator for final review and signing. 15. After report cards are signed by the Administrator, ensure they are mailed and faxed to the districts according to schedule. 	
CA/ACA	<ol style="list-style-type: none"> 16. Review and sign all report cards, Progress Reports, & AARs (AAE). 17. Record progress/regress data from report cards in a spread sheet. 18. Review progress/regress data with Assistant Administrators at the end of each six weeks. 	

Procedure: Making Corrections to Report Cards		August 2013
Education Procedure: # 4.0		Frequency: As Needed
Resource: Grade Absences Correction Form, Report Card		
Background Information: NA		
Actor	Action Steps	
Teacher	<ol style="list-style-type: none"> 1. Discover that an incorrect grade or credit has been issued on a report card. 2. Complete a Grade-Absence Correction form and forward it to the Analyst/Registrar. 	
Analyst/Registrar	<ol style="list-style-type: none"> 3. After obtaining Grade Absence Correction forms, review them, then forward them to the CA/ACA for review and approval. 	
CA/ACA Analyst/Registrar	<ol style="list-style-type: none"> 4. Approve (sign off on) corrections that need to be made and return them back to the Analyst/Registrar. The Analyst/Registrar will enter the corrections in the TXEIS database, print them, and redistribute them back to the original teachers for their signature. 5. Ensure a copy of the corrected report card is placed in the student's education file. <i>A copy should go to the student's Case Manager/PO for their files.</i> 	
Analyst/Registrar	<ol style="list-style-type: none"> 6. Mail corrected report cards to the student's parent. Fax a corrected copy(s) to the student's respective district (home school - DCJJAEP). 	

Procedure: Developing a Classroom Management Plan and Maintaining a Classroom Management Notebook		August 2013
Education Procedure: # 5.0 Resource: <i>Current Classroom Roster, Rotation Schedule, Seating Chart, Bus Route Roster, Classroom Schedule, Rest Room Water Break Schedule, Computer Lab Schedule, Gym Schedule, Parent Phone List, Current Lesson Plan</i>		Frequency: Daily
Background Information: In the event the teacher is absent, a substitute will be able to step in, without significant interruption, and resume teaching the class. Teachers are required to maintain their Classroom Management Notebooks at all times.		
Actor	Action Steps	
Teacher	<p>1. Teachers will complete a Classroom Management Plan and a Classroom Management Notebook for each class. The Classroom Management Plan should consist of the following:</p> <ul style="list-style-type: none"> • Classroom rules • General procedures (beginning of the period, use of materials and equipment, ending the period) • Procedures during seatwork and teacher-led instruction (student attention during presentations, student participation, procedures for seatwork) • Procedures for student group work (use of materials and supplies, assignments of students to groups, student goals and participation, learning teams) • Current Lesson Plan <p>The Classroom Management Note Book will consist of:</p> <ul style="list-style-type: none"> • Current Classroom Roster • Assigned Seating Chart • Current Bus Route/Parent Pick Up/Dart Schedule (DCJJAEP) • Rotation - Class Schedule / Current Lesson Plan • Rest Room/Water Beak Schedule • Classroom Management Plan (Refer to Dean) <p>NOTE: Update the Classroom Management Note Book as needed.</p>	
Dean of Students	<p>2. Review/approve Classroom Management Plans</p> <p>3. Periodically, check Classroom Management Note Books to ensure compliance.</p>	

Procedure: Developing Lesson Plans		August 2013
Education Procedure: # 6.0 Resource: Lesson Plan Form		Frequency: Daily
<p>Background Information: It is the sole responsibility of the teacher to develop lesson plans for each subject taught in the class. The effective teacher develops lesson plans to provide direction toward the attainment of selected objectives. The more organized a teacher is, the more effective the teaching, and thus the learning.</p>		
Actor	Action Steps	
Teacher	<ol style="list-style-type: none"> 1. Individualize instruction and use a variety of instructional strategies to develop a sound Lesson Plan. 2. Ensure that Lesson Plans incorporate TEKS/TAKS/EOC objectives. 3. Modify Lesson Plans according to students Individual Education Plan (IEP). 4. Complete AAE/DCJJAEP Lesson Plan using the following 3 stages: <ul style="list-style-type: none"> Stage 1: Pre-Lesson Preparation <ul style="list-style-type: none"> • Learning Standard • TEKS/TAKS Objective(s) • Wide Focus Stage 2: Lesson Planning and Implementation <ul style="list-style-type: none"> • Materials Needed • Resources • Vocabulary • 5E's (Engagement, Explore, Explain, Elaborate, Evaluate) • Lesson Closure • Assessment • Differentiated Instructional Strategies) Modifications/Accommodations Stage 3: Post-Lesson Activities <ul style="list-style-type: none"> • Lesson evaluation and revision 5. Submit a copy of completed Lesson Plans to the CA/ACA as requested. <i>Keep a copy to place in the Classroom Management Note Book.</i> 	
CA/ACA	<ol style="list-style-type: none"> 6. Review Lesson Plans each week. Provide assistance to improve Lesson Plans as necessary. 7. Maintain a Lesson Plan folder. 8. Ensure that all teachers follow the Lesson Plan procedures. 	

Procedure: Maintaining Student Selected Work Portfolios		August 2013
Education Procedure: # 7.0 Resource: <i>Students Selected Work/Assessments, Student Work Portfolio (Test), Course Assignment, IEP</i>		Frequency: Daily
Background Information: Teachers are required to keep a record of student's academic progress as well as student's behavioral progress/regress. Student Selected Work/Behavior Portfolio's will be periodically checked for compliance.		
Actions	Action Steps	
Teacher Analyst/Registrar	<ol style="list-style-type: none"> 1. Create a Student Selected Work Portfolio for each student in your class. The Portfolio should have the following information in them: <ul style="list-style-type: none"> • completed work • assessment/test • academic rewards/recognition/accomplishments • Student requests/concerns 2. Maintain the Portfolio in a locked file cabinet. 3. File all completed graded work and behavior/incident/referrals in the Portfolio weekly. 4. On completion of the program (end of each six weeks), if the student transfers/withdraws: Place a rubber band around all of the contents in the Portfolio and forward it to the CA/ACA. 	
CA/ACA	<ol style="list-style-type: none"> 5. Conduct periodic checks (audits) to ensure compliance of this procedure. 	

Procedure: Special Education for AAE (<i>JJAEP not included</i>)	August 2013
Education Procedure: # 8.0 Resource: <i>Students Selected Work/Assessments, Student Work Portfolio (Test), Course Assignment, IEP</i>	Frequency: Daily
<p>Background Information:</p> <p>Students with disabilities are expected to receive the standard program provided by AAE, supplemented by specific additional specialized instructional and related services as specified in their IEP.</p>	

The following pages are the guidelines for providing services to students with disabilities specifically for the Academy for Academic Excellence.

The DCJJAEP guidelines are outlined on page 59.

AAE

Internal Self Auditing Procedures for the ARD Process

PRIOR to ARD

- Special Education district clerks will schedule ARD's for all campuses and send notices to special education teachers, campus administrators, ESL teachers and clerks.
- Clerks will make sure a class schedule and records are in cumulative folder for ARD.
- Special education teachers will review folders prior to ARD. ARD facilitator will be responsible for documentation in folder, making sure it is current and complete before the ARD is conducted. Special education TA will be responsible for obtaining BASI from Novanet teacher and ITBS score from folder. The information will be given to ARD facilitator to incorporate into ARD discussion of student's needs.
- Campus Administrator/Assistant Campus Administrator will make sure cumulative folder has a current schedule and graduation plan. They will take cumulative folder to ARD meeting.

ARD deliberation

- If the invitation letter indicates 3 attempts and no contact with parent has been made, the CA/ACA will verify contact numbers with student. Another attempt will be made to contact parents, and if no contact is made, the ARD will be proceed without parent present.
- During the ARD meeting, the Campus Administrator/Assistant Campus Administrator will verify that class schedules match (cumulative folder to schedule of services in ARD paperwork). If during ARD it is determined the student will be placed in fundamental classes, the ACA/CA will make revisions on the class schedule and give the draft to clerical staff for processing.

After ARD

- The clerk will revise the class schedule as needed immediately after CA/ACA gives them the copy of new schedule. They will then print 2 copies (1 for cumulative folder and 1 for special education folder) and give a copy to the special education teacher

for filing in folder. They will dispose of any previous schedules keeping only the latest schedule.

- The special education teacher will compare the new schedule with the schedule in the ARD paperwork to verify accuracy. Then they will file in the miscellaneous section of the special education file. The special education teacher will account for schedule verification by signing the authorization to view folder with statement indicating **schedule review**.
- The special education TA will keep an alphabetical daily log of all students who have gone through the ARD process. Every Monday they will give registrar an updated copy.
- The registrar will check list when a schedule is revised on TxEis and communicate to Special Education team if any revisions are done to special education students.

****The matching of class schedules in legal framework and cumulative folder service will be an internal ongoing monitoring item.**

AAE

District Procedures for the Admission, Review, and Dismissal Meetings

Temporary Transfer of Services

Incomplete Records

- If incomplete records are received prior to the Temporary/Transfer ARDs, the following areas should be discussed:
 - Demographics (Name, Address, Parent Information)
 - Procedural Safeguards
 - Accommodations
 - Adopt the accommodations utilized at the previous school
 - If needed, discuss and develop additional accommodations during the ARD
 - Assessment
 - TAKS information should be transferred and incorporated into the Temporary/Transfer ARD
- TAKS/STAAR Information will be discussed in-depth during the Annual/Placement ARD*
- Least Restrictive Environment (LRE)
 - The information from the previous school must be incorporated into the ARD. If the student was enrolled in fundamental/resource classes, then the IEP must also be adopted
 - If the student was not enrolled in fundamental/resource classes, then the student is mainstreamed
 - Always address harmful effects
 - Schedule of Services

NOTE: Information from previous school is not changed, hence Transfer of Services

Complete Records (Full and Individual Evaluation (FIE) included and current)

- Even if all of the records have been received prior to the ARD meeting, a Temporary/Transfer ARD will be conducted addressing the same areas as an ARD with Incomplete Records

- The FIE will be discussed *only* if the Diagnostician, Licensed Specialist in School Psychology, or the Speech/Language Pathologist (for speech only students) is present
- If the evaluation personnel is not present, records are considered incomplete
- An ARD with complete records can be changed to an Annual/Placement ARD only with the consent from evaluation personnel, special education director, instructional manager, and/or superintendent

No Records

- If no records have been received prior to the ARD, the following areas should be discussed
 - Demographics (Name, Address, Parent Information)
 - Procedural Safeguards
 - Accommodations
 - Discuss and develop accommodations during the ARD
 - Assessment
 - TAKS/STAAR assessment will not be as in-depth, but a statement should be in the minutes referring to determination of appropriate assessment during the Annual/Placement ARD. Remember:
TAKS/STAAR Information will be discussed in-depth during the Annual/Placement ARD
 - Least Restrictive Environment (LRE)
 - Since information has not been obtained concerning the student's ability, the student may be mainstreamed with in-class support to obtain an accurate assessment prior to Annual/Placement ARD
 - Address Harmful Effects
 - Schedule of Services

Annual/Placement ARD

- The Annual/Placement ARD must be conducted within 30 school days of the Temporary/Transfer ARD. Areas that should be addressed are
 - Demographics
 - Evaluation Information (Evaluation Personnel)
 - Consent for Assessment (If applicable)
 - Parental Input (If applicable)
 - Accommodations
 - Assessment
 - Least Restrictive Environment (LRE)
 - Harmful Effects
 - Schedule of Services
 - Individualized Education Plan (Goals and Objectives)
 - Student Progress
 - Related Services
 - In-Class Support
 - Transition (If student is 16 or will be before next Annual ARD)
 - Graduation Plan
 - Extended School Year Services
 - LPAC Information
 - Transfer of Majority (If student is 17 or will be before next annual ARD)

NOTE: Information concerning the specific needs of the student should also be addressed in the Annual/Placement ARD

Brief ARD

- The Brief ARD is to discuss specific areas that may need revising. It is an amendment to the Annual/Placement ARD. The following areas should be discussed during a Brief ARD
 - Demographics
 - Current school placement if student has transferred schools within district (i.e. Lone Star to Medlock/Youth Village)
 - Accommodations
 - Assessment
 - Least Restrictive Environment (LRE)
 - Harmful Effects
 - Schedule of Services
 - Specific area(s) of concern

IMPORTANT: Only revise the areas indicated on the Notice of ARD Meeting to the parents/guardians.

Failure ARD

- The Failure ARD is to address academic concerns and develop strategies to help the student succeed.
- It will be conducted as a Brief ARD, addressing failure.
- Failure ARD will be conducted if a student fails any six weeks grading period in the school year.

Waiver of ARD

If a student has transferred from and back to DCJJCS within thirty (30) days and the last documented information is from DCJJCS, if relevant, parent can be asked to sign a Consent to Accept Previous Information, waive the ARD, and continue with services specified in previous ARD.

AAE

District Procedures for Identification of Special Education Students

New/Intake Students

- Each day the campus Special Education Teacher's Assistant obtains the Initial Hearing/Intake list from the facility
- Each student's Home Language Survey and Enrollment Card are picked up from the campus clerk
- Campus SPED TA transmits student's information to the District SPED TAs for verification of special education services
- Once information is verified, District TAs communicate findings to the campus Special Education Team, Diagnosticians, and Director
- If applicable, District TAs schedule ARD for student

Enrolled Students

- General Education Teachers complete a referral for verification form and submit to campus Special Education Teacher's Assistant.
- Campus SPED TA gathers Home Language Survey and Enrollment Card for referred student.
- Campus SPED TA transmits student's information to the District SPED TAs for verification of special education services.
- Once information is verified, District TAs communicate findings to the campus Special Education Team, Diagnosticians, and Director.
- If applicable, District TAs schedule ARD for student.

AAE**District Procedures for On/Off-Campus Transfer of Folders****On Campus**

- Daily, the Campus Special Education (SPED) Staff/Teacher's Assistant will review the current and the previous day's roster or obtain list of transfers from facility for changes.
- As soon as changes are identified, campus SPED TA will communicate those changes to the Campus Special Education staff.
- Special Education Teacher will retrieve student's folder from previous General Education teacher and transfer to current General Education teacher.
- General Education teacher will sign the transfer log indicating receipt of information.

Off Campus

- Daily, Campus Special Education Staff/Teacher's Assistant will review the current roster for transfers to other facilities.
- Campus SPED staff/TA will communicate changes to the appropriate campus, District TAs, Diagnosticians, and Director.
- SPED staff/TA will relinquish file to the appropriate campus within 1-2 business days.
- Receiving campus will sign folder transfer form indicating receipt of information.

Procedure: Special Education for JJAEP		August 2013
Education Procedure: # 9.0 Resource: ARD, IEP, Recommendation for Assessment Form		Frequency: Daily
<p>Background Information: Students with disabilities are expected to receive the standard program provided by DCJJAEP, supplemented by specific additional specialized instructional and related services as specified in their IEP. Diagnostic Assessment Services will provide direction on delivering services to students with learning disabilities.</p>		
Actor	Action Items	
Case Review Committee Chair Case Manager/PO	<ol style="list-style-type: none"> 1. Receive the Referral to DCJJAEP information from the students sending school district. 2. During Case Review Committee (CRC) identify any students that have been marked as Special Education Instruction. 3. Ensure that any student identified Sp. Education Instruction has the following documents specifying the student's status as Special Education. The following documents must be present in the students file at the time of the CRC: <ol style="list-style-type: none"> a. Updated IEP b. Updated ARD c. Updated BIP d. Manifestation 	
Special Education Liaison	<ol style="list-style-type: none"> 4. If it is determined that any documents are missing from the Special Education file, the Special Education Liaison will notify the district representative that the student cannot be admitted until all proper paper work has been submitted. <p>If all records are present in the students folder:</p> <ol style="list-style-type: none"> 5. Forward the file to the CA/ACA of Education for review and placement of courses, or special services. 	
CA/ACA	<ol style="list-style-type: none"> 6. Upon receiving a Special Education file, review it to determine the proper course selection and classroom placement for the student. 7. Ensure that all Special Education students' IEP/BIP etc. are followed according to the law and that every effort is being put forth to assist the student toward making progress while in the program. 	
Teacher	<ol style="list-style-type: none"> 8. Receive students IEP. Modify lessons according to IEP. 9. Consult with Special Education Liaison for clarification, or direction in providing Special Education services to students. 	

Procedure: English as a Second Language	August 2013
Education Procedure: # 8.0B Resource: LPAC Forms, LPAC Manual	Frequency: Daily
<p>Background Information:</p> <p>The Academy for Academic Excellence Charter Schools District has carefully constructed local policies to ensure that non-native speakers of English receive the appropriate services pursuant to TEA Chapter 89. While the process for identifying and serving English Language Learners may differ from campus to campus, the policies will be uniform district-wide.</p>	

If a student is identified as an English Language Learner and the Parent or Authorized Juvenile Facility Worker consents to the student's participation in the ESL Program, the student will receive services based on their individual needs. The goal of the ESL program is to increase the proficiency levels of English Language Learners in the areas of listening, speaking, reading, and writing so that they may acquire the academic language necessary to achieve academic success.

English Language Learners who meet Exit Criteria according to the standards set forth by the State will be exited from the ESL program and monitored for 2 years.

All LPAC members and Academy for Academic Excellence Charter Schools' employees are expected to adhere to all Federal, State and Local Regulations that govern Bilingual/ESL Programs as it relates to educating English Language Learners.

Please note the local policies are to be followed in addition to the policies prescribed by the state in the Annual LPAC Framework Manual.

LPAC Membership, Training, & Duties

LPAC Membership:

- The LPAC of each campus shall include the ESL Teacher, Campus Administrator, an Authorized Juvenile Facility Worker (Probation Officer, Facility Superintendent, etc.), and a SPED Teacher when necessary.
- The Authorized Juvenile Facility Worker will serve as the parental representative of LEP students as long as she/he is not employed by the AAECs School District.
- If a student is ESL and SPED and the ESL Teacher is dual certified (ESL/SPED), an additional SPED Teacher will not need to attend the LPAC meeting.
- Any additional members to the LPAC will be added at the discretion of the Instructional Assessment Coordinator/ESL Director.

LPAC Training:

- All members of the LPAC will receive annual training on the LPAC process at the beginning of the new school year.

LPAC Duties:

- In addition to the LPAC duties as prescribed in Chapter 89.1220, the LPAC Chair will be responsible for notifying all General Education Teachers of each ELL students' Proficiency Language Descriptors in the Domains of Listening, Speaking, Writing and Reading.
- Students that receive a Composite Score of Beginning or Intermediate on the TELPAS are required to receive TELPAS Intervention Tutorials, whereby the ESL Teacher or Teacher Assistant (under supervision of the ESL Teacher) provides Intensive English Instruction to the student. The LPAC will determine the appropriate amount of time that each student will receive such instruction.
- A member of the LPAC is required to attend the ARD meeting of any student that is classified as ESL/SPED. A member from the LPAC (in most cases, the ESL Teacher) will collaborate with the ARD members to determine if any changes to the ESL Exit Criteria Standards as prescribed by the State should be made.

ESL Teacher & Teacher Assistants Responsibilities

- ESL students 8th grade and under shall receive daily inclusion services in accordance with the length of the ELA class from a State of Texas Certified ESL Teacher.
- Certified Content Area Teachers and Special Education Teachers that are also certified in ESL will be responsible for providing ESL services to any student in their classroom that is 8th grade or below and has been identified as LEP.
- All ESL Teachers will keep an updated Inclusion Log for each ELL student.
- A uniformed, comprehensive roster will be updated and posted by Friday of each week on the K:Drive/CharterSchools/ESL/Rosters for each campus.
- ESL Teachers will be responsible for scheduling and facilitating all LPAC meetings for any student that has indicated a language other than English on the Home Language Survey; even if the student has been classified as NOT-ESL.
- ESL Teacher Assistants will be responsible for maintaining the correct information in both the cumulative files and copy files. In the absence of a Teacher Assistant, the ESL Teacher will be responsible for maintaining all files.
- ESL Teachers and Teacher Assistants duties will not be neglected for any other duties.

LPAC Documentation Process & Procedures

LPAC Paperwork:

- ESL Teachers will ensure that all LPAC Documentation forms are filled out completely.
- ESL Teachers will ensure that all "LPAC Documentation Form" (Date of LPAC) and the Parental Consent form reflect the same date.
- ESL Teachers/Teacher Assistants will keep a compilation of all LPAC Documentation and Assessment information in the student's cumulative file as well as in a copy file.
- ESL Teachers/Teacher Assistants shall send a Notice of Placement Letter to the parents of every student enrolled in the ESL Program.
- The student's ESL Program "original" documentation forms (this includes all assessments) shall be placed in the student's cumulative file in the section marked "ESL Information". The ESL Teacher/Teacher Assistant will ensure that the "ESL Information" is placed in the cumulative file. The "ESL information" should include:
 - Cover Sheet
 - HLS
 - Parental Consent Letter (signed and dated with permission granted or denied box clearly indicated,)
 - Current Year Forms (LPAC doc form, EOY, TELPAS Writings etc.)
 - End of The Year Form (when applicable)
 - Previous Year LPAC, TELPAS, etc. Forms
 - Notification of Exit (when applicable)
 - Six Weeks Review Form
 - Monitored Students Review Form (when applicable)
 - TELPAS/TAKS scores
 - WMLS Test and Scores or Home School OLPT Scores
 - ITBS Scores (when applicable)
 - Home School Records indicating student is LEP, NOT-LEP or a Monitored Student (only when continuing services from home school)
- If a student is withdrawn from a campus and transfers to a campus within the DCJJCS district, the ESL Teacher at the outgoing campus will send an email notifying the ESL Teacher at the receiving campus.
- If a student is withdrawn from a campus and transfers out of the district, the ESL Teacher at the outgoing campus should forward the file to the District ESL Director's Office.
- If changes are made to a SPED/ESL student's Exit Criteria during an ARD meeting, the changes must be documented on a "Revised" LPAC Initial Documentation Form.

Inclusion Logs:

- ESL Teachers are responsible for keeping daily "Inclusion Logs" for all English Language Learner that are in grades 3-8. The Comments section should only reflect information that pertains to services provided by the ESL Teacher or the student's performance in the classroom.
- ESL Teachers/Teacher Assistants are responsible for keeping an updated "TELPAS Intervention Log" for each English Language Learner.
- ESL Teachers/Teacher Assistants should keep a binder of all Inclusion Logs.
- When a student is withdrawn from a campus, the ESL Teacher/Teacher Assistant should place a copy of the Inclusion Logs in the copy file and forward it to the next campus or to the Central File Office (ESL Director's Office).

TELPAS:

- All ESL Teachers will serve as TELPAS Administrators at their respective campuses.
- All Teachers will complete all TELPAS Rater requirements as prescribed by TEA.

Procedure: Coordinating Program Sponsored Field Trips or Outings		August 2013
Education Procedure: # 10.0 Resource: Parent Notification/Approval Slip (meal plan, trip purpose, staffing and educational schedule)		Frequency: As Needed
<p>Background Information:</p> <p>All DCJJAEP sponsored trips must be approved by the DCJJAEP Administrator. A two week notice is required before approval to take students off campus is granted. All submissions for program sponsored trips must include the following information: (parent approval and notification of the trip, a meal plan for students, destination and phone number of the establishment, a list of students and staff attending, time of departure/arrival and a check list that indicates all student(s) parent home/cell phone numbers, student medical conditions, staff cell phone numbers, brief plan for classroom coverage and any cost associated with the trip. Under no circumstances will a student be allowed to participate in an off-campus trip if his/her behavior has been, or is subject to being unacceptable.</p>		
Actor	Action Steps	
All Staff	<ol style="list-style-type: none"> 1. Submit a request for a field trip to CA/ACA at least two weeks prior to the trip. <p>Ensure that you have included all the specifications listed in the background information.</p>	
Teacher	<ol style="list-style-type: none"> 2. For teachers: Ensure that you include in your request the required/detailed information regarding the trip. 3. Inform students going on the outing that Student Code of Conduct and Transportation Bus Rules apply. <p>NOTE: Students with attendance or behavior issues are strictly prohibited from going on an outing without the Administrator approval.</p>	
CA/ACA	<ol style="list-style-type: none"> 4. Review all request for field trips and outings. Ensure parent permission slips are all signed and that there are adequate phone/contact numbers for staff going on the trip as well as for parents of the students on the trip. 5. Notify the Deputy Director at least a two week prior to the outing and provide information as needed. 6. Review classroom coverage and academic schedules to ensure coverage of classes whose students will not be attending the outing. 7. Return the approved Field Trip form back to the teacher/staff within one week from the date of the request. 8. Ensure that vans or adequate transportation is ready. 	

Procedure: Managing Student Behavior		August 2013
Procedure # 11 <i>Resources: Incident/Behavior Reports, Referrals to Case Manager/PO, Chronological Behavior Records</i>		Frequency: Daily
<p>Background Information: It is the policy and practice of the AAE/DCJJAEP to provide a behavioral management system that teaches students how to behave appropriately as well as provide consequences when their behavior violates established rules. Likewise, students will be rewarded for good behavior and exhibiting positive pro-social skills. All staff will be responsible for managing student's behavior and ensuring that students follow the Student Code of Conduct.</p>		
Actor	Action Steps	
All Staff	<ol style="list-style-type: none"> 1. When improper student conduct obstructs or disrupts classes or other school activities or operations, or when the safety of members of the school community is endangered by threats of violence or violent acts, staff may take the following courses of actions: <ul style="list-style-type: none"> • De-escalation of the behavior • Refer the student to the JSO • Behavior Intervention Specialist (DCJJAEP/DRC) • Refer the student to his/her Case manager/PO (DCJJAEP/DRC) • Schedule and conduct a parent conference (DCJJAEP/DRC) *Case Managers should be involved in all scheduled parent conferences • Refer the student to his/her Probation Officer (Case Managers/Probation Officers will be responsible for the correspondence between a DCJJAEP student's PO) as applicable(DCJJAEP/DRC) • Refer the student to a Behavior Intervention Specialist • Refer to the Dean of Students • Refer the student to the Sheriff Officers 	

Procedure: Completing Incident and Behavior Reports		August 2013												
Procedure # 12.0 <i>Resources: Incident/Behavior Report Forms</i>		Frequency: Daily												
Background Information: An Incident / Behavior Report should be written when staff becomes aware that a student has allegedly committed a major or minor infraction of the Student Code of Conduct. Incident Reports will be completed immediately after the incident occurs. Behavior Reports should be completed as necessary and submitted for review as they occur.														
Major Infractions (not limited to the following):														
<table border="0"> <tr> <td>Fighting/Assault</td> <td>Injury to student or staff</td> </tr> <tr> <td>Alleged abuse/neglect of a student</td> <td>Safety rule violation: false alarm</td> </tr> <tr> <td>Inciting a riot</td> <td>Hazing / Bullying</td> </tr> <tr> <td>Terrorist threat</td> <td>Sexual Misconduct</td> </tr> <tr> <td>Vandalism</td> <td>Extreme verbal abuse</td> </tr> <tr> <td>Possession of a weapon, or prohibited contraband</td> <td></td> </tr> </table>			Fighting/Assault	Injury to student or staff	Alleged abuse/neglect of a student	Safety rule violation: false alarm	Inciting a riot	Hazing / Bullying	Terrorist threat	Sexual Misconduct	Vandalism	Extreme verbal abuse	Possession of a weapon, or prohibited contraband	
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Actor	Action Steps													
Any Staff	1. Complete an Incident Report (immediately (1-2 hours) after an incident has occurred): NOTE: All incident/behavior reports shall contain the following information and must be forwarded to the Behavior Intervention Specialist for review prior to leaving for the day: <ul style="list-style-type: none"> • Who was involved • When did it happen • The violation that allegedly • Where did it happen • What action was taken (Intervention made by the staff before and after the incident) • What happened, or comments 													
Behavior Intervention Specialist/JSO Supervisor	2. Review all Incident and Behavior Reports - complete an investigation and document findings. Within 24 hours, forward a copy of all incidents (2 hours) /behavior reports (24 hours) to the following individuals: <ul style="list-style-type: none"> • CA/ACA • Case Worker/PO 3. If the incident involves a staff member, refer the staff member to the CA/ACA for investigation inquiry. 4. In the event of a restraint – instruct the staff member to complete a Restraint Report and submit it along with the Incident Report.													
Case	5. After receiving all Incident / Behavior Reports, determine													

<p>Manager/ P.O.</p>	<p>whether the student who the report(s) is written on – should earn an unsuccessful day in the program for committing the alleged infraction(s).</p> <p>6. Document the “unsuccessful day” by entering it into the electronic database.</p> <p>7. Counsel with the student as needed regarding his/her behavior.</p> <p>NOTE: For all incident reports written where you suspect abuse and neglect of a student has taken place – immediately report it to the Quality Administrator for investigation.</p>
<p>Dean of Students</p>	<p>8. Review all incident reports and investigate as needed. Ensure that incidents are handled according to TJJJ standards. All incident reports should be filed in the incident report notebook.</p>

INCIDENT REPORT PROCEDURES

The following guidelines/procedures will dictate the writing and reporting of all Incident Reports:

ALL STAFF SHOULD KNOW THAT:

1. All incidents must be deemed major infractions of the Student Code of Conduct, or violate a state / local law in order for a student to receive an Incident Report.
2. Incidents involving injury to a student, or staff must be reported immediately to the CAJACA. All Incidents of abuse and or neglect will be investigated and reported to Texas Juvenile Justice Department, or Texas Department of Family and Protective Services.
3. Incidents involving a restraint will be reported immediately to the Behavior Specialist and the Dean of Students. All restraints will be investigated. A Restraint Report must accompany an Incident Report. All other incidents must also be reported immediately.

For example: If two students have a fight and one of the students in the fight cuts his arm, the CAJACA needs to know immediately.

4. De-escalation should be used at ALL TIMES to avoid, or defuse major incidents.
5. Restraints will be used as a LAST RESORT and must never be done alone if it can be avoided.
6. All Incident Reports will be written completely, legibly, and correctly. Falsification of Incident Reports will be subject to disciplinary action.
7. Incident Reports are subject to subpoena and /or review by law enforcement officials, judicial bodies and Dallas County Administration.

I have read, understand and will comply with the above revised Incident Report procedures and guidelines.

Employee Name

Date

Employee Signature

Date

Procedure: Escorting Students & Conducting Restroom / Water Breaks	August 2013
Procedure: # 13.0 **Facility policies will supersede directives in this section Resource: N/A	Frequency: Daily
<p>Background Students are prohibited from walking the building unescorted by a staff member. All staff when escorting students should prompt students with teaching interaction and reinforce escorting rules.</p>	
<p>Teacher/TA All Staff</p>	<ol style="list-style-type: none"> 1. Before moving student(s) from one location to the other, ensure that the line is straight and quiet before moving. <p>Hallway Safety Movement:</p> <ol style="list-style-type: none"> 2. To create a safe hallway, students should have their front and back pockets checked by staff before entering the hall. 3. While students are in the hall they should be instructed to: <ul style="list-style-type: none"> • Look straight ahead and not into classrooms or at other students in the hallway • Walk quietly without making any noise • Remain in a straight line (single-file) and to the designated area of the hall 4. Student must remain in staff's line of sight at all times. Staff should: <ul style="list-style-type: none"> • Position themselves with one staff midway of the line and the other staff at the end of the line. If there is only one staff, that staff should remain at the back of the line • Prompt students to stop at each corner <p>During Restroom Breaks (DCJJAEP & DRC):</p> <ol style="list-style-type: none"> 5. Follow the escorting procedures as outlined above. 6. Staff – check restrooms for graffiti and or other damages before and after your students use it. 7. All students should enter and exit the restroom one at a time, or no more than 3-4 at a time. 8. If students are disruptive, return them to class until they are ready to follow hallway / restroom rules. 9. Take students to the restroom and to get water only when it is your scheduled time (see Restroom/Water Break schedule).

Procedure: Managing Student Arrival (DCJJAEP/DRC)		August 2013
Procedure # 14.0 Resources: Z-Racks/Coat containers (marked by classroom), Rubber gloves, Key bags, Medal detector, Hand-held Wands Two-Way Radios		Frequency: Daily
<p>Background Information: Arrival and Dismissal are the most important times of the day. Students are required to enter and exit the building in a quiet and orderly manner. Behavior Specialist's are responsible for overseeing the Arrival and Dismissal process. This includes: ensuring that there is adequate coverage by JSOs to conduct a smooth arrival and dismissal, dealing with behavior problems as they may arise during these times and ensuring that Arrival and Dismissal staff have adequate resources to do their job.</p>		
Actor	Action Steps	
Behavior Specialist's	<p>Arrival:</p> <ol style="list-style-type: none"> 1. At 8:30 am, announce over the school intercom system for staff to report to their arrival post (i.e. hall way, or male/female search area). 2. Monitor entry area and male/female search area to ensure order and consistency of the arrival/search procedure. 3. Handle student misbehaviors as necessary. 4. Check medal detectors, hand held wands and 2way radios to ensure proper working condition. Issue radios to staff that will need them to conduct arrival. 	
Assigned Staff Sheriff Officers	<ol style="list-style-type: none"> 5. Report to your post five to ten minutes prior to the start of arrival. The following areas should be covered: <ul style="list-style-type: none"> • Hall ways • Student entry doors (front and back) • Male/Female search areas 6. Sheriff Officers should be posted at the front and back entry areas of the school. All major violations during arrival should be referred to Sheriff Officers ASAP. 7. Outside Bus Monitor – will monitor the students getting off of the bus and instruct them to line up to enter the building. 8. As students enter the building to be searched, they should be instructed to: <ul style="list-style-type: none"> • Remain in a single file line • Submit their keys • Remove their belt and coat before going through the metal detector • Remove shoes 	

Assigned Search Team Staff	<p>Searching/During Arrival:</p> <p>9. As students enter the search room, they should be instructed to:</p> <ul style="list-style-type: none"> • Place all objects in their pockets on the contraband table • Place shoes, belt and coat on the contraband table to be checked. <u>Coats, jackets, etc. should be hung on the Z-Rack of the homeroom class the student is assigned to (high school students in the assigned barrels).</u> <p>10. Instruct students to go through the metal detector. If the metal detector goes off, the student should be checked with a hand-held wand before proceeding on to a searcher.</p> <p>11. All students will receive a basic pat-down search after going through the metal detectors. A basic pat-down search shall not be invasive or cause discomfort to a student. Check the following:</p> <ul style="list-style-type: none"> • Mouth, ears, and hair • Student will turn backwards with arms extended (vertical) with open palms; collar, torso waistband, pockets, both legs and both feet should receive a complete pat down. <p>12. Female students will only be searched by female staff. During a search of a female student; have the student pull her bra forward to check for contraband.</p> <p>13. All contraband items except money in the amount of \$3.00 will be confiscated and forwarded to the Behavior Specialist.</p> <p>14. After a complete search is over, instruct students to tuck in their shirt, put on their shoes and belt – and proceed down the hall to class.</p>
Hall Monitors	<p>15. Ensure that students remain to the right side of the hall while walking to their classroom. There should be no talking, stopping for water, or socializing in the hall.</p>
Assigned Early Staff	<p>Early Arrival Students:</p> <p>16. Early arrival begins at 7:30AM. All students arriving at this time will be instructed to remain in the designated area with assigned staff until official arrival search begins.</p>
Behavior Specialist	<p>1. At 8:00 a.m., early arrival students should be escorted to their designated search area. There will be two staff (one male, one female) waiting to greet students in the search area. Students should be searched and then placed in designated room until it is time for them to be escorted to their homeroom class.</p> <p>NOTE: Female students will be searched by a female staff and male students by a male staff. At no time should a male staff be left alone in the building with a female student.</p>

Procedure: Managing Student Dismissal (DCJJAEP)		August 2013
Procedure # 15.0 Resources: Z-Racks/Coat containers (marked by classroom), Key bags, 2-WAY Radios		Frequency: Daily
<p>Background Information: Arrival and Dismissal are the most important times of the day. Students are required to enter and exit the building in a quiet and orderly manner. Behavior Specialist's is responsible for overseeing the morning arrival and dismissal of students. This includes: ensuring that there is adequate coverage by JSO's to conduct a smooth arrival and dismissal, dealing with behavior problems as they may arise these times and ensuring arrival - dismissal staff have adequate resources to do their job.</p>		
Actor(s)	Action Steps	
Behavior Specialist's JSO's CA/ACA Outside Monitor Bus Case Managers	<p>Dismissal:</p> <ol style="list-style-type: none"> 1. Prior to announcing for hall monitors to report to their post positions; coordinate with the Behavior Specialist to make sure dismissal is ready to take place. The following should occur: <ul style="list-style-type: none"> • Students coats/keys should be returned to them in their homerooms • Parent pick-up list should be generated • All parent pick-up students should remain in class • Designee (calling bus routes should be in position) 2. At 3:45 pm, announce over the school intercom system for staff to report to their dismissal post (i.e. hall way, classroom). 3. Monitor halls and classrooms to ensure teachers and teacher assistants are prepared for dismissal. Students should be engaged in <i>Sustained Silent</i> reading. 4. At 4:00 PM, the designee will radio to the hall monitors to send out the first 2-3 bus routes. 5. Teachers / JSO's – line up all students for the first 2-3 bus routes called and send them out into the mail hall to catch their bus. 6. Once all bus routes have been called, announce for the students who ride public transportation (Dart) to be dismissed. 7. Behavior Specialist, or designee – line up public transportation (Dart) students. All students riding Dart must sign out each day on the <u>Dart Sign-Out Roster</u> (Return all radios to Behavior Specialists). 	

Procedure: Managing Student Dismissal (DRC)		August 2013
Procedure # 15.0B Resources: Z-Racks/Coat containers (marked by classroom), Key bags, 2-WAY Radios		Frequency: Daily
<p>Background Information: Arrival and Dismissal are the most important times of the day. Students are required to enter and exit the building in a quiet and orderly manner. JSO's are responsible for overseeing the morning arrival and dismissal of students. This includes: ensuring that there is adequate coverage to conduct a smooth arrival and dismissal, dealing with behavior problems as they may arise these times and ensuring arrival - dismissal staff have adequate resources to do their job.</p>		
Actor(s)	Action Steps	
Behavior Specialist JSO's CA/ACA Teachers/TA's Case Managers	Dismissal: <ol style="list-style-type: none"> 1. JSO's, Teachers & Case managers will make sure that the following procedures will take place during dismissal <ul style="list-style-type: none"> • Students coats/keys should be returned to them during 6th period • Parent pick-up list should be generated • All parent pick-up students will remain in class 2. At 3:10p.m. Teachers/T'A's will prepare for dismissal. Students will be engaged in Silent Reading 3. At 3:15p.m. Teachers/JSO's/Case mangers – line up all public transportation students (DART) to be dismissed. 4. At 3:19 p.m. students will be escorted by the JSO staff over to the DART bus stop. 	

Procedure: Referring Students to After School Detention (DCJJAEP/DRC)	August 2013
Procedure: # 16.0 Resource: ASD Referral Form, 3 Behavior Reports, ASD Sign-In Sheet	Frequency: As Needed
<p>Background</p> <p>A student is referred to ASD after they commit three minor infractions of the Student Code of Conduct. ASD will begin at 4:00 pm and end promptly at 5:00 pm. Minor infractions of the Student Code of Conduct include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Sleeping in class • Out of dress code within the proceeding number of days • Not following instructions • Cursing • Refusing to participate in activities • Persistent misbehavior <p>When students are referred to ASD, their parents must be contacted and a detailed reason(s) for the ASD must be given to them. In addition, parents must give detailed information as to how the student will be getting home (i.e., permission to ride the DART Bus, alternative relative will be picking them up, etc.) Under no circumstance will a student be given ASD without first knowing how the student will get home. All ASD referrals will be submitted to the Behavior Specialist/on duty Case Worker by 2:45 PM each day. If an ASD referral is submitted after 2:45 PM, the student will serve his/her ASD on the next day. All ASD referrals must be approved by a Behavior Specialist. If a BS is not available, ASD can be approved by a CA, ACA, Case Manager/ Probation Officer. Note: <i>Students may not serve more than 3 days of After School Detention at a time without the permission of the Campus Administrator.</i></p>	
Teacher JSO Staff	<ol style="list-style-type: none"> 1. Write a Behavior Report on a student when they commit minor infractions of the Student Code of Conduct 2. On the 3rd Behavior Report, complete an ASD Referral and forward a copy to a Behavior Specialist along with the Behavior Reports. 3. Contact the student's parent/guardian and inform them of the ASD Referral. 4. Document the parental notification of ASD Referral. 5. At 4:00 pm, escort the student(s) to the ASD. <i>If you need assistance with escorting students, contact a Behavior Specialist.</i> 6. The teacher/JSO will arrange to have ASD conducted.
Behavior Specialist	<ol style="list-style-type: none"> 7. Approve ASD Referrals as needed. 8. Follow-up with Teachers/TA to ensure that all paper work has been completed correctly, including parents being notified and identifying the student(s) way to get home. 9. Refuse any ASD referrals that are incomplete, or when there no documentation a parent/guardian has been informed of an ASD.

<p>Teacher/JSO ASD Monitor</p>	<p>10. Ensure that there are adequate supplies for students to complete their ASD (i.e., copies of the Student Code of Conduct, paper, pencils, etc.).</p> <p>11. As students arrive to ASD, instruct them to sign the ASD Sign-In Sheet. At the end of ASD, place the original copy of the ASD Sign-In Sheet in the Behavior Specialist's mail box.</p> <p>12. During ASD, be sure to counsel students about the behavior that warranted them being referred to ASD:</p> <ul style="list-style-type: none"> • Classroom behavior • Dress Code • Persistent misbehavior etc. <p>13. Forward a copy of the ASD Referral to the students respective Case Worker/PO.</p> <p><i>NOTE: Case Managers must receive a copy of all legitimate Behavior Reports.</i></p>
<p>Dean of Students</p>	<p>12. Monitor ASD process to ensure compliance.</p>
<p>Case Manager/ PO</p>	<p>14. Counsel with students on your case load who are repeatedly referred to ASD. Enter a deduction of Good Days for every 3 serious behavior reports, as necessary.</p>

Procedure: Referring Students to in-school suspension (ISS) (DCJJAEP/DRC)	August 2013										
Procedure: # 17.0 Resources: <i>Incident Report, Student Classroom Work, ISS Referral Form, Phone Log</i>	Frequency: On going										
<p>Background Information: (ISS) In School Suspension is a highly structured entity of the school program and should be used as a last resort to remove a student from the classroom. The ISS Coordinator is responsible for overseeing ISS. Staff should use every available resource at their disposal before referring a student to ISS. If referred to ISS, students are expected to complete the ISS program before being returned to their class.</p> <p>The following incidents warrant an ISS Referral:</p> <table border="0"> <tr> <td>a. Fighting (depending on officer referral)</td> <td>f. Gang Related behaviors</td> </tr> <tr> <td>b. Repeated noncompliance with classroom rules</td> <td>g. Hazing</td> </tr> <tr> <td>c. Verbal abuse of staff, students, or visitors</td> <td>h. Cheating</td> </tr> <tr> <td>d. Gambling</td> <td>i. Dress Code Violations x3</td> </tr> <tr> <td>e. Possession of contraband</td> <td></td> </tr> </table>		a. Fighting (depending on officer referral)	f. Gang Related behaviors	b. Repeated noncompliance with classroom rules	g. Hazing	c. Verbal abuse of staff, students, or visitors	h. Cheating	d. Gambling	i. Dress Code Violations x3	e. Possession of contraband	
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d. Gambling	i. Dress Code Violations x3										
e. Possession of contraband											
Actor	Action Steps										
Staff	<ol style="list-style-type: none"> 1. Write an <i>Incident Report</i> on any student that commits a major infraction of the Student Code of Conduct. 2. If the incident warrants a referral to ISS, complete an <i>ISS Referral</i> form and submit the Incident Report and ISS Referral form to the Behavior Specialist. 										
Behavior Specialist	<ol style="list-style-type: none"> 3. Investigate all incident reports and ISS referrals to determine if a referral to ISS is warranted. If the incident warrants a referral to ISS, sign off on the referral and indicate the number of days the student(s) must serve in ISS: If a student is referred to ISS after 10:45 a.m.: <ul style="list-style-type: none"> • Have a JSO to escort the student(s) to ISS. • Instruct the JSO to ensure that the student's classroom assignment work accompanies the student to ISS. • Make adequate copies of the incident report and ISS referral form for the students: Case Manager/PO <p>NOTE: <i>Case Worker/PO must enter all serious behavior/incident reports written on their students into the database.</i></p> 										
JSO	<ol style="list-style-type: none"> 4. Ensure that all student(s) referred to ISS sign the ISS sign in Log. 										

Procedure: Referring Students to ISS (ISS) (DCJJAEP/DRC)		August 2013
Behavior Procedure: # 7.0 (a) Resources: <i>Incident Report, Student Classroom Work, ISS Referral Form, Phone Log</i>		Frequency: On going
Floating JSO	<p>5. Follow the curriculum for teaching/monitoring the ISS classroom. Adhere to ISS classroom schedule as it is written.</p> <p>6. Maintain a file on each student referred to ISS. Each student's file <i>must</i> contain the following information:</p> <ul style="list-style-type: none"> • Incident Report • ISS Referral Form • Complete ISS Referral Packet <ul style="list-style-type: none"> - Behavior Contract - Behavior Goals - ISS Journal Entry - Student Behavior Work Sheet <p>7. During dismissal, dismiss students from the ISS classroom.</p> <p>8. Ensure that ISS has adequate resources to function on a daily basis.</p>	
Teacher/JSO	<p>9. Send adequate classroom work for your student(s) to complete while in ISS</p> <p>10. Visit your student(s) while they are in ISS at least once to ensure they are completing their assigned classroom work and to answer any questions they may have about an assignment. Encourage your student so that when they return to the classroom they are more subject to comply with classroom rules.</p>	
Case Manager/PO	<p>11. Monitor all incident reports/office referrals and /or ISS Referral Forms for students on your assigned caseload.</p> <p>12. Visit and counsel students on your caseload that have been referred to ISS as time permits. Document all counseling sessions in the student's master file (under behavior).</p>	
Dean of Students	<p>13. Monitor the ISS process to ensure compliance of the procedures.</p>	

Procedure: Responding to Emergency Situations		August 2013
Procedure: # 18.0 <i>Resources: Emergency Response Manual, Incident Report Form, Classroom Roster, Flash Lights, First Aide Kits, Classroom Phone Log</i>		Frequency: On going
Background Information: An emergency can strike at any time. It is important that we are ready to respond in the event an emergency situation should happen on our campus. Administration, staff, students and visitors must be aware at all times.		
Actor	Action Steps	
All Staff, Students, and Visitors	<ul style="list-style-type: none"> • Administration must be prepared to respond to any emergency situation and follow the protocol of the schools emergency response guide. • Staff is responsible for acting as role models for our students and providing direction and instructions that would prevent chaos, which often leads to harm. • Students must act appropriately during an emergency (listen and follow all instructions) • Visitors must act responsibly, listen and follow instructions. <p>NOTE: For further information regarding emergency response, read and follow the DCJJAEP Emergency Response Guide.</p>	

Procedure: Suspending Students from Campus (DCJJAEP/DRC)	August 2013
Procedure: # 19.0 Resources: Incident/Behavior Report, Level System Information, Parent Conference Documentation, ISS, ASD Referrals	Frequency: On going
<p>Background Information: After all behavior interventions have been exhausted, a student will be expelled from the DCJJAEP/DRC for (3) days per offense. The following interventions are as follows:</p> <ul style="list-style-type: none"> • Behavior/ Incident/Bus Reports • Parent Conference held by the students Case Worker • Sheriff Officer conference • At least 1 referral for After School Detention, In School Suspension • Any major violation of the Dallas County DCJJAEP/DRC Student Code of Conduct <p>Note: Only the Dean of Students will have the authority to suspend a student from campus.</p>	
Actor	Action Steps
Staff	1. Submit all incident/ behavior reports, referrals for ISS, ASD, bus suspensions and documentation of parent conferences to the Dean of Students.
Case Worker	2. Review and investigate all reports submitted on the student(s) behavior. If you feel the student(s) behavior may warrant suspension; submit the behavior information to the DCJJAEP Administrator for review and a final disposition. 3. Schedule a meeting with the Administrator and bring the student to the meeting. 4. If the students behavior warrants suspension; contact the parent and inform them of the decision.
Dean of Students	5. Review all behavior information for compliance of Dallas County Policy and Texas Juvenile Justice Department Compliance Standards. 6. If the student(s) is suspended, complete a suspension letter and mail it to the student's parent/guardian. 7. Ensure a copy of the suspension letter is filed in the behavior section of the student's permanent file.
Attendance Clerk	8. Receive a copy of the student(s) suspension letter from the Administrator. Ensure the students attendance is properly coded as "unexcused absence".

Procedure: Request for Information from Juvenile Probation Officers / Outside Entities	August 2013
Procedure # 20.0 Resources: <i>Incident/Behavior Report Forms, Academic Reports etc.</i>	Frequency: Daily
Background Information: An outside entity such as Dallas County Juvenile Department, School District and Law Enforcement Agency can request reports and other records. However, no information is to be released to any other outside agency, or entity with-out the permission of the CA/ACA, or designee. It is normal practice for the DC-Juvenile Department Probation department to request records such as student incident/behavior reports, birth records, academic records, and immunization/health records.	
Actor	Action Steps
Staff	1. Seek permission to forward student information to outside entities when you are unsure whether, or not to do so.
Case Manager/PO Analyst/Registrar Clerk CA/ACA Dean of Students	2. Forward any necessary information requested by DC-Probation department. NOTE: Follow these guidelines when forwarding information: <ul style="list-style-type: none"> • Attendance requests will be forwarded on an as needed basis • Major Incident Reports will be investigated and then forwarded to necessary parties upon request only 3. Inform DC-Probation Officers that visitation times and days are as follows: <ul style="list-style-type: none"> • Days - Monday – Friday • Time – 9:45 am to 11:30 am and 1:30 pm to 4:00 pm unless otherwise authorized *Visitation will not be allowed during State Mandated Testing
Quality Administrator	4. Ensure that the flow of information being requested by outside and or inside entities does not violate a student's confidentiality.

Procedure: Documenting Contacts		August 2013
Procedure # 21.0 Resources: <i>Contact Log Book</i>		Frequency: Daily
Background Information: It is the responsibility of all staff to document contacts (phone calls, face to face visits, letter/correspondence etc). Documentation provides a record of events that may, or may not have taken place and is in the best interest of the staff, students/parents and outside entities.		
Actor	Action Steps	
All Staff	<p>Teachers/Teacher Assistants/Behavior Specialist:</p> <ul style="list-style-type: none"> Any time it is necessary to make contact with a parent/guardian, document the contact in the Contact Log Book. Teachers/TA's are encouraged to contact parents during the first week of school, when major incident reports happen that involve their child, for academic progress, or to give a positive report about a student to their parent <p>Case Manager/PO:</p> <ul style="list-style-type: none"> Contact parents prior to students exiting the program to set up an exit interview, when conducting face to face conferences with a student, when students are having behavior issues, need counseling, when a student is being transported to detention, or for pertinent information you may need to complete a student's file <p>Administration:</p> <ul style="list-style-type: none"> Contact parents to follow up on major incidents, or at parent's request to speak to an administrator. Ensure that the confidentiality of students is never compromised 	

Procedure: Completing Student Behavior / Academic Reports	August 2013
Procedure # 22.0 Resources: Student Academic/Behavior Progress Report	Frequency: At 3 rd Week of Six Weeks, End of Six Weeks & End of Semester
<p>Background Information: Student Academic/Behavior Progress Report will be completed at the 3rd week of six weeks, at the end of six weeks and at the end of a semester. The Academic/Behavior Progress Report will reflect student's grades, number of successful/unsuccessful days in the program, the number of days a student has left in the program, as well as a section to request a conference.</p>	
Actor	Action Steps
Teacher/JSO	<ol style="list-style-type: none"> 1. Complete an Academic/Behavior Progress Report for each student in your class as indicated in the frequency section of this procedure. (see calendar for due dates on progress reports and report cards) Each student whether they are passing, or failing must receive an Academic/Behavior Progress Report. 2. Ensure that there are grades, or a notation in the grades section for each course. <p>NOTE: For high school / 8th grade; it is best that the homeroom teacher fill in all grade information of the Academic/Behavior Progress Report.</p> <ol style="list-style-type: none"> 3. Forward the Academic/Behavior Progress Reports to the Case Manager/PO assigned to your grade level on, or before the due date.
Case Manager/PO	<ol style="list-style-type: none"> 4. Receive Academic/Behavior Progress Report from teachers. 5. Complete the "Successful / Unsuccessful" section on the report. 6. Forward the completed reports to the Instructional Support Clerk. 7. File a copy of the report in each students file (on your case load)
Instructional Manager & Dean of Students	<ol style="list-style-type: none"> 8. Receive all Academic/Behavior Progress Reports from Case Manager/PO. 9. Mail the reports to parent/guardian

Procedure: Referring a Student to a Case Manager / Probation Officer (DCJJAEP/DRC)	August 2013
Procedure # 23.0 Resources: <i>Student Referral Form</i>	Frequency: as needed
Background Information: Students may submit a request to speak to their Case Manager/PO, Analyst/Registrar, Instructional Support Clerk, Nurse, Quality Manager, Behavior Specialist, School Resource Officer, CA/ACA, or Dean of Students, so long as their request does not hinder the learning process, or daily school routine. All students request should be answered, or addressed in timely manner.	
Actor	Action Steps
DCJJAEP Staff	<ol style="list-style-type: none"> 1. If a student requests to speak with one of the above listed staff members- give the student a Student Request Form to fill out. <p>NOTE: If a student is misbehaving, or being disruptive – when the student is under control should they be given the request form to complete. Student Request Forms will not take precedence over a student grievance form.</p> <ol style="list-style-type: none"> 2. For student grievances; meet with the student and hear the grievance (act as an arbitrator and help the student, or staff involved resolve the grievance. 3. For Level Review Request: The students Case Manager/PO will handle them as students make their levels and submit their request.
Case Manager/PO	<ol style="list-style-type: none"> 4. Review and follow through on all level request submitted by students and or teachers/TA's. 5. If a student is in need of special counseling services, ensure that the parent/guardian has signed the appropriate paper work and the referral has been submitted to the counseling service department. Follow up with whom ever made the request for services on behalf of the student.
Dean of Students	<ol style="list-style-type: none"> 6. Review all student referrals and take appropriate action as necessary 7. Ensure all suspected abuse and neglect allegations reported are investigated.

Procedure: Referring Students to the Nurse and Nurse Responsibilities (DCJJAEP/DRC)		August 2012
Procedure # 24.0 Resources: Nurse Referral Form, Prescribed Medication, Nurse Log		Frequency: as needed
<p>Background Information: The school Nurse is responsible for providing at least the minimum care and health services for all students and staff in the school. He/She will:</p> <ul style="list-style-type: none"> • Verify prescription medications brought into the facility by calling the pharmacy listed on the prescription label • Supervise students self-administration of prescription and over-the-counter medications • Serve on the Suicide Watch Team • Evaluate students suspected of being under the influence of a controlled substance • Secure prescription/over-the-counter medications in a locked box in the nurses office • Ensure that oral medications are stored separate from medications that are injected or topical medications • Ensure first-aid equipment and supplies as well as first-aid guidelines are followed • Inventory/order over-the-counter medications, sanitary, and first-aid supplies monthly and document on the Monthly Inspection Sheet 		
Actor	Action Steps	
Students	1. A student will notify any staff that they are sick, or have a medical condition that requires them to go to see the nurse.	
All Staff	2. Complete a Nurse Referral Form for the student(s) then use the call box in the classroom to call 218. Have the 218 control person call the nurse and inform her that a student is in route to the nurse's station. 3. Escort the student to the nurse's station with the Nurse's Referral. 4. In the event you are a teacher and cannot escort the student to the nurse's station, call the 218 control station and ask that the nurse come to your class to see the student.	
Nurse	5. Evaluate all students sent to the nurse's station, or when necessary – go to the classroom to evaluate students when called. 6. Each day, make at least 2 rounds to administer medication to students. 7. Document every student seen on the Nurses Log.	

Procedure: Reporting Suspected Abuse//Neglect		August 2013
Procedure # 25.0 <i>Resources: Incident Report Form</i>		Frequency: as needed
Background Information: Texas Juvenile Justice Department Standards require all employees who have knowledge pertaining to the abuse/neglect of any student(s) – to report it immediately.		
Actor	Action Steps	
All Staff	<ol style="list-style-type: none"> 1. Report suspected abuse/neglect to a Case Manager/PO, Campus Administrator, or school Resource Officer any time you feel a student has been neglected, or abused. Use the Student Referral Form to make the referral. 2. Report the suspected abuse, or neglect within 24 hours of occurrence, or knowledge about it. 	
Case Manager/PO	<ol style="list-style-type: none"> 3. Consult with the Campus Administrator to complete a Child Abuse and Neglect Form based on the detailed information received from the Student Referral Form. 4. Forward a copy of the referral to the Campus Administrator. 	
Campus Administrator	<ol style="list-style-type: none"> 5. Review the Student Referral Form. Assist the Case Manager/PO with filing the appropriate paper work. 6. Conduct an internal investigation of the abuse/neglect allegation. 7. Conclude and take action on the findings of the investigation. 8. Complete a TJJD Incident Report and fax/email the report to TJJD for investigation. File the Referral 	

Procedure: Suicide Emergency		August 2013
Procedure # 26.0 <i>Resources: Incident Report, or other evidence a student may have Suicidal Ideation</i>		Frequency: as needed
<p>Background Information:</p> <p>It is important for all staff to take seriously any talk of suicide or suicide gesture by a student. In the even a student makes a serious attempt at suicide, or voices intent to harm him/her self, or acts in a way to cause injury to him/her self; Staff will have the following responsibility:</p> <ul style="list-style-type: none"> • Immediately place the student under 1 on 1 supervision (suicide watch) • Notify the on site psychologist, the students Case Manager/PO, or Campus Administrator for assistance • Ensure another staff member is continuing the 1:1 constant supervision if the supervision responsibilities must change • Complete all necessary documentation including a Incident Report and forward the incident report and a referral to the on-site psychologist, Case Manager/PO and Campus Administrator 		
Actor	Action Steps	
Case Worker	<ol style="list-style-type: none"> 1. Notify the parent/guardian with information regarding student's suicidal behavior. 2. Forward a copy of the incident report and referral to the on-site psychology department. 3. Ensure that the student is not left alone at any time. 4. Arrange for the parent/guardian to come to the facility and take the student to a mental health facility for evaluation 5. Follow up either in the program, or through Dallas County Juvenile Service Department 6. If the student is actively on suicide alert, escort the student to the Sheriff Officers office – who will transport the student to a psychiatric facility for assessment 7. If the parent/guardian cannot transport the student: or If the student is actively engaging in suicidal behaviors, call emergency medical personnel (911) and consult the Psychology On-call staff by calling 214-698-2299. 	
CA/ACA	<ol style="list-style-type: none"> 8. Assist with arranging transportation to the mental facility for the parent/guardian and student. 9. Document all sessions, phone calls, and actions taken in the students file. 	

Procedure: Case Review Committee Preparation (DCJJAEP)		August 2013
Procedure # 27.0 Resource: Staff, Recommendation and Enrollment, Data Sheet, Transportation Form and Referral Form		Frequency: Bi-Weekly
Background Information: All cases of students expelled from their home school and referred to DCJJAEP will be reviewed by a Case Review Committee to ensure compliance of the Memorandum of Understanding and of the Texas Education Code 37.007.		
Actor	Action Steps	
Attendance Clerk (Data Control)	<ol style="list-style-type: none"> 1. Receive new referrals from district reps, or court placement. 2. Complete Staffing recommendation and Enrollment (SRE), Data Sheet, Transportation Form 3. Make labels for one Student folder for grades 4-8 and four (4) Student folders for grades 9-12 with student's name on them. 4. Complete tracking sheet for all students being referred that day 5. Forward folders, tracking sheet and Referral information to Registrar & Case Manager conducting CRC. 	
Analyst/Registrar	<ol style="list-style-type: none"> 6. Receive folders, tracking sheet and referral information from receptionist. 7. Set up conference room for Caseworkers/PO to conduct Case review Committee. (CRC). 8. Give copies of tracking sheets to Case Manager/PO, Instructional Clerk, Assistant Campus Administrator and Attendance Clerk. 9. Contact all parents for orientation 10. Enter referrals into JCMS to obtain Personal Identification (PID) # 11. Write PID on SRE, tracking sheet and on right hand corner of referral. <p>NOTE: If student has a PO write their name underneath PID</p>	
Case Manager/PO (CRC)	After CRC all folders and academic records will be given to Analyst/Registrar.	
Counselor Registrar	<ol style="list-style-type: none"> 12. Keep track of students who do not report for enrollment. 13. Forward names of students who do not report for enrollment to district representatives. 14. Periodically attempt contact with those students who do not report for enrollment. <p>For Student Reenrolling:</p> <ul style="list-style-type: none"> • Student reenrolling after initial enrollment (90 days) – the student must go back through orientation in the Orientation Transition Class (OTC) • Parents must update student information 	

Procedure: Conducting Parent Orientation (DCJJAEP/DRC)		August 2013
Procedure # 28.0 <i>Resources: Intake Packets, Pens, Paper</i>		Frequency: Twice Per Weekly
Background Information: All parents enrolling their child into the DCJJAEP – will receive an orientation to the program. Parents must complete and sign all required information in the Orientation Packet.		
Actor	Action Steps	
Attendance Clerk (Data Control)	<ol style="list-style-type: none"> 1. Upon the arrival of parents and students, receptionist will have parents sign in and ask for a copy of their ID. 2. Contact Behavior Specialist to escort students to be searched then take them to Orientation Transition Class (OTC). 	
Attendance Clerk (Data Control)	<ol style="list-style-type: none"> 3. Make copies of ID's. 4. Escort parents to Library. 5. Hand out Intake packets, copies of Parent ID to be included in packet and original ID's. 6. Instruct parents to complete the Orientation Intake packet. 7. Inform parents about student code of conduct. Parents should sign all required forms in the Student Code of Conduct. 8. Check each packet and ensure parents have provided necessary signatures. 9. Take pictures of all new students while in OTC. 10. Enter all new students into Caseworker 5 and Winschool (attendance management database). 11. Give academic records to Instructional Clerk for scheduling. 12. Instructional Clerk will return academic records to Counselor Registrar after scheduling is completed. 13. Give Caseworkers/PO assigned academic files along with intake information, copy of SRE, picture of student. 14. At the end of each week compile a weekly new student enrollment list, early withdrawal list and a transition exit list. 15. Submit new enrollment list to districts weekly. 16. Exit all early withdrawal and transitional students from JCMS & TxEIS. Submit list to district reps. as needed. 	
Counselor Registrar	<ol style="list-style-type: none"> 17. After scheduling, Attendance Clerk will forward Data folders to Case Managers. 	

Procedure: Processing Student Early Withdrawals (DCJJAEP)		August 2013
Procedure #29.0 Resource: Student File, Early Withdrawal Form		Frequency: Ongoing
Background Information: A student may withdraw early if documentation is provided for 10-day detention, 30-day consecutive non-attendance (Inactive), placement, and relocation out of the county, charter, private or home school.		
Actor	Action Steps	
P.O./ Case Managers	<ol style="list-style-type: none"> 1. Complete an early withdrawal form and have it signed by Campus Administrator and P.O. / Case Managers for 10-day, 30-day consecutive non-attendance, and placement. <p>NOTE: A parent must sign the withdrawal if the student is attending a private school, being home schooled, relocating out of the county, or if the student is under 18 year old.</p> <ol style="list-style-type: none"> 2. Provide a copy of the early withdrawal to: Transportation, Counselor Registrar, & Attendance Clerk for student removal out of the DCJJAEP database. 	
Attendance Clerk	<ol style="list-style-type: none"> 3. Receive grades from TxEIS 4. Receive a final copy of the early withdrawal that should include: ID#, Name, District, Entry Date, Present/ Absent Days, Math / Reading Scores, Exit Date, and Returning School. 	
Registrar	<ol style="list-style-type: none"> 5. Receive a final copy of the early withdrawal list that should include: ID#, Name, District, Entry Date, Present/ Absent Days, Math / Reading Scores, Exit Date, and Returning School. 6. Prepare a report card to be mailed/faxed to the person making the request 	
Transportation	<ol style="list-style-type: none"> 7. Receive a final copy of the early withdrawal list that should include: ID#, Name, District, Entry Date, Present/ Absent Days, Math / Reading Scores, Exit Date, and Returning School 	
Receptionist	<ol style="list-style-type: none"> 8. Notify the appropriate Case Manager / P.O that a parent is here to withdraw his/her child. 	

Procedure: Processing Student Transition Withdrawals (DCJJAEP)		August 2013
Procedure # 30.0 Resource: <i>Student Files, Exit/Transition Packet (complete with all necessary information)</i>		Frequency: End of a Six Weeks / Semester
Background Information: A student may transition back to their home school if a district over turns the expulsion, directly requests the students return or/if the student successfully completes his/her expulsion at the end of a six week / semester period.		
Actor	Action Steps	
P.O./Case Manager	<ol style="list-style-type: none"> 1. Contact the district representative to schedule a time and date for transition exit. 2. Mail or fax exit letter to parent. The letter must be delivered 10 to 12 days prior to the exit meeting, inviting the parent to attend at the scheduled meeting. 3. Schedule exit meeting with the P.O. / Case Manager, district representative and parent/guardian. 4. If the parent is unable to attend, the exit meeting will still be held. 5. All forms must be completed and signed by Campus Administrator and P.O./Caseworker parties to be included in a transition exit: exit checklist, transition withdrawal form, attendance and previous school records. 6. Provide a copy of the exit list to: Transportation, Counselor Registrar, and Attendance Clerk for student removal from database. 7. Retrieve grades from TxEIS 8. Include a report card 9. Prepare student folder to archive 	
Attendance Clerk	10. Receive a final copy of the exit list that should include: ID#, Name, District, Entry Date, Present/ Absent Days, Math / Reading Scores, Exit Date, and Returning School.	
Registrar	11. Receive a final copy of the exit list that should include: ID#, Name, District, Entry Date, Present/ Absent Days, Math / Reading Scores, Exit Date, and Returning School.	
Transportation	12. Receive a final copy of the exit list that should include: ID#, Name, District, Entry Date, Present/ Absent Days, Math / Reading Scores, Exit Date, and Returning School.	
Receptionist	13. Receive a copy of schedule exit times. Will notify the Case Manager / P.O. of parents and district representatives' arrival.	

Procedure: Coordinating Student Transportation (DCJJAEP)		August 2013
Procedure: 31.0 Resources: <i>Student Data Sheet, Bus Roster, Bus Incident Reports, Bus Route Change Request</i>		Frequency: Daily / As Needed
Background Information: Transportation for students expelled to DCJJAEP will be provided by Dallas County Schools Transportation. Student will be expected to conduct themselves in an orderly fashion and follow all bus rules. Students and parents will be informed that riding public school transportation is a privilege and not a right and those students who consistently misbehave while on the bus may be subject to losing their bus riding privileges.		
Actor	Action Steps	
Counselor Registrar	<ol style="list-style-type: none"> 1. After CRC: Forward a copy of each student's Data Sheet to the Transportation Coordinator. 2. Ensure that each students home address, phone number and contact information is correct on the Student Data Sheet. 	
Transportation Coordinator	<ol style="list-style-type: none"> 3. During Parent Orientation: Inform parents of the DCJJAEP transportation policy: NOTE: Cover the following areas of transportation: <ul style="list-style-type: none"> • How student are assigned a bus route (5 day waiting period) • What time student's need to be at their assigned bus pick up location (or outside their home) • Bus Rules and Behavior on the bus • Bus suspensions • How to request a new bus route 4. Obtain a copy of the Student Data Sheet from the Counselor Registrar. 5. Complete a bus route request for all newly enrolled students and fax the request to the Dallas County Schools Transportation department. 6. On the 5th day, if you have not received an updated bus roster from DCT, make contact with them to secure new students bus route numbers and or any other bus route information. 7. Update the bus route list and forward a copy to each homeroom teacher. 8. Keep track of bus suspensions and forward a copy to the CA/ACA on a weekly basis. 9. Bus Incident reports – counsel with the student(s), contact the parents on serious matters, and forward a copy of the report to the CA/ACA daily for review. 	
Transportation Coordinator	Bus Incidents and Suspensions: <ul style="list-style-type: none"> • Ensure that all serious bus incidents have been addressed with students involved and that their parent/guardian has been notified • Document all conversations with parent/guardians in 	

	<p>the Contact Log</p> <p>Follow the guidelines below for suspending students off of the bus:</p> <ul style="list-style-type: none">• After 3 minor behavior reports; Suspension of 1-3 days• After 1 major incident; Suspension of 1 week• After 2 major incidents; Suspension for the remainder of the student's term at DCJJAEP
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Procedure: Facility Structure / Maintenance Requesting Services (DCJJAEP/DRC)		August 2013
Procedure: #32.0 Resource: <i>End of the Day Checklist, Maintenance Repair Request</i>		Frequency: Daily / As needed
<p>Background information: It is the policy and practice of the DCJJAEP to provide for the well being of staff and students in a clean, safe and well-maintained facility that reflects professionalism and pride in the facility. The Operations Manager is responsible for the facility maintenance and cleanliness. He/She ensures that the facility is in compliance with local, state and federal guidelines.</p> <p>The facility has the minimum required facility conditions:</p> <ul style="list-style-type: none"> • Sanitation facilities, including access to toilet facilities that are available for use without staff assistance • A wash basin with hot and cold running water • Temperature in the facility is maintained in the acceptable comfort zones no higher than 78 digress Fahrenheit in the summer and no lower than 68 digress in the winter • Access to handicapped parking is also available 		
Actor	Action Steps	
All Staff	<ol style="list-style-type: none"> 1. Be aware of any needs/problems and promptly notify the Behavior Specialist/Facilities Coordinator. 2. Complete a Request for Repairs as necessary. 	
Teachers	<ol style="list-style-type: none"> 3. Complete an End of the Day Checklist form each day and submit it to Behavior Specialist who will forward it to the Operations Manager at the end of each week. 	
Operations Manager	<ol style="list-style-type: none"> 4. Ensure that waste disposal is being carried out in accordance with the approved regulatory standards. 5. Schedule and carry out preventive maintenance on all heating and air conditioning units. 6. Schedule and carry out preventive maintenance routines. 7. Ensure the building is being sprayed for insects and rodents according to schedule. 8. Conduct weekly sanitation inspections in all areas of the school and submit a copy of the Sanitation Report to the Campus Administrator 9. Coordinate all maintenance requests through the Dallas County Maintenance and Facilities Department 10. Log each request for maintenance services and submit a copy of all requests to the Campus Administrator. 	

Procedure: Reporting Vandalism and Damages		August 2013
Procedure: # 33.0 Resources: Request for Repair Form		Frequency: As Needed
Background Information: Vandalism of school or personal property will not be tolerated. It is the responsibility of all staff to report acts of vandalism and damages that occur in our school. When vandalism and damages go unreported, they carry the potential to affect the learning process and ultimately the morale of students and staff		
Actor	Action Steps	
All Staff Behavior Specialist	<ol style="list-style-type: none"> 1. If you witness a student vandalizing school property, write a detailed Incident Report or Behavior Referral on the student. 2. Submit the report immediately to the Behavior Specialist who will investigate and forward the report and findings to the Operations Manager. <p>For Damages that occur through no fault of staff/student:</p> <ol style="list-style-type: none"> 3. Report the damages and submit a Request for Repair to the Operations Manager. 	
Operations Manager	<ol style="list-style-type: none"> 4. Investigate all reports of vandalism and damages. Submit finds along with Incident Report to the Campus Administrator. 5. If damages/vandalism is caused by a student, estimate the cost of the damages (through the Dallas County Maintenance/Facility Department) and contact the student's parent/guardian – Inform the parent/guardian of the cost. 6. Set a time to meet with the parent/guardian to collect the payment for the damage/vandalism. 7. If the vandalism requires law enforcement interaction, refer the student to the sheriff officer. 	
DCJJAEP Administrator	<ol style="list-style-type: none"> 8. Follow up on all reported damages and vandalism. Take action as necessary. 	

Procedure: Ordering Supplies and Resources		August 2013
Procedure: # 34.0 <i>Resources: In-House Supply Requisition Form, Classroom Load List, Monthly Inventory Form, Juvenile Department Purchase Request</i>		Frequency: As Needed / Monthly
Background Information: Managing school resources is very vital to our program budget. Staff should protect the budget against waste of resources. The CA/ACA is responsible for ensuring that resources needed in the classroom, or for support personnel, are delivered and accounted for. Classroom and office resources will be distributed in two categories (disposable and hardware). For hardware resources such as desks, file cabinets, portable dividers etc., allow adequate time for them to be delivered after request has been submitted. All other resources will be delivered as requested.		
Actor	Action Steps	
All Staff	1. Complete an In-house supply requisition and submit it to your immediate supervisor.	
CA/ACA Supervisors	2. Receive In-house supply requisition and submit to district office. 3. After all supply orders have been filled and delivered, the CA/ACA must sign off on the receipt of supplies. 4. If there is an item that is not in stock, a purchase requisition must be completed. If approved, items will be ordered by the appropriate vendor.	

Procedure: Breakfast /Lunch Meal Rotation and Program (DCJJAEP/DRC)		August 2013
Procedure # 35.0 <i>Resources: Breakfast/Lunch Rosters, Student District Tracking/Meal Identification Status Sheets</i>		Frequency: Daily
Background Information: Through the Federally Funded school meals program, the Dallas Independent School District (DISD) has entered into a Memorandum Of Understanding agreement (MOU) with the Dallas County Juvenile Department to provide breakfast and lunch meals for students from the fourteen school districts that attend the DCJJAEP. The meal program will operate under the governance and guidelines of the Federally Funded School Meal Program. All laws and compliance standards of the program will be adhered to by the DISD and DCJJAEP respectively.		
Actor	Action Steps	
Registrar/ CRC Designee	<ol style="list-style-type: none"> 1. Obtain meal identification status of each student during CRC Procedures (Free, Reduced and Half Price). Only codes will be used to identify students. 2. Maintain a tracking system of each student's meal status. 3. Forward the meal status of each to the Attendance Clerk to be entered in the TxEIS data base. 4. Maintain records of the meal status for audit purposes. 	
Attendance Clerk (Data Control)	<ol style="list-style-type: none"> 5. Enter student's meal status in the TxEIS database. 6. Print meal roster sheets daily and distribute to the food service team for tracking. Leave rosters in the meal serving area with DISD servers. 7. Maintain and update the meal roster sheets daily to ensure accuracy. Tabulate meal counts daily and forward to the meal service workers. 	
Behavior Specialist/ Case Managers on post	Breakfast Routine 8:30 am <ol style="list-style-type: none"> 8. Monitor students in route to the meal serving area to receive breakfast. 9. Ensure students are accounted for on the meal roster sheet. 10. Monitor students in route to their homeroom after receiving their breakfast. 	
Behavior Specialist, Case Workers, and assigned Search Team Staff	Breakfast Routine <ol style="list-style-type: none"> 11. 8:45 AM – Search Team; after students are searched, instruct them to line up to be escorted to the meal serving area to receive breakfast. Note: An assigned staff on post will ensure all students coming through the line to receive breakfast are checked off the breakfast roster. <p>Note: Breakfast will be over at 9:45 AM and no students will be served after that time unless their bus is identified</p>	

	late.
Behavior Specialist JSOs Teachers	<p>Lunch Routine</p> <p>12. Lunch times are as follows:</p> <ul style="list-style-type: none"> - DCJJAEP 11:30 to 12:00 - DRC 1:00 to 1:30 <p>13. Assigned JSO for each class will be responsible for escorting their class to lunch and monitoring their students during lunch in their respective eating areas:</p> <p>14. - Line up and escort students to the meal serving area. Behavior Specialist will deliver the lunch cards to the JSOs to distribute to the students.</p> <p>15. Insure that the students give the lunch cards to the Service Attendant.</p> <p>Only five students at a time will be allowed to rotate through the line to pick up their lunch.</p> <p><i>Behavior Specialist</i> – Assist with monitoring meals</p>
CA/ACA Quality Manager	<p>16. Monitor meal times and meal operations to ensure consistency, accuracy of recording keeping and compliance of standards.</p> <p>17. Forward any compliance violations to the CA/ACA immediately.</p> <p>18. Compliance with food issues such as menus, paper work etc., will be the responsibility of the Quality Manager.</p> <p>Note: Any changes to the meal rotation and program must be approved by the Superintendent.</p>

Procedure: Taking Attendance and Completing Billing Reports (DCJJAEP)	August 2013
Procedure: 36.0 Resources: Attendance Roster, Tardy Slips, Absence Notes, Daily Attendance % Report	Frequency: Daily / Weekly, Monthly
Background Information: It is essential that accurate daily attendance information is maintained and reported in a timely manner. Attendance reports will be forwarded to School Districts, Texas Juvenile Justice Department, Dallas County Probation Officers, Dallas County Juvenile Department, Dallas County Juvenile Board and DCJJAEP administration.	
Actor	Action Steps
Teacher/TA JSO	<ol style="list-style-type: none"> When students enter the classroom, instruct them to sign the Attendance Roster by their name in black ink only. <p>Note: Student should sign their name. Students are prohibited from signing the Attendance Roster for another student.</p> <ol style="list-style-type: none"> Before placing the attendance roster outside the door, conduct a head count of all students present. Be sure to record the correct number of present/absent students on the attendance roster. Call roll. Place the Attendance Roster along with any absence notes outside the classroom door in the pocket provided (attach attendance notes to the roster).
Attendance Clerk (Data Control)	<ol style="list-style-type: none"> Each morning; print a new Attendance Roster for each classroom. Maintain a daily % in excel and send a daily attendance summary to the CA/ACA, Superintendent, & Quality Manager. Distribute Attendance Rosters to each class.
Case Managers	<ol style="list-style-type: none"> Contact parents of students who are absent from school and record the contact in JCMS.
Administrative Assistant	<ol style="list-style-type: none"> Capture all students that come to school late. Ensure that each student signs the tardy list. The Attendance Clerk will retrieve the tardy list by 11:30 am.
Attendance Clerk (Data Control)	<ol style="list-style-type: none"> Monitor the daily attendance and ensure that it is reported accurately. Address all attendance concerns and or make corrections as they may arise. Submit weekly attendance reports to the CA/ACA, Superintendent, & Quality Manager
CA/ACA	<ol style="list-style-type: none"> Monitor attendance for TJJD compliance.

Attendance Clerk (Data Clerk)	<ul style="list-style-type: none">• Mail out truancy letters to school districts and parents as required by TJJD policy• Keep track of and maintain a separate list of all Inactive Students (students who miss 30 consecutive days of school, or who are in detention)• Respond to district request for attendance information as necessary
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Procedure: State Mandated Testing	August 2013
Procedure: 38.0 Resources: Coordinator Manual, Trainings	Frequency: Ongoing
Background Information: The AAE/JJAEP follows the guidelines established in the DCCM published by TEA. These policies and procedures do not take place of reading all appropriate manuals.	

Campus Test Coordinator (CTC):

In cooperation with your campus principal, a campus coordinator serves as the liaison between the district test coordinator and the campus for all state mandated testing communication. They also oversee the preparation and distribution of test materials for each administration as well as prepare the materials for return to the district test coordinator (DTC). Campus coordinators are also responsible for training the test administrators for their campus. They must be able to answer questions and resolve problems throughout the testing period. A CTC will not be administering a test during a test administration unless authorized by the DTC.

Principal:

If the CTC is not the principal, the principal will collaborate to ensure that the CTC successfully implements a testing plan for each administration. During a test administration, a campus principal shall be available and actively monitoring their campus. If a hall monitor is not available, the campus principal shall serve as a hall monitor for their campus. During an audit, the principal is the first point of contact for the campus. A principal is required to read all appropriate manuals prior to training.

Testing Sessions:

The CTC in collaboration with the campus principals and assistant campus principals shall prepare testing rooms and organize test sessions. Each testing room should be grouped by the grade level of the test. If the facility is unable to group the students by the test grade level, there should be one trained test administrator for each test grade level unless permission is granted by the DTC. Each campus will have a written plan that must be signed and approved by the DTC at least one week prior to testing. Below are some reminders for organizing each test session.

- Collaborate with facility to ensure proper coverage of juvenile detention staff.
- Collaborate with facility to ensure the proper implementation of testing rooms, grouping of students, etc.
- Testing rooms should be well lighted, well ventilated, quiet and comfortable.
- Each student must have enough space in which to work, and no characteristics of the room's environment should hinder any student's test performance.
- Each student should be sufficiently separated from other students to work without distraction.
- If the room is large, you may need to make arrangements for any necessary adaptations, such as a public address system, in order to give instructions to those being tested.
- A "testing – do not disturb" sign should be posted outside the testing room.
- Bulletin boards and instructional displays that might aid students during testing must be covered or removed.

- Plan to move students who need extra time to another testing room.
- Activities that would interfere with testing conditions or timing should be scheduled at another time.

Special Education Testing:

Testing for students with disabilities is determined by the Admissions, Review & Dismissal Committee (ARD). Students with disabilities are eligible for the STAAR, STAAR Accommodated, STAAR Modified, and STAAR Alternate tests. Students with disabilities taking STAAR or STAAR Accommodated may test in the same room by specific grade level. Students with disabilities taking the STAAR Modified test must be tested separately by specific grade level. The campus should designate a member of the special education department that is familiar with special education testing to administer the modified test. Please refer to the student's most current IEP for accommodations. All accommodations must be routinely used in the classroom and stated in the student's IEP.

TELPAS:

TELPAS campus coordinators will be the campus ESL teacher or a designee that is determined by the district. Campus coordinators, campus principals, technology staff (for online testing), and other personnel designated to support the TELPAS administration are required to receive annual training in TELPAS administration procedures. In cooperation with the campus principal and the ESL team, you are responsible for identifying each LEP student on the campus and assigning an appropriate rater for each eligible student. You will need to ensure that your campus has enough qualified raters to fulfill your holistic rating assessment needs for each grade cluster. All core academic subject areas are required to receive the annual holistic rater training for grade clusters 2-12. The district coordinator will designate a TELPAS writing collection verifier. The TELPAS coordinator is responsible for providing the necessary trainings for TELPAS to your campus staff. Each campus will have a written plan that must be signed and approved by the DTC at least one week prior to the TELPAS window opening.

Lunch Breaks:

Students should be allowed to take a lunch break. They must place their answer documents inside their test booklets, and the trained test administrator must collect the booklets and place them in locked storage. During lunch, the students must remain together and be closely monitored by a trained test administrator to ensure that the contents of the test are not discussed.

Emergencies during Testing:

The safety of all students and staff should be the first consideration. If a school emergency such as a fire or power outage occurs, the trained test administrator should have students place their answer document in the test booklet. If you have a classroom that locks you may leave the tests where they are and follow the facilities emergency procedures. If your classroom door does not lock, quickly collect all student test materials and secure them in your locked storage area. It is not necessary for the CTC to call the DTC or TEA to report the incident before exiting the building. The test administrator must closely monitor their testing groups to make sure no one discusses the test. The trained test administrator must verify the proper handling of materials and security of the test upon entering the classroom. The students should resume testing once the building has been cleared for re-entry. Please ensure the correct test and answer document is distributed to the right student. The

campus coordinator should be contacted if there is a building fire or other school emergency that prevents students from continuing with their test.

Storage:

Each campus will sign a storage certification for each academic testing year. The secured storage area should have extremely limited access. Any juvenile department facility staff that has a key to this area (janitor, superintendents, etc.) will need to receive security training and have a signed oath on file.

Materials Inventory:

Please secure all testing materials in the secure storage area for your campus. When you receive the secure materials from the district coordinator, open the boxes carefully. You will use these boxes again to return test materials to the DTC after testing has been completed. Retain the packing list, which can be found in the box labeled "Packing List Enclosed," throughout the testing process. Use this list to check in your test materials. If there is a discrepancy in the inventory and your packing slip, contact the DTC immediately. If you find that you were not sent enough test materials, contact the DTC immediately after determining the quantity and type of test materials needed.

In calculating the quantity of additional testing materials required, keep in mind that each test administrator who conducts an oral administration or an administration using the dyslexia bundled accommodations will need a separate test booklet.

When returning materials to the DTC, you are required to ensure that all testing material inventory matches the original shipment as well as the additional order shipment. It is the CTC's responsibility to ensure that the exact number of testing materials is accounted for and accurate.

Materials Control Form:

CTC's and trained test administrators must individually check in and out testing materials on a daily basis using the materials control form. CTC's may distribute answer documents prior to the test to ensure proper coding however test booklets may not be distributed until the day of the test.

Confidential Student Reports:

Confidential student reports are received according to the calendar of events published by TEA. Upon receiving the CSR's, each campus principal will need to designate someone to file the CSR's along with the sticker label in the student's cumulative folder. One copy will need to be mailed to the parent/guardian by the deadlines published in the calendar of events published by TEA. One copy will need to go to the student (if applicable). All special education students (regardless of the type of test administered) will need a copy of the CSR's in their special education files. Please make a copy for your special education department.

Procedure: Wellness Policy (CE 01219)	September 2013
Procedure: 39.0	Frequency: Ongoing
Background Information: Approved by the Academy for Academic Excellence School Board on September 23, 2013. Original Effective Date: 08/01/2008 Revised Date: 09/23/2013 Next Review Month: 09/2014	

- A. The Academy for Academic Excellence Charter School provides school activities that are designed to promote student wellness in a manner that the school determines are appropriate.
 1. Each campus provides daily recreational opportunities where students participate in at least one hour of various organized physical activity.
 2. Activities may include walking, jogging, basketball, volleyball, calisthenics and stretching activities.
 3. The recreation schedule shall include large muscle exercise.
 4. Recreational activities are designed to be appropriate to meet the needs, interests, and abilities of students, so that every student may participate.
 5. Recreational activities include physical fitness development that prescribes a variety of body positions and changes in environment.
 6. The recreation schedule shall comply with the federal school wellness guidelines

- B. The Academy for Academic Excellence Charter School provides food on each campus during the school day that promotes student health and reduces childhood obesity.
 1. The designee for planning meals shall be a certified dietician.
 2. The dietician shall review and approve the menu annually.
 3. Menus shall contain a variety of food and recognize special occasions and holidays.
 4. The dietician shall submit a monthly rotating menu that meets the dietary requirement of the National School Breakfast/Lunch dietary allowances for nutritional adequacy.
 5. *Meals contain the food groups represented on the USDA food pyramid.*
 6. A variety of milk is provided to students. Students are offered a choice of fat-free (flavored or unflavored), or 1% low fat (unflavored) milk.
 7. Each campus dining area has posters displayed encouraging students to eat well-balanced, nutritional meals. Staff shall encourage students to eat all portions of each meal during meal time.

- C. The Academy for Academic Excellence Charter School meals meet the U.S. Secretary of Agriculture Child Nutrition and National School Lunch Acts.
 1. Reimbursable meals shall meet the regulations and guidance as outlined by the Child Nutrition and National School Lunch Acts.

- D. The Academy for Academic Excellence Charter School ensures that each campus implements the local wellness policy.
1. A school authority or designee on each campus or his/her designee shall be responsible for ensuring that the campus complies with the local wellness policy.
 2. Each school authority or designee shall:
 - a. Ensure that each component of the meal is received and that it complies with the dietician monthly menu;
 - b. Ensure students are offered milk as part of the meal;
 - c. Ensure that the school recreation program is implemented as scheduled;
 - d. Ensure posters which encourage students to eat well-balanced meals are displayed in each dining area.
 - e. Monitor menus to ensure they meet the guidelines of the USDA Child Nutrition and National School Lunch Acts.
- E. The Academy for Academic Excellence Charter School develops the school wellness policy.
1. The wellness policy is developed considering the Child Nutrition Act of 2004 standards, and the 2010 requirements of the Healthy, Hunger-Free Kids Act.
 2. Annually, the Academy for Academic Excellence Charter School's Site-Based Decision Making Committee will review the local wellness policy.

Academy for Academic Excellence Procedural Guidelines

The following pages provide the guidelines for grade report specifically for the Academy for Academic Excellence. While this information may be utilized by the DCJJAEP, it is charter specific and all guidelines are set as such.

- A. Initial Meeting with Student
- B. Requesting records
- C. Reviewing Records
- D. Completion of Personal Graduation Plan (PGP)
- E. Entering Courses in TxEIS database
- F. Progress Reports & How to Print Progress Reports
- G. Report Cards & How to Print Report Cards
- H. Gradebook
- I. Section Changes
- J. Role STAAR
- K. End of the Semester/End of Year procedures
- L. Grade Reporting Reports
- M. Awarding Credit
- N. Credit By Examination
- O. Leavers (203) Records
- P. Career and Technology Education Reports
- Q. SSI Grade Placement Process
- R. SSI Forms
- S. Response to Intervention / Student Success Team
- T. Parent Teacher Conference
- U. Reporting Schedule
- V. PIEMS Submission Dates
- W. Special Education
- X. CATE

A. Initial Meeting With Student

Once the student has been detained, it is the policy of AAE for the Analyst/Data Controller/Data Controller to introduce himself/herself to the student.

- Introduce as Analyst/Data Controller/Data Controller
- Find out last ISD or school attended
Verify student information (demographics)
- Get Student Code of Conduct signed (if new to the Charter). This document is vital to a CATE audit. It must be done and filed in student cumulative folder.
- Present the Generic PGP (maybe official) and document all information presented by the student on the PGP, as well as show information that you have received, such as credit info, STAAR, etc.
- Obtain signature from the student (If receipt of records are pending, the Analyst/Data Controller may choose to get signature on official PGP which will be completed once all records have been received)

B. Requesting Records

After a student has been enrolled into AAE, the Records Clerk/Registrar will immediately request records from all student previous enrollments. Those records should consist of the following:

- Most recent report card
- Most recent STAAR information
- Academic Achievement Record/TREx (See Forms)
- Social Security Card
- Birth Certificate
- Withdrawal grades
- ESL/Special Education Records

If any of the information is not received, it is the responsibility of the Records Clerk/Registrar to request any missing documents via telephone. Once all records have been received, the Records Clerk/Registrar will:

- Scan the information and place on the "K" drive. The "K" drive is accessible by going to: a) my computer, b) select "K" drive, c) double click "Charter School" folder, d) Records In & Out, and c) select current records.
- Build a cumulative folder
- Disburse to the appropriate Analyst/Data Controller

Receipt of records is an ongoing process and should be happening as often as every day. In the event records are not received within 10 days, Records Clerk/Registrar should:

- Request via fax (put confirmation in cumulative folder (TREx confirmation and PID search should already be filed)
- Give all documentation/cumulative folder to the Analyst/Data Controller

In some cases, Analyst/Data Controllers may need to make additional requests to Schools via telephone. All requests should be documented with the following information:

- Name of school official with whom you spoke
- Any response to your requests
- Date and time (if necessary)

If records are still not received, seek the assistance of the Campus Administrator or Assistant Campus Administrator.

C. Reviewing Records

Progression Method (of Class Scheduling)

Refers to the process of choosing courses for a student based on previous school records and grade level. Instead of allowing the student to go back and make up coursework that he/she did not pass/complete/earn credit in a previous year, the student will be progressed. AAE will provide credit recovery opportunities at participating campuses within the district. Please note: The exception to this method is if the home school records reflect they have chosen to have the student in the previous course that was failed, we will honor the home school schedule, especially if the student did not begin the school year with AAE.

Example of progression:

Schedule for previous school year:

1 st sem - Biology - 0.0	2 nd sem - Biology - 0.5
English I- 0.5	English I- 0.5

Schedule for current school year:

1 st sem - Chemistry	2 nd sem - Chemistry
English II	English II

This method will be used across the district for ALL campuses when scheduling students. The Progression Method will be used in an effort to reduce edits to PGP's as students move around within the district, and as a means of a uniform scheduling procedure.

This procedure may also have exceptions at the Medlock/Youth Village facility since credit recovery is an option. However, every attempt should have been made to follow the current courses of study.

HLS Forms

Home Language Survey forms are located in the students cum file folder. They are originated at the time of enrollment on a student (usually a yellow form). Form may come from the student's home school accompanying requested records. In the event that the HLS form from the home school is sent with records, the oldest HLS form is then kept, and the most recent one is discarded. Only one HLS form should be in a student's cum file folder.

HLS Forms have the following information:

- Student name
- Date of Birth
- Address/Phone Number
- Student's Place of Birth
- Information regarding primary Language Spoken in the home
- Information regarding whether or not the student has worked in the Agriculture/Fishing industry

GED Online Verification

- Use this on-line tool to verify GED Certificates.
<https://bass.tea.state.tx.us/Tea.GEDi.Web/Forms/CertificateSearch.aspx>

- The certificate contains your name, your certificate number and the issue date of the certificate.
- If your records do not appear in this search, call the Texas GED Unit at 512-463-9292 for search assistance or complete the GED Verification Letter Request.
- For scores to be added to this letter, use the GED Verification Letter Request.
- This is not a substitute for an Official Transcript/Certificate.

D. Completion of Personal Graduation Plan

Upon receipt of the cumulative folder from the Records Department the Analyst/Data Controller should complete an official PGP. (See Forms) Information should include:

- Student Name
- Student identification number or PID
- Current date
- Student History (1st time 9th grader)
- Anticipated graduation date (optional)
- STAAR scores and any documentation that accompanies such as AIP (see forms)
- Schedule of Classes (Home ISD schedule if student did not start with AAE)
- Date that PGP was developed
Local use (document any updates to the PGP and add a date)

On the second page of the PGP:

- Student name
- Student identification number (PID)
- Plan: "R"(for recommended)
- Use the AAR/TREx to put a number grade in the appropriate semester column and next to the appropriate class.
- Add any elective classes at the bottom of the page and complete the above step and total the "S" columns.
- Student address. This information is vital to a CATE audit. It must be documented on the official PGP.
- Some Local courses are campus specific. In addition records are constantly requested and received. Consequently, the most recent PGP should be filed on the right side of the student cumulative folder. All others should be filed away at the Analyst/Data Controller discretion, should they choose to keep them.

Once the Analyst/Data Controller has completed the above step, he/she will initiate a visit with the student to go over information received. During this meeting, the student should be told

- Grade level and STAAR level
- Number of credits if applicable
- Review schedule of classes (in case it has changed from the initial visit)

In addition, the Analyst/Data Controller should document educational goals upon completion of detention/ placement and obtain student signature. Obtain parent goals and signature when the opportunity arises (usually at Parent/Teacher conferences).

E. Enter Courses into TXEIS Database

AAE Analyst/Data Controllers will enter courses offered into the TXEIS database. Since it is our policy to follow the schedule of the Home ISD, some courses that they offer will need to be added to our database to ensure the receipt of credit (especially in 2nd semester). BE SURE TO CLICK THE "XFER" BOX.

Modified Courses:

References courses that may be taken by student receiving special services; seen on some districts AAR's to denote that a student is enrolled in resource classes receiving one on one instruction from staff certified to service that particular student's needs. May also see: Fundamental, Resource, etc.

Incomplete Grades

These usually appear an "I" on home school records on a student report cards or transcripts. It indicates that the student did not complete the course for the specified cycle.

F. Progress Reports

IPRS-Interim Progress Report

IPRS will be printed from TXEIS and the working grade from the gradebooks will be printed on the IPRS.

SGR1160 Interim Progress Report from gradebook

SGR1155 Current Cycle Averages from Grade Book for verification

This report is for current year only.

The report prints only working cycle averages from TXGradebook.

1. This report is for current year only.
2. The report prints on plain paper and can print courses and the working cycle average from TXGradebook for all students, for only students with grades posted, or for students with blank or failing grades.
3. All five comments for each course are also printed.
4. An explanation of up to 14 different comment codes used appears after the course information.
5. The report page breaks by student.

NOTES:

- If a posted grade in TXEIS exists, then it will be used when selecting which students to include on the report and will be displayed in the Curr Avg column.
- If a posted grade in TXEIS does not exist, then the working cycle average in TXGradebook will be used when selecting which students to include on the report and will be displayed in the Curr Avg column.
- If neither a posted grade in TXEIS nor a working cycle average in TXGradebook exists, then the program will check if the course is an auto-graded course. If the course has an auto grade, then this grade will be used when selecting which students to include on the report and will be displayed in the Curr Avg column.

In Grade Reporting Application>Reports>

Choose the 1160 report.

Set the options based on your requirements.

It will take a few minutes because the program is retrieving data from the grade book.

Gunter ISD
Gunter High School
Interim Progress Report
As of September 4, 2009 10:03

Student Name	Student Id	Grade Level	Semester	Cycle	School Yr	Control Nbr	Track
Rimpel, Sheila	899999	10	1	1	2009-2010		1

To the Parents/Guardians of
Sheila Rimpel
Gunter, TX

Course	Period	Teacher	Class Ave	Dir Ave	Comments Codes	Notes
1200 ALG I	01 - 01	HEATY, TRACY	000			
1002 ENG II	02 - 02	LOWDER, FRIST				

TXEIS Grade Reporting - [Year 2012-2013 Report Name - Interim Progress Report From Grade Book]

File Edit View History Bookmarks Tools Help

TXEIS Academic Directory TXEIS Grade Reporting

https://txeis.dallascounty.org/8443/GradeReporting/app/tp010/w3sfFrame.htm

Grade Reporting

Report ID: SGR1160 Interim Progress Report From Grade Book
Campus ID: SGR1160
User ID: MOULLARD

Enter Selection Criteria:

Report ID: SGR1160
User ID: MOULLARD

Print Preview
Clear Options

Campus ID Number: 801
 Semester (L1, L2 or A): 2
 Cycle (L1 or 2): 1
 The SGR is ALB - Only with a grade of Failing or Failing/Retest
 Grade Level (Choose one, or Blank for All): A
 Sort Order (A = Alpha, S = Student, C = Course) (M): C
 Address to be printed: S - Student, P - Parent
 Attendance Track (S - S or Blank for All): S
 Print Report Card Map? (Y/N): Y
 Print Auto Reader? (Y/N): Y
 Include SGR Passed Course (Y/N): N
 Include Non Graded Courses (Y/N): N
 Print Attendance? (Y/N): N
 Include only All Codes in Attendance? (Y/N): N
 Print Signature Line (Y/N): N
 Student Do Blank for All:

SGR1160 Interim Progress Report from Grade Book

This report is for current year only. The report prints on plain paper and can print courses and the working cycle average from TXGradebook for all students, for only students with grades posted, or for students with blank or failing grades. All five comments for each course are also printed. An explanation of up to 14 different comment codes used appears after the course information. The report page breaks by student.

Parameter Parameter Description
Campus ID Number Type the three-digit campus number, or click to select the

Std Sel (A=All, G=Only w/Grades, F=Failing, B=F&Blnk, I=Incmplt)

campus from the Campus Picklist .

A (All) - All courses/grades will print on the report including blanks.

G (Only w/Grades) - Only courses with a grade in the Curr Avg column, including 0 and I (Incomplete), will print.

F (Failing) - All courses will print for students who have at least one failing grade. A grade of 0 will count as failing. If a grade exists in the Curr Avg column, it will be used to calculate if the course is failing. The failing grades will be bolded also.

B (Failing & Blank) - All courses will print for students who have at least one failing and/or blank grade. A grade of 0 will count as failing/blank. If a grade exists in the Curr Avg column, it will be used to calculate if the course is failing. The failing grades will be bolded also. The grade will be considered blank if the Curr Avg column is blank.

I (Incomplete) - Only courses with a grade of I in the Curr Avg column will print, and only students who have an "I" will be included.

Grade Level (Choose one, or Blank for All)

Type the two-character grade level, click to select the grade level from the Grade Level Picklist , or leave blank to run for all grade levels.

Address to be printed. S=Student, P=Parent

If Address to be printed = P, the address for the guardian contact that has the lowest relationship code will be printed. If the parent address is blank or no guardian contact exists, the student address will be printed.

Print Report Card Msg? (Y,N)

Y - Print the report card messages; the first 14 lines from the report card message table will print at the bottom of the report.

N - Do not print report card messages.

Print Auto Grades? (Y,N)

For elementary students, report card messages will be printed from the Rpt Card Msg Elementary table. For secondary students, report card messages will be printed from the Rpt Card Msg 8.5 x 11 Form table.

Y - Print the Auto Grade from the District Course Maintenance screen if there is no working cycle average for the course in TXGradebook.

Include Self Paced Courses (Y,N)

N - Do not print the Auto Grade.

Y - Print any self-paced courses that do not have a semester grade posted.

N - Exclude all self-paced courses.

A self-paced course will print on the report if a semester average has not been posted for the course. If the self-paced

Include Non Graded Courses (Y,N)	<p>course has a working cycle average in TXGradebook, the current average will print on the report. If the self-paced course does not have a working cycle average or a semester average, the course will print on the report with a blank current average.</p> <p>Y - Print any non-graded courses that are not excluded from the Attendance page in TXGradebook.</p> <p>N - Exclude all non-graded courses.</p>
Print Attendance? (Y,N)	<p>A non-graded course will print on the report if the Exclude from TXGradebook option in the district master schedule is not set to A or B.</p> <p>Y - Print the course attendance for the semester/cycle selected.</p> <p>N - Exclude the attendance.</p>
Print Signature Line (Y,N)	<p>Y - Print a line for the parent/guardian signature at the bottom of the report.</p> <p>N - Exclude the signature line.</p>
Student IDs (Blank for All)	<p>Type the six-digit student ID number, including all leading zeros and separating multiple IDs with a comma, or click to select multiple students from the <u>Student Picklist</u>.</p>

Notes:

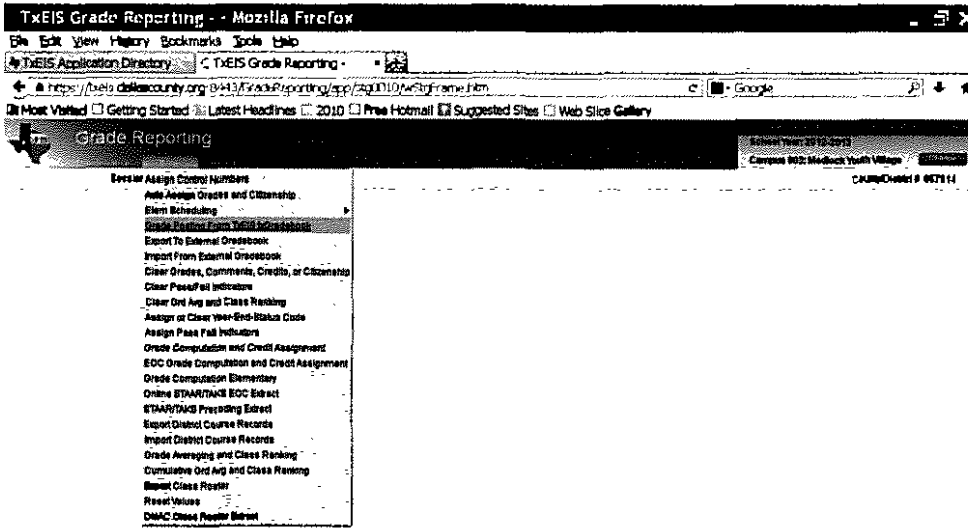
- If a posted grade in TXEIS exists, then it will be used when selecting which students to include on the report and will be displayed in the Curr Avg column.
- If a posted grade in TXEIS does not exist, then the working cycle average in TXGradebook will be used when selecting which students to include on the report and will be displayed in the Curr Avg column.
- If neither a posted grade in TXEIS nor a working cycle average in TXGradebook exists, then the program will check if the course is an auto-graded course. If the course has an auto grade, then this grade will be used when selecting which students to include on the report and will be displayed in the Curr Avg column.

G. Report Cards

Report Cards (6th 6 weeks of each Reporting Cycle)

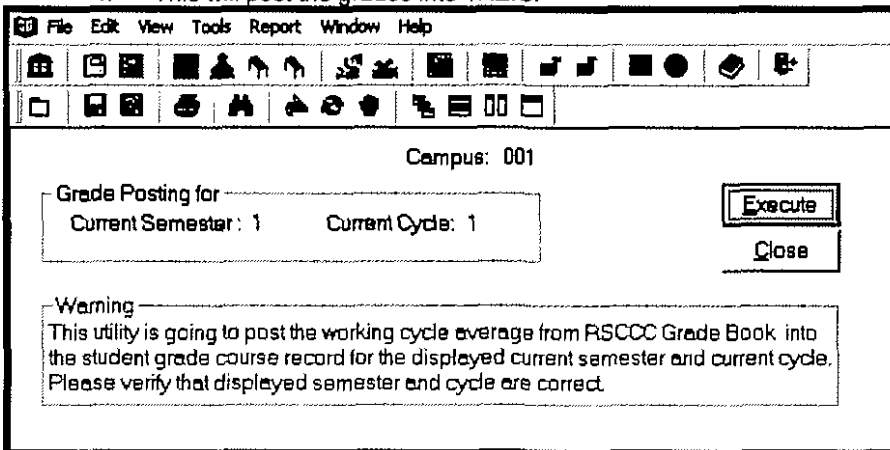
After teachers have marked their grades READY TO POST, the office will need to POST the grades into TXEIS.

Grade Reporting Application>Utilities>Grade Posting from TXEIS Grade Book



https://txeis.dallascounty.org:8443/GradeReporting/app/stg0010/vStgFrame.htm

1. The screen below will display.
2. Make sure the Current Semester and Current Cycle are correct.
3. If so, click Execute.
4. This will post the grades into TXEIS.



How to Print Report Cards

If you have entered grades in TXEIS for new students or teachers posted grades for progress reports and you have not cleared grades and re-set flags then you must do these steps before starting the report card steps. You can clear and re-set flags by course, student, grade level, or campus. Remember to also clear comments and/or citizenship. These steps must be done separately when clearing grades (Grade Reporting>Utilities>Clear Grades, Comments, Citizenship)

Campus report cards messages should be updated if necessary.

CHECK PRINTING PREFERENCES FOR REPORT CARDS.

GRADE REPORTING>MAINTENANCE>TABLES>CAMPUS CONTROL OPTIONS>PRINT OPTIONS

1. In the **Crs Seq** field, click drop do2nto select the sequence in which courses are printed on report cards.
2. In the **Print Failing Msg** field, select whether to print report card messages for students failing courses.
3. In the **Sequence** field, click drop down to select the sequence in which report cards are printed.
4. In the **Incl Non-Graded Crs** field, select whether non-graded courses should be included on report cards.
5. In the **Print "WF"** field, select whether W/F (withdraw failing) should be printed on report cards for students withdrawn from courses with a failing grade.
6. In the **Print "WP"** field, select whether W/P (withdraw passing) should be printed on report cards for students withdrawn from courses with a passing grade.
7. In the **Print W/D Crs** field, select whether withdrawn courses should appear on report cards or grading labels.
8. In the **Print Credits** field, select whether academic credits should be printed on report cards.

The screenshot shows a software window titled "2009-2010 Grade Reporting Campus Control Information" with "Campus: 101" displayed. The "Print Options" tab is active. The "Report Card Options" section contains the following fields:

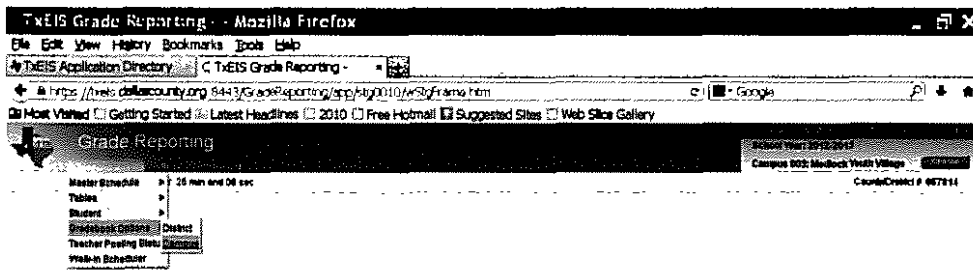
- Crs Seq: [Dropdown menu]
- Print Failing Msg:
- Sequence: [Crs B] [Dropdown menu]
- Incl Non-Graded Crs:
- Print "WF":
- Print "WP":
- Print W/D Crs:
- Print Credits:
- Print HRoll Code:

The "AAR Options" section contains:

- Print Credits - A or B options:
- Print W for PE Equiv. Credit:

9. In the **Print HRoll Code** field, select whether honor roll codes should be printed next to courses on report cards.

STEP 1: Office TXEIS personnel will open the cycle for Grade Posting.

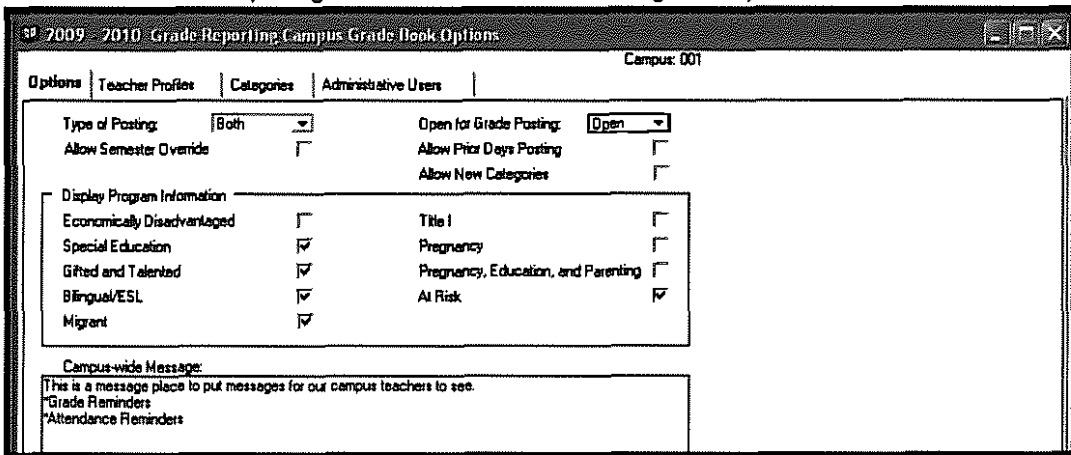


<https://txels.dallascounty.org/8443/GradeReporting/app/Atg2010/WStgFrame.htm#>

start
GRADE REPORTING>MAINTENANCE>GRADE BOOK OPTIONS>CAMPUS
 Change the "Open for Grade Posting" option to "Open".

STEP 2. TEACHERS POST GRADES FROM GRADE BOOK.

- a) Use the Teacher Posting Status to determine if teachers have marked grades to ready post. Use the option "Not ready to post". (Grade Reporting>Maintenance>Teacher Posting Status.)



Gradebook > Assignment Grades Cycle Grades IPR Comments Print IPR Print IPR by Average

Semester: 1 Course Section: 01 ALG I (1200-01) Retrieve Data

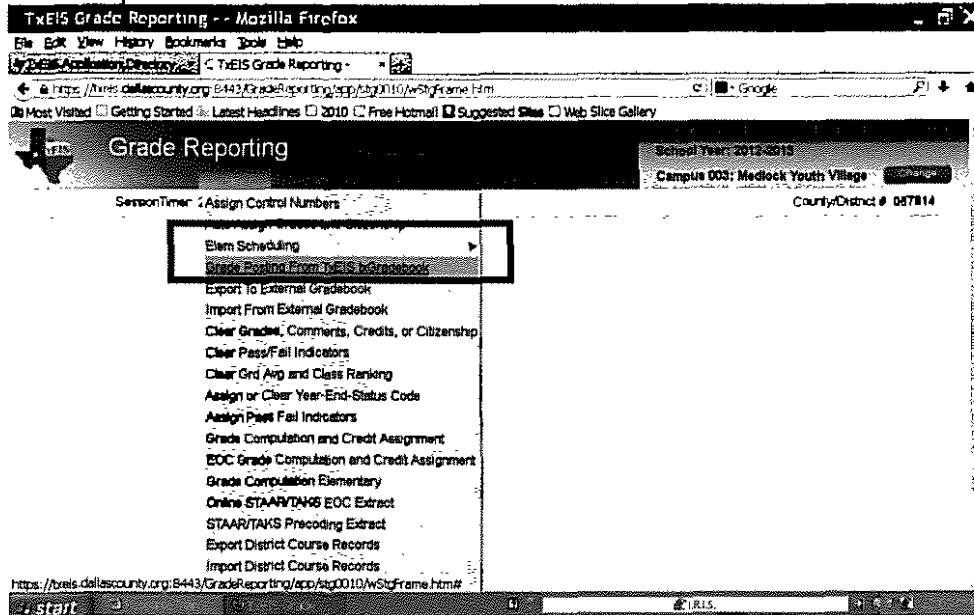
Cycle Grades
Semester: 1 Section: 01 ALG I (1200-01)

Print: Save Calculate Semester Averages **Mark grades as Ready to Post**

Show Withdrawn Students Show semester averages as alpha.

STEP 3: OFFICE POSTS GRADES FROM THE GRADE BOOKS.

This can be done more than once as teachers continue to mark grades ready to post.



STEP 4: Compute attendance for report cards.

The function computes attendance from the Attendance application for grade course records. It should be run before printing report cards, the Interim Progress report, and the Blank, Failing and Incomplete Grades report.

The following absence types are posted to the absence categories on the Grade Reporting reports.

- Excused: A, C, D, H, I, K, M, R, S, V
- Unexcused: U
- School Related: E, F
- Tardies: T

GRADE REPORTING>REPORTS>GRADE REPORTING REPORTS>SGR1800
 COMPUTE ATTENDANCE FOR COURSE RECORDS

- a) Choose your campus id number.
- b) Choose the Semester.
- c) Check Course Entry/WD Dates, put N for No.
- d) Enter A for all Periods or S for ADA Period only.
- e) Run Preview.

Parameter Description	Value	List	Exit
Campus ID Number	001	...	
Semester	I		
Check Course Entry/WD Dates? (Y,N)	N		
Period - A=All, S=ADA Period Only	A		

Printing Report Cards

GRADE REPORTING>REPORTS

SGR1300 8 ½ X 11 Report Card (2 Sem)

SGR1350 8 ½ X 11 Report Card (4 Sem)

SGR1400 8 ½ X 11 Report Card Elementary

SGR1401 Elementary Principal's Proof List (Elementary only)

The report prints report card information by grade level or control number. It provides grades and attendance information. The Proof List is printed on the laser printer.

SGR0900 Class Rolls Student Grade Information

(Elementary or Secondary verification list)

The report prints students by instructor with grades and absences.

It can also print self-paced courses, which are displayed even if Include Withdrawn Courses = N.

The "Include Withdrawn Courses" parameter has no effect on self-paced courses.

REMINDER: You can save your report cards, attendance reports, failure list, honor rolls reports, and reconciliation report as pdf report. (See HOW TO #7).

AFTER COMPLETING REPORT CARDS, be sure to change the semester and cycle as appropriate on the campus control options.

You should also remind teachers to change their cycle or semester in the grade books.

GRADE REPORTING>MAINTENANCE>TABLES>CAMPUS CONTROL
 OPTIONS>PARAMETERS TAB

2009 - 2010 Grade Reporting Campus Control Information

Campus: 101

Parameters | Ranges & Conversions | Computation | H Roll & Gr Avg | Print Options | Posting | Parameters NYA

Current Semester: [1] End Dates

Current Cycle: [1] Circle 1 Circle 2 Circle 3

- a. Each Analyst/Data Controller/Campus Clerk/Administrator should verify that each teacher are entering grades in Gradebook.
- b. Report Cards are to be mailed on each student that is enrolled with DCJJSC at the close of the 6week cycle
 - 1) In the event that the student was closed out for the 6weeks by the home ISD school, the home ISD school report card/grades, supersedes any grades earned at DCJSC
- c. If a student enrolls with AAE in the middle (3rd or 4th week of a 6Week Cycle) of a reporting period, his/her grades need to be averaged with the grades earned at AAE in an effort to give the student a "True average" for the reporting cycle.
- d. JDC Campus – see point person for report card print out (see attached).
- e. Each Analyst/Data Controller/Campus Clerk is responsible for ensuring the mail out of Report Cards.

See below for parameter for Report Card... example... (AAR sample below report card)

TxRIS Grade Reporting - [Year 2012-2013 Report Name - Secondary Report Cards (2 Semesters)] - Mszi ...

File Edit View History Bookmarks Tools Help

TxRIS Application Directory TxRIS Grade Reporting

https://tools.dallascounty.org/RAH/GradeReporting/rep/asp0010WebFrame.htm

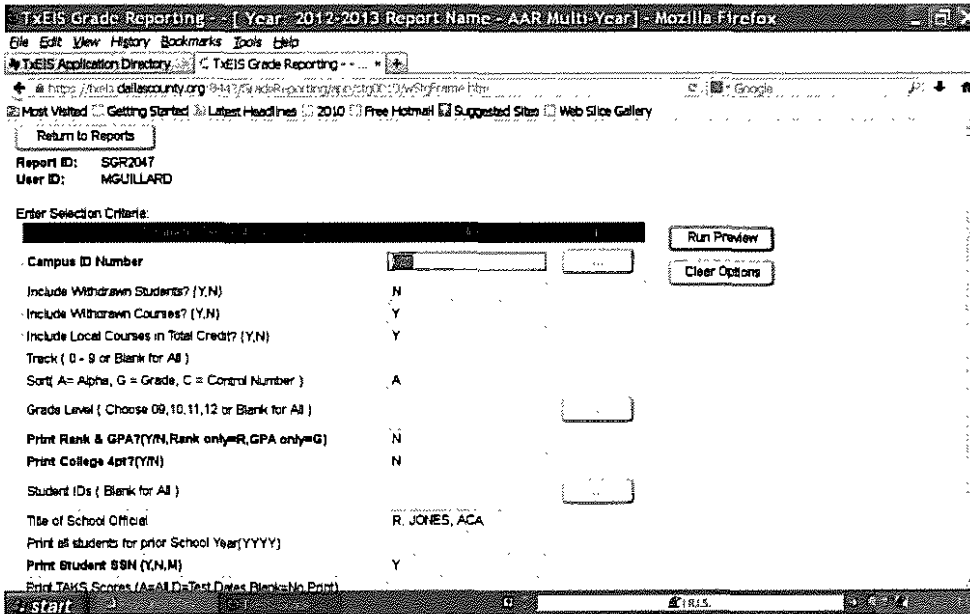
Report for: burk1001
User ID: MGULLARD

Enter Selection Criteria:

Ending School Year (YYYY)	2013	<input type="text"/>
Campus ID Number	003	<input type="text"/>
Semester 1 or 2 (2=both)	.2	<input type="text"/>
Cycle 1, 2, or 3	3	<input type="text"/>
Absence Track (0-9 or Blank for All)		<input type="text"/>
Grade Level (Choose one or Blank for All)		<input type="text"/>
Print Signature Line (Y,N)	N	<input type="text"/>
Address to be printed, B=Student, P=Parent	S	<input type="text"/>
IPR? YesOnly Students with Grades, N=No	N	<input type="text"/>
Include Withdrawn Students? (Y,N)	Y	<input type="text"/>
Print Preliminary EOC Assessment Message? (Y,N)	N	<input type="text"/>
Print Only Students with EOC Grades? (Y,N)	N	<input type="text"/>
Student ID to Start Printing (Blank for All)		<input type="text"/>
Student IDs (Blank for All)		<input type="text"/>

Run Preview
Clear Options

start



H. Gradebook

The Analyst/Data Controller shall work in a collaborative effort with the Campus Administrators/ Assistant Campus Administrators and the Teachers to accomplish goals that include but are not limited to the closure of semester(s) and the end of the year closure. The Campus Administrator shall ensure the following:

- Campus Administrators shall assure that gradebooks are complete and turned in before teachers are approved training, leave of absence or before summer.
- Campus Administrators shall assure that the gradebooks appear in the gradebooks that are turned in to reflect the hardcopy. In the event of missing grades the student will yield missing grades. All parental messages regarding student missing grades will be forwarded to Administrators during their training, leave and or summer time off.
- Teachers shall turn in completed gradebooks, and make sure that all student that have enrolled in your class have both an exam grade and cycles grades in the gradebook and the hardcopy should reflect the same grade. Without the grades, a student cannot be properly closed out.
- Teachers shall reconcile any student records that may not have a grade from your class (due to recent schedule change or recent enrollment) with your Campus Administrator or Assistant Campus Administrator. Teachers remember, Analyst/Data Controller/Data Controller cannot and will not advise on how to assign student grades.

It is important to remember that the Analyst/Data Controller do "other duties as assigned".

I. Section Changes (may differ per each campus)

- a. Analyst/Data Controller/Data Controllers are to ensure that section changes are complete and accurate - See section changes document
- b. Campus Clerk will conduct all section changes as it pertains to the list created by Analyst/Data Controller. (Being careful and mindful of Fundamental classes)

Section Changes (using Detention Roster)

#1
 >Open email
 >Delete all unwanted columns. (Column G - MinOfHearingDate, H - AssignedPO, I - HearingDate, J - HearingType, K - Offense)
 >Click on Column A - "Facility", at the top; Right Click on Blue, Format Cells, Click Alignment TAB, uncheck "Wrap Text", "Shrink Text"

#2
 >Under "I" Column type in today's date as D/M/YYYY.
 >Hit Enter
 >Copy date cell (CTRL C)
 >Paste all the way down (CTRL V) to the end of the list.

#3
 >If you have the previous day's email, *do step #1 first to the previous email.*
 >Under "I" Column type in yesterday's date as D/M/YYYY.
 >Hit Enter
 >Copy date cell (CTRL C)
 >Paste all the way down (CTRL V) to the end of the list.
 >Then copy and paste into above sheet from #1.

#4
 >Go to Data>Sort
 >Make your filed look like example.
 > Sort by ... LastName * Ascending
 > Then by ... FirstName * Ascending
 > Then by ... PIDNumber * Ascending
 > My data range has... *Header Row
 > Click "OK"

J. Role in Preparation for & during STAAR Administration

- a. Check all student grade levels for accuracy
 - i. Use of TEASE (PID Search) Account to determine Last school(s) of record
 1. <https://sequin.tea.state.tx.us/apps/logon.asp>
 - ii. During the year, as you review records, students will be placed in accurate grade as it pertains to home ISD school records.
 - iii. If the student arrived before any records have been submitted by home ISD school, a call must be placed to home ISD school and a Student Transfers From Within Texas must be completed (see attached).
 - iv. If school is not available, submit name and social security of student to Testing Coordinator
- b. Distribute Student CSR's when received (Copies for Cumulative folder, Mail Home, and Student during School year)
- c. AAE Staff will adhere to the TEA deadlines regarding testing which are outlined in the Grade Placement Manual. They which include:

- i. Results of the STAAR exam will be available 10 days after receipt at TEA.
- ii. Upon receipt of CSR's at the district, CA/ACA will have 5 days to ensure mail out of CSRs and supporting documents.
- iii. Accelerated instructions should begin immediately for those who did not make the standard score on the 1st administration.
- iv. After the second administration for (SSI students), a GPC should take place.

K. End of the Semester / Year Close Out of Students

The following rules apply when closing out students for 1st and 2nd semester and the end of the year close out for students.

The Analyst/Data Controller shall verify the enrollment dates for students enrolling in the Academy for Academic Excellence. The enrollment dates are vital to determine close out and or void and null grades so that the student's academic record is not jeopardized.

When enrolling and closing out students the Analyst/Data Controller shall follow the guidelines below to ensure successful close out of students.

- Student shall not be closed out earlier than the 4th week of the 3rd & 6th-6 week's cycle.
- AAE uses the "3 out of 4" rule to close students out for the semester. Because there is a struggle to get records from various educational institutions for a number of reasons, blanks may occur. Note:
 - Student "A" enrolls during the 2nd cycle and documentation has not been received from his previous enrollment. He completes the semester with AAE. He has a 2nd & 3rd cycle grade and exam grade. This student can be closed out using the "3 out of 4" rule and can receive credit as long as he scores "70" or above.
 - The Analyst/Data Controller should document on PGP and in TxEIS, every effort to obtain records.
- Verify that student has not been closed out from the previous school. If the student has been closed out, grades from AAE become null and void.
- In the event a student transfers during mid-semester and attended a school that has 2-nine weeks in a semester, withdrawal grades may be used to fill in a blank cycle. Please see the example:
 - Student "A" enrolls at Medlock in late April (end of 5th cycle). His previous enrollment is at Bud High School where they have 2 nine week semesters. His withdrawal grades may be used for the 5th cycle grades.
 - Extenuating or unusual circumstances can be reviewed with CA/ACA and Data Controller/Analyst.
- The Analyst/Data Controller shall also document (spreadsheet) of students who leave (either by transfer or withdrawal) within the last two (2) weeks of school for successful closure. The Academy for Academic Excellence that had the student enrolled for the longest length of time shall close the student out.
- The Academy for Academic Excellence does not promote or retain student's mid-year. Promotions and Retentions are only conducted at the end of the year. The rule exception to promote or retain within the Academy for Academic Excellence is as follows:
 - The student's grade level and or credits are verified from previous school(s) and the need to promote or retain mandate the grade level change.

- o The Academy for Academic Excellence makes a mistake and the error needs correction.
- o Middle school students may be evaluated on an individual bases by the Grade Placement Committee to determine retention or promotion. During this meeting consideration will be given to the following data STAAR results, attending summer school, intervention plan developed to assist student with learning gaps and age.

In the event that a promotion or retention grade level is required, the Analyst/Data Controller shall staff the case with the Grade Placement Committee (See the GPC manual for further instructions).

The closure of each student is vital in the printing of report cards and the AAR (Academic Achievement Record) and the Analyst/Data Controller shall ensure that a copy is placed in the student's cumulative folder. Once the end of the year closure reports are conducted the 415 reports should be conducted for PEIMS Submission by the Coordinator Olivia Landin. The 415 Report should be resource for the promotion / retain status and includes GPC procedures and the STAAR results.

L. Grade Reporting Reports

End of Semester Grade Reporting Reports 1st Semester & 2nd Semester

- SGR 0280 Grade Distribution Report
- SGR 1000 Blank, Failing, and Incomplete Grade
- SGR 1175 Report Card Proof List
- SGR 2000 A/B Honor Roll
- SGR 2091Elementray Grade label
- SGR 4500 TXGradebook Assignment Audit Report
- SGR 1600 CTE verification report

The following is the list of required reports needed for the end of the year close out. The end of the year close out reports are an addition to the semester close outs and are lengthy and detailed.

End of the Semester / Year Close Out Procedures

(semester close out is applicable for 1st semester and 2nd semester)

The Analyst/Data Controller shall follow the following procedures to close out the semester and end of the year close out are subject to change contingent upon Region 10 and mandated legislation. The following is a list of reports listed in semester lay outs and the end of the year for close outs.

End of the YEAR reports for Grade Reporting

- SGR 0000 415 Course Completions
- SGR 1175 Report Card Proof List
- SGR1200 Principal's Proof List
- SGR 0900 Class Rolls
- SGR 1000 Blank, Failing and Incomplete Grade
- SGR1920 Pass Fail Verification List
- SGR 0280 Grade Distribution Report
- SGR 2001 A/B Honor Rolls

- SGR 2010 Numeric Honor Rolls
 - SGR 2081 Student Grade Labels (Middle School)
 - SGR 4500 TXGradebook Assignment Audit Report
 - 425 Behavior Records Report (Applicable Campuses)

Note: all of the above reports are exercised through the use of TXEIS.

Sign In to TXEIS

Choose Grade Reporting and a Campus

Go to Reports

Go to Grade Reporting Reports

Choose the reports

For more detailed step by step process, please see the following link under the title "how to's":

<http://region1Dis.webexone.com/login.asp?loc=&link=>

or the TXEIS Training Manual.

M. Awarding of Credits

- Credits are awarded for students in high school (9th thru 12th grades) at the end of each semester.
- Students may earn 0.5 credits per course taken each semester.
- Dependent upon student's home school district, credits may only be awarded at the end of a school year. If a student enrolls with AAE from an ISD such as Grand Prairie, Irving, etc., at the end of a school's semester, their AAR may not reflect earned credits.
- If this same student closes out the school year within the AAE district, those credits that were not awarded by the home school, must be awarded by AAE.
- The student is now subject to AAE policies and procedures, and must be closed out properly.
- Social promotions are not granted. Students may be promoted only on the basis of academic achievement.
- A minimum final average of 70 on a scale of 100 is required for credit to be awarded for a course.
- All grades will be reported numerically on a scale of 100.
- A grade of "I" on a progress report or report card indicates that a course is incomplete.
- A student who fails to attend class for at least 90 percent of the days the class is offered cannot receive credit for the class - even if the absences were excused by the school district for medical or other reasons.

Credits

Credits and Grade Classifications:

0 - 5.5	9 TH
6 - 11.5	10 TH
12 - 17.5	11 TH
18+	12 TH

Distinguished Graduation Plan

26 or more credits to graduate and in addition meet other specified requirements as set by TEA and local school policy.

Recommended Graduation Plan

26 credits to graduate

Minimum Graduation Plan

22 credits to graduate, but students must have approval from the principal, and parent in order to graduate under these requirements.

2014-2015 and beyond

The State Board of Education adopted changes to the high school graduation requirements for the 2014-2015 school year. These requirements were effective beginning with students who enter grade 9 in the 2013-2014. Every ninth-grader will be required to choose one of five endorsements, broad areas of interest that will guide their course selections through high school. The five choices are science, technology, engineering and mathematics (STEM); business and industry; public services; arts and humanities; and multidisciplinary studies.

N. CREDIT BY EXAMINATION (CBE)

74.24. Credit by Examination.

(a) General provisions.

(1) A school district must provide at least three days between January 1 and June 30 and three days between July 1 and December 31 annually when examinations for acceleration for each primary school grade level and for credit for secondary school academic subjects required under Texas Education Code, §28.023, shall be administered in Grades 1-12. The days do not need to be consecutive but must be designed to meet the needs of all students. The dates must be publicized in the community.

(2) A school district shall not charge for an examination for acceleration for each primary school grade level or for credit for secondary school academic subjects. If a parent requests an alternative examination, the district may administer and recognize results of a test purchased by the parent or student from Texas Tech University or The University of Texas at Austin.

(A) Texas Tech University and The University of Texas at Austin shall ensure that the assessments they provide for the purposes of this section are aligned with and contain appropriate breadth of coverage of the Texas Essential Knowledge and Skills for the appropriate course.

(B) Texas Tech University and The University of Texas at Austin shall arrange for a third party to conduct an audit, on a rotating basis, of at least 20% of the assessments they provide for the purposes of this section. The audit shall be conducted annually.

(C) The results of each audit shall be provided to the Texas Education Agency in the form of a report to be delivered no later than May 31 of each year.

(3) A school district must have the approval of the district board of trustees to develop its own tests or to purchase examinations that thoroughly test the essential knowledge and skills in the applicable grade level or subject area.

(4) A school district may allow a student to accelerate at a time other than one required in paragraph (1) of this subsection by developing a cost-free option

approved by the district board of trustees that allows students to demonstrate academic achievement or proficiency in a subject or grade level.

(b) Assessment for acceleration in kindergarten through Grade 5.

(1) A school district must develop procedures for kindergarten acceleration that are approved by the district board of trustees.

(2) A student in any of Grades 1-5 must be accelerated one grade if he or she meets the following requirements:

(A) the student scores 90% on a criterion-referenced test for the grade level he or she wants to skip in each of the following areas: language arts, mathematics, science, and social studies;

(B) a school district representative recommends that the student be accelerated; and

(C) the student's parent or guardian gives written approval for the acceleration.

(c) Assessment for course credit in Grades 6-12.

(1) A student in any of Grades 6-12 must be given credit for an academic subject in which he or she has had no prior instruction if the student scores 90% on a criterion-referenced test for the applicable course.

(2) If a student is given credit in a subject on the basis of an examination, the school district must enter the examination score on the student's transcript.

(3) In accordance with local school district policy, a student in any of Grades 6-12 may be given credit for an academic subject in which he or she had some prior instruction, if the student scores 70% on a criterion-referenced test for the applicable course.

O. Leavers (203) Records

The term refers to students withdrawn from the AAE program in the previous school year. It includes students who:

*leave to enroll in home schooling programs.

*includes all dropouts, graduates and other students that left in the previous school year

*also includes students who fail to reenroll in the fall

A school leaver who is not enrolled in the district in the school start window of the current year is reported on a 203 Record.

Student must have re-enrolled within the school start window of the first day of school through the last Friday in September

Exceptions that prevent reporting a student on 203 Record:

- student has earned a GED certificate by August 31st

-enrolled in another Texas public school district within the school start window

-or if student is accounted for the other state reconciliation processes

Students grades EE-6 are never reported on 203 records.

P. CATE Reports Due at the end of each 6 week cycle:

▪ SGR1600- Career & Technology Code Verification

(TXEIS Grade Reporting Application)

-Focus on the Career Tech Code and CTE Credit Amount columns to ensure that the coding is correct for courses that are pulling funding for CATE

- Courses that are not to pull CTE Credit should be set at "0"
- Courses that are to pull CTE Credit should be set at "1"

- SGR1650-Career & Technology Audit Report (TXEIS Grade Reporting Application)
 - This report basically verifies the same info as the SGR1600
- SAT0600- Daily Register/Weekly Summary (TXEIS Attendance Application)
 - This report is used to verify the number of days receiving CT, career tech codes
 - Only 9th-12th grade students receive funding
 - Students 8th grade and below do not receive funding

*This report (along with all others listed above) can have edits/notes written on them to show verifications that were made. The original should be signed and turned in to the PEIMS Coordinator at the end of each 6weeks reporting cycle.

Q. SSI Grade Placement Committee Information

This information does not take the place of the GPC Manual

The Student Success Initiative (SSI) was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics. The SSI grade advancement requirements apply to the grade 5 mathematics and reading tests and the grade 8 mathematics and reading tests.

Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each testing opportunity on which they do not meet the standard. A GPC, consisting of an administrator, teachers, counselor/Analyst/Data Controller/Data Controller and parent or guardian, meets when a student has not met the passing standard after two testing opportunities and is responsible for determining the accelerated instruction the student needs before the third testing opportunity. A student who does not meet the passing standard after the third testing opportunity, upon receipt of testing results the counselor/Analyst/Data Controller/Data Controller must inform the parent or guardian on the results. If the student does not meet the requirements for SSI, the parents or guardian will be notified of another GPC Committee meeting. This notice will inform the parent or guardian of the retention notification. The parent or guardian may appeal the retention by submitting a request to the GPC within five working days of receipt of this retention notification.

(Please see attached 101.2007 Role of Grade Placement Committee.)

Students subject to SSI requirements include those served by special education who take STAAR, STAAR (Accommodated), or STAAR–Modified (STAAR–M). The ARD committee will determine which assessment, STAAR, STAAR (Accommodated), or STAAR–M, is appropriate for the individual student in each SSI content area and grade level and will make all decisions involving accelerated instruction and promotion.

R. SSI Forms

Forms for Student Success Initiative may found on the TEA website.

	<u>Parent Notification of Student Performance (Met passing standard) First/Second/Third Administration</u>
M.1	<u>Parent Notification of Student Performance (Met passing standard) First/Second/Third Administration (Spanish)</u>
M.2	<u>Parent Notification of Student Performance (Did not meet passing standard) First Administration</u>
M.2	<u>Parent Notification of Student Performance (Did not meet passing standard) First Administration (Spanish)</u>
M.3	<u>Parent Notification of Student Performance (Did not meet passing standard) Second Administration</u>
M.3	<u>Parent Notification of Student Performance (Did not meet passing standard) Second Administration (Spanish)</u>
M.4	<u>Confirmation of Participation in the Grade Placement Committee Meeting Second Administration</u>
M.4	<u>Confirmation of Participation in the Grade Placement Committee Meeting Second Administration (Spanish)</u>
M.5	<u>Grade Placement Committee Meeting Minutes Second Administration</u>
M.5	<u>Grade Placement Committee Meeting Minutes Second Administration (Spanish)</u>
M.6	<u>Parent Notification of Grade Placement Committee Decision Second Administration</u>
M.6	<u>Parent Notification of Grade Placement Committee Decision Second Administration (Spanish)</u>
M.7	<u>Parent Waives Right to Third Administration</u>
M.7	<u>Parent Waives Right to Third Administration (Spanish)</u>
M.8	<u>Parent Notification of Student Performance (Did not meet passing standard) Third Administration</u>
M.8	<u>Parent Notification of Student Performance (Did not meet passing standard) Third Administration (Spanish)</u>
M.9	<u>Confirmation of Participation in the Grade Placement Committee Meeting Third Administration</u>
M.9	<u>Confirmation of Participation in the Grade Placement Committee Meeting Third Administration (Spanish)</u>
M.10	<u>Grade Placement Committee Meeting Minutes, Third Administration</u>
M.10	<u>Grade Placement Committee Meeting Minutes, Third Administration (Spanish)</u>
M.11	<u>Parent Notification of Grade Placement Committee Decisions Third Administration</u>

S. Response to Intervention Guidance and Student Success Team

Response to Intervention (RTI)/Student Success Team (SST)

RTI/SST is the practice of meeting the academic and behavioral needs of all students through a variety of services

- High-quality instruction and tier intervention
- Frequent monitoring of student progress
- Using student data to implement educational decisions

Multi-tiered model

To ensure that appropriate instruction addresses students' academic and behavioral difficulties.

- Tier 1: Teachers use high-quality core class instruction.
- Tier 2: Students are identified for the SST intervention. This level includes researched-based programs, strategies, and teacher documentation that support the student's behavioral and academic needs. This level will support the activities of Tier 1.
- Tier 3: Students who have not responded to Tier 1 and Tier 2 will receive special and individualized instruction. Considering the time our students will be in our program, time may be an issue to get to this Tier.(see attached copy of Tier model)

RTI/SST PROCEDURE:

Administrator will:

- Receive all referrals from teachers.
- Request any documentation/data supporting the student behavior and academic needs.
 - Ensure that Analyst/Data Controller receive referrals in a timely manner.
 - Ensure teacher attendance and participation.
 - Ensure compliance with RTI/SST rules and regulation.

Teacher will:

- Turn in a student referral to their immediate supervisor.(see attached referral)
- Provide documentation/data to support the student behavior and academic needs
- Have an intervention plan in place.

Analyst/Data Controller will:

- Schedule meetings upon teacher request coming from their immediate supervisor.
- Have cumulative folder available for previous student progress.

	Tier 1: Curriculum	Tier 2: Small Group Intervention	Tier 3: Intensive Intervention
Focus	All students	Identified students with marked difficulties who have not responded to Tier 1 efforts	Identified students with marked difficulties who have not responded to Tier 1 and Tier 2 efforts
Program	Scientific research-based curriculum and instruction	Specialized scientific research-based intervention	Individualized and responsive intervention
Grouping	As needed	Homogeneous small group instruction (1:5–10)	Homogeneous small group instruction (1:3)
Time	*90 minutes per day or more	*20 – 30 minutes per day in small group in addition to 90 minutes of core instruction	*50 minutes per day in individual or small group instruction in addition to 90 minutes of core instruction
Assessment	Universal Screening at beginning, middle, and end of the academic year (or more often, if appropriate)	Weekly progress monitoring on target skill(s) to ensure adequate progress and learning	Weekly progress monitoring on target skill(s) to ensure adequate progress and learning
Interventionist	General education teacher	Determined by the school (may be classroom teacher, specialized teacher, external interventionist, paraprofessional, etc.)	Determined by the school (may be classroom teacher, specialized teacher, external interventionist, paraprofessional, etc.)
Setting	General education classroom	Appropriate setting in the classroom or outside the classroom designated by the school	Appropriate setting outside the classroom designated by the school


T. Parent Teacher Conference

Procedure Counselor/Analyst/Data Controller/Data Controller

1. Parent Teacher Conference should be completed twice a school calendar year (Fall/Spring). (Please see School Calendar for dates)
2. Counselor/Analyst/Data Controller/Data Controller are required to contact parent/guardian by letter of the time and date set for parent/teacher conference.

Review PGP and SSI information with the parent/guardian, and have parent/guardian to sign PGP, if possible.

U. AAE/DCJJAEP Reporting Schedule 2013-2014

	Six Weeks Begins	Progress Report Due Dates & MAIL OUT	Parent/Teacher Meeting	Six Weeks Ends (Deadline for Teachers 6wk Grades to be Entered into TX Gradebook) and turn in to the ACA/CA	DEADLINE for Report Cards to be Complete MAIL OUT OF REPORT CARDS
1st Six Weeks	Wednesday August 22, 2013	Friday September 13, 2013		Friday August 27, 2013	Friday, October 4, 2013
2nd Six Weeks	Monday September 30, 2013	Friday October 18, 2013	Wednesday, October 16, 2013	Friday November 08, 2013	Friday, November 15, 2013
3rd Six Weeks	Monday November 11, 2013	Friday November 22, 2013		Friday December 20, 2013	Friday, January 10, 2014
4th Six Weeks	Monday January 07, 2014	Friday January 31, 2014		Friday February 21, 2014	Friday, February 28, 2014
5th Six Weeks	Monday February 24, 2014	Friday March 21, 2014	Wednesday, March 26, 2014	Friday April 18, 2014	Friday, April 25, 2014
6th Six Weeks	Monday April 21, 2014	Friday May 09, 2014		*Friday, June 6, 2014	Wednesday, June 13, 2014

*Adjusted dates for end of school year prep and PEIMS Reporting.

V. PEIMS Submission Dates

2013-2014 PEIMS Submission and Resubmission Timelines	
Fall (Collection 1) (prior/current year data)	
Close of school-start window - Last Friday in September	September 27, 2013
EDIT+ ready to process data	October 7, 2013
Snapshot Date	October 25, 2013
EDIT+ ready for ESCs to accept LEA and ESC files	October 28, 2013
First submission due date for LEAs and ESCs	December 5, 2013
Resubmission due date for LEAs and ESCs	January 16, 2014
Data available to customers	February 20, 2014
Midyear (Collection 2) (prior year data)	
EDIT+ ready to process data	October 7, 2013
EDIT+ ready for ESCs to accept LEA and ESC files	January 6, 2014
First submission due date for LEAs and ESCs	January 30, 2014
Resubmission due date for LEAs and ESCs	February 13, 2014
Data available to customers	March 6, 2014
Summer (Collection 3) (current year data)	
EDIT+ ready to process data	April 7, 2014
EDIT+ ready for ESCs to accept LEA files	May 12, 2014
First submission due date for LEAs	June 26, 2014
Resubmission due date for LEAs*	July 24, 2014*
Data available to customers	September 18, 2014
Extended Year (Collection 4) (current year data)	
EDIT+ ready to process data	April 7, 2014
EDIT+ ready for ESCs to accept LEA files	August 11, 2014
First submission due date for LEAs	September 4, 2014
Resubmission due date for LEAs	September 25, 2014
Data available to customers	October 23, 2014

Please note: The dates above are submission dates required by TEA. District office will provide additional dates and inform in a timely manner prior to submission.

W. Special Education (ARD)

Refers to educational programs and practices designed for students, as handicapped or gifted students, whose mental ability, physical ability, emotional functioning differs from that of the regular education student.

- At the completion of the ARD, if a student requires Fundamental Courses, the ACA will provide documentation to the Analyst/Data Controller/Data Controller in a form of the 'Request for Schedule Change'. (see Appendix 1)
 - Once the schedule change has been completed, a copy of the new/revised schedule should be provided back to the SPED Team.
- If the student has no changes, a form must still be required indicating 'No Changes'.
- Please refer to the Special Education guide of this handbook.

X. CATE (Career and Technology Education)

Each Career and Technical Education course falls into one of 16 "career clusters." A career cluster is a group of jobs and industries that are related by skills or products. Each cluster contains cluster "pathways" that correspond to a collection of courses and training opportunities to prepare students for a given career.

Currently AAE offers courses that fall under the first three* listed clusters below. The other clusters are listed for additional information:

Agriculture, Food & Natural Resources*
Business, Management & Administration*
Information Technology*
Architecture & Construction
Arts, A/V Technology & Communications
Education & Training
Finance
Government & Public Administration
Health Science
Hospitality & Tourism
Human Services
Law, Public Safety, Corrections & Security
Manufacturing
Marketing
Science, Technology, Engineering & Mathematics
Transportation, Distribution & Logistics

The course names have recently been edited by TEA for the 2010-11 school year.

Agriculture, Food & Natural Resources

Old Course Name (1997)

2010-11

Introductory Horticulture (6-8)	N/A
Plant & Animal Production (9-12)	Small Animal Management
Intro to Horticultural Science (9-12)	Horticulture Science
Environmental Technology (9-12)	WAITING
Personal Skill Development in Agriculture (9-12)	Principals of Agriculture Food & Natural Resources
Specialty Agriculture (9-12)	Small Animal Management
Plant & Soil Science (9-12)	Advanced Plant & Soil Science
Adv. Plant & Soil Science (9-12)	Advanced Plant & Soil Science
Landscp Design, Construction, & Mainten. (9-12)	Landscape Design & Turf Grass Mngmt
Horticultural Plant Production (9-12)	Horticulture Science
Floral Design & Interior Landscp Development (9-12)	Principals and Elements of Floral Design
Fruit, Nut, & Vegetable Produc'n (9-12)	Food Processing
Advanced Floral Design (9-12)	Principal Elements of Floral Design

***Business, Management & Administration**

Keyboarding (Pre- Req) 9th- 10th	Touch System Data Entry
Business Computer Information Sys. I (Pre-Req) 9th - 12th	Business Information Management I
Business Support Systems (9-12)	Principals of Business, Marketing, & Finance
Introduction To Business (9th- 10th)	Principals of Business, Marketing, & Finance
<i>Business Communications (10th- 12th)</i>	<i>Business English*</i>
	<i>*Can be offered as English credit only for Students on Minimum Grad Plan</i>
Business Management	Principals of Business, Marketing, & Finance

Information Technology

Keyboarding (Pre- Req) (9th- 10th)	Touch System Data Entry
Business Computer Information System I (Pre- Req) 9th-12th	Business Information Management I
Word Processing Applications (9-12)	WAITING
Business Computer Information Systems II (10-12)	Business Information Management II
Business Computer Programming (9-12)	Computer Programming
Computer Applications (9-12)	Principals of Information Technology

Education & Training Career Connections (not eligible to receive funding for this course) **NAME CHANGING TO Exploring Careers** (middle school course)

APPENDIX

Date of ARD: _____

**Dallas County
Academy for Academic Excellence
003 Schedule Revision Form**

_____ Campus

Student Name: _____
PID # _____ DOB _____
Revision Form Completed by: _____ Date: _____

Course to be Revised	New Course	Teacher of Record

Name/Type Assessment: _____

Schedule Revised in TXEIS by: _____

Date Completed: _____

This form is to be completed during ARD, and then given immediately following ARD to counselor for revision. After revision has been made in TXEIS, the newly revised schedule is to be printed and copied. A copy goes to the SPED Department for SPED folder placement, and the original is to be placed in the student's regular cumulative folder.

BEHAVIOR CONTRACT

Student Name: _____

Date: _____

JSO/Teacher: _____

Grade: _____

The following thinking errors and poor judgment in my behavior got me referred to ISS:

In the future I will avoid those thinking errors by:

I realize that my behavior has been inappropriate and I want to change the following things about my behavior:

I will do my best to correct my behavior, because my academic future depends on it. Therefore, I will do the following to ensure I remain on track behaviorally and academically:

Student Commitment:

This Behavior Contract will be in effect:

From (date): _____ To (date): _____

Student Signature

JSO/Teacher Signature



**DALLAS COUNTY
JUVENILE DEPARTMENT**

Dr. Terry S. Smith
Director Juvenile Services
Chief Juvenile Probation Officer

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

Date: August 26, 2013
To: Dallas County Juvenile Department Education Services
From: Dr. Danny Pirtle, Deputy Director of Education Services
Subject: Dallas County Juvenile Justice Charter Schools – Anti-Bullying Policy

PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. The purpose of this policy is to assist the District in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. An act of bullying, by either an individual student or a group of students, is expressly prohibited on District property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

BULLYING PROHIBITED

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy. The District prohibits the bullying of any student:

1. During any educational program or activity conducted by the District;
2. During any school-related or school-sponsored program or activity or on a school bus;
3. Through the use of any electronic device or data while on school grounds or on a school bus or through the use of computer software that is accessed through a computer, computer system, or computer network of the District. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section; or
4. Through threats, using any of the above methods, to be carried out on school grounds. This includes threats made outside of school hours that are intended to be carried out during any school-related or school-sponsored program or activity, or on a school bus

Though an incident of alleged bullying may occur off campus and may not entail threats of acts to occur during school hours, if a student's ability to receive an education or a school's ability to provide an education is significantly impaired, as determined by the District administration, disciplinary sanctions may be imposed. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

A student or witness may file a complaint following the same procedures for bullying against a student that occur at a bus stop or en route to and from school and the school shall investigate and/or provide assistance and intervention as the principal or designee deems appropriate, which may include the use of the Dallas County Sheriff's department.

The following definitions shall apply for purposes of this policy:

- Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students. Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, extortion, destruction of property, theft of valued possessions, ridicule, name-calling, rumor spreading, slurs, jokes, innuendos, demeaning comments, and ostracism of the person or another.
- It is further defined as any unwanted purposeful gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, ethnicity, color, religion, ancestry, national origin, gender, sex, sexual orientation, gender identity and expression, marital status, socio-economic background, social/family background, linguistic preference, political beliefs, or a mental, physical, or sensory disability, difference, or impairment; or by any other distinguishing characteristic or because of one's association with a particular person or group of persons.

Bullying also includes, but is not limited to, any threatening, insulting, or dehumanizing gesture, by a student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long-term damage, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation, or is carried out repeatedly and is often characterized by an imbalance of power.

Freedom from Bullying

Bullying may involve, but is not limited to:

Verbal: Hurtful name-calling, teasing, gossiping, making threats, making rude noises, or spreading hurtful rumors.

Nonverbal: Posturing, making gang signs, leering, staring, stalking, destroying property, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions.

Physical: Hitting, punching, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, beating, biting, spitting, or destroying property.

Emotional (Psychological): Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, using peer pressure, or rating or ranking personal characteristics.

Bullying occurs when a student or a group of students engages in written or verbal expression or physical conduct that:

- Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;

- Is so sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; or

Has the effect of substantially negatively impacting a student's emotional or mental well-being.

- Cyberbullying is defined as willful harassment and intimidation of a person through the use of digital technologies, including, but not limited to, e-mail, blogs, texting on cell phones, social websites (e.g., MySpace, Facebook, Twitter, and the like), chat rooms, "sexting", instant messaging, or video voyeurism by accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District network system.
- Cyberstalking means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
- Prohibited Harassment includes, but is not limited, to oral, written, psychological, physical (both climate and contact), and other demonstrative actions with regard to race, creed, ethnic origin, religious preference, gender, disability, or sexual orientation that is harassing. [See FFH(LOCAL)]
- Accused is defined as any District student in the school or outside the school at school-sponsored events, on school buses, or at training facilities or training programs sponsored by the District who is reported to have committed an act of bullying, whether formally or informally, verbally, or in writing.
- Complainant is defined as any individual who has a complaint or concern.
- Victim is defined as any District student who is reported to have been the target of an act of bullying during any educational program or activity.

REPORTING PROCEDURES

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct. Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other County employee. A report may be made orally or in writing.

Reports of bullying may also be directed to:

Dallas County Juvenile Department Education Services
1673 Terre Colony Court, Dallas, Texas, 75212
(214) 637-6136

DISTRICT ACTION

If the results of an investigation indicate that bullying occurred, the campus principal shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the District's Student Code of Conduct. The principal shall convene the Student Support Team (SST) for the purpose of developing a plan of action/interventions for the victim and/or

perpetrator, even if the District concludes that the conduct did not rise to the level of bullying under this policy.

Student Welfare: Freedom from Bullying,

Victims of bullying shall be offered counseling services ranging from those provided by school personnel to a referral to the Dallas County Psychology Department. Consequences and appropriate remedial actions for a student who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. The consequences must also be consistent with the District's Student Code of Conduct. The District may take action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of bullying under this policy.

CONFIDENTIALITY

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

APPEAL

A parent, legal guardian, or adult student who is dissatisfied with the outcome of the investigation or plan of action may appeal beginning at the appropriate level.



OPERATING GUIDELINES
FOR
SPECIAL EDUCATION SERVICES

Academy for Academic Excellence
Dallas County Juvenile Justice Charter School

2012-2013

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Dallas County Juvenile Justice Charter School

POLICY

The special education programs in the Dallas County Juvenile Justice Charter School operate under local district board policies. This operational guidelines manual is to clarify and support local district policy, State Board of Education and Commissioner's Rules for Special Education Services, and 34 Code of Federal Regulations (Individuals with Disabilities Education Act) IDEA 2004 - Part 300 – final revised regulations dated August 14, 2006. The local district board approved policy manual may be found in the office of the superintendent, the administrative office of each school, and the special education office. The list on the next page includes the most frequently referenced policy sections which relate to special education services.

Dallas County Juvenile Justice Charter School

SCHOOL BOARD POLICY

<u>Section</u>	<u>Policy Area</u>
DMA	Professional Development
DMB	Professional Development: Special Programs
EHB	Curriculum Design
EHBA	Special Programs: Special Education
EIED	Promotion, Retention and Placement: Graduation
EKB	Testing Programs
FDC	Admissions and Attendance: Compulsory Attendance
FDD	Admissions and Attendance: Absences and Excuses
FL	Student Records
FOA	Student Discipline: Suspension and Removal
FOB	Student Discipline: Corporal Punishment
FOC	Student Discipline: Emergency Placement
FOD	Student Discipline: Expulsion
FOE	Student Discipline: Student with Disabilities
GF	Public Complaints

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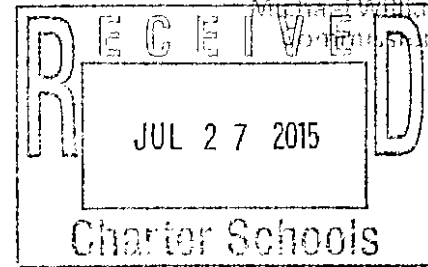


Texas Education Agency

Charter Renewal Contract

April 7, 2015

Ms. Cheryl Shannon, Board Chair
DALLAS COUNTY JUVENILE BOARD
2600 Lone Star Drive, Box 5
Dallas, TX 75212



Re: Charter Renewal Contract for ACADEMY FOR ACADEMIC EXCELLENCE (CDN 057814)

Dear Ms. Shannon:

I am pleased to inform you that the charter renewal is approved for ACADEMY FOR ACADEMIC EXCELLENCE with a contract ending date of July 31, 2025. After renewal, the charter contract shall consist of the following:

- the representations and assurances made by the charter holder in the original request for application under the standard application system, including all revisions made during the contingency process;
- the original contract for charter, as signed by the charter holder and the State Board of Education;
- any condition, amendment, modification, revision, or other change to the charter approved by the State Board of Education or the commissioner of education, including any prior renewal documents with revisions based on contingency responses;
- the final renewal application received in spring 2015, on file with the Division of Charter School Administration, including any revisions required by the agency and any amendments to the charter made through the renewal application; and
- all statements, assurances, commitments, and representations made by the charter holder in its application for charter renewal and its attachments or related documents, to the extent that these documents are consistent with those listed above.

By accepting these renewal terms, the charter holder represents that it understands that the charter holder, including any and all governance, at whatever level whether appointed or elected, employees, agents, and volunteers, shall fully cooperate with every Texas Education Agency investigation and/or sanction deemed necessary by the commissioner based on authority and responsibility given to the commissioner in state or federal law. This means that Texas Education Agency staff may conduct confidential interviews of charter school personnel and contractors outside the presence of representatives of the charter school's administration and board and that failure to timely reply with reasonable requests for access to site, personnel, documents, or other materials and/or items is a material violation of the contract for charter.

By accepting these renewal terms, the charter holder represents that it is understood by all parties that, if the charter holder loses its 501(c)(3) tax exempt status for any period of time, through action of the Internal Revenue Service or any other action which renders the charter holder no

longer an "eligible entity" within the meaning of TEC §12.101(a), the charter contract shall be rendered void, and it shall automatically return to the Texas Education Agency without any other action having to be taken by the commissioner.

Note that this contract is contingent upon legislative authorization and that the contract and the funding under state and federal law may be modified or even terminated by future legislative acts. Furthermore, state and federal laws and rules may periodically be adopted, amended, or repealed, and all such changes applicable to the charter holder or its charter school(s) may modify this contract, as of the effective date provided in the law or rule. Nothing in the charter contract shall be construed to entitle the charter holder to any privilege or benefit, including any funding, but in accordance with state and federal laws in effect and as they may in the future be amended. A contract term that conflicts with any state or federal law or rule is superseded by the law or rule to the extent that the law or rule conflicts with the contract term.

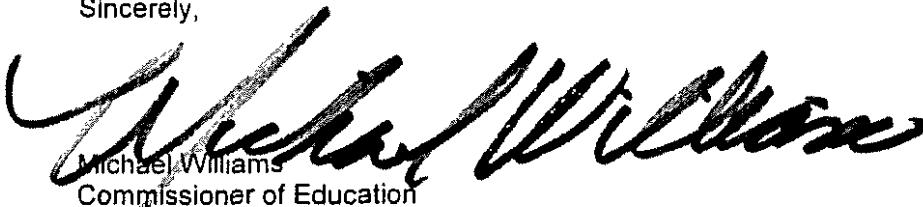
Notwithstanding the granting of this renewal, it is understood by the parties, that the charter continues to be subject to future actions by the commissioner including but not limited to possible revocation under TEC 12.115(c).

To acknowledge acceptance of this renewed contract, the chair of the charter holder board must sign below and return the entire original document to:

**Texas Education Agency
Division of Charter School Administration
William B. Travis Building, Room 5-107
1701 North Congress Avenue
Austin, Texas 78701-1494**

The charter holder should keep a copy of the document for its files. Please contact the Division of Charter School Administration at (512) 463-9575 with any questions.

Sincerely,


Michael Williams
Commissioner of Education

MW/bs

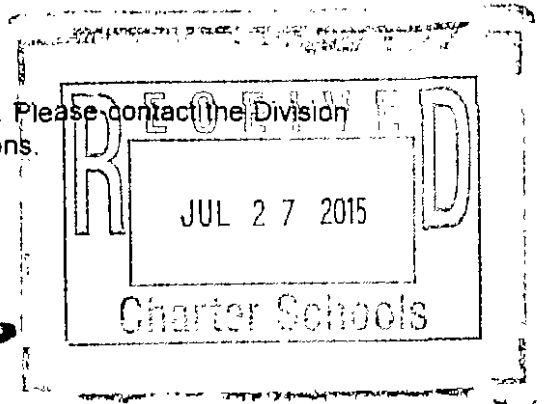
cc: Mr. Danny Pirtle, Superintendent

I the undersigned hereby certify that the governing body of the charter holder has accepted and agreed to the charter renewal agreement for ACADEMY FOR ACADEMIC EXCELLENCE as outlined in the foregoing letter and has authorized me to sign below.

Agreed and Accepted:



Ms. Cheryl Shannon
Board Chair, DALLAS COUNTY JUVENILE BOARD





Date