



## **MINUTES**

**MARCH 28, 2025**

### **JUVENILE BOARD MEETING**

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1. Call to Order

A meeting of the Brazos County Juvenile Board was held on Friday, March 28, 2025 at 12:00 p.m. at the Brazos County Juvenile Justice Center, Bryan, Texas with the following Board members present:

Duane Peters, County Judge, Presiding;  
Amanda Matzke, County Court at Law No. 1 Judge, Absent;  
Roy Brantley, County Court at Law No. 2 Judge;  
Kyle Hawthorne, 85<sup>th</sup> District Judge;  
John Brick, 272<sup>nd</sup> District Judge;  
David Hilburn, 361<sup>st</sup> District Judge;  
George "Jerrell" Wise, 472<sup>nd</sup> District Judge;  
Chris Densey, Citizen Member, Absent.

2. Approve Minutes of Previous Juvenile Board Meeting.

The Board voted unanimously to approve the minutes for the meeting held on September 23, 2024.

Motion: Approve, Moved by Judge John Brick, Seconded by Judge Kyle Hawthorne.  
Passed. 6-0. Ayes: Brantley, Brick, Hawthorne, Hilburn, Peters, Wise. Absent: Densey, Matzke.

3. Director's Report: Facility Statistics and Audits.

The Director's Report was given by Juvenile Executive Director Linda Ricketson and highlighted the following: The wait time to transport juveniles to TJJD is 73 days on average. The facility currently has 2 juveniles on the waiting list. The Detention Center housed juveniles from Houston, Matagorda, Madison and Colorado County at \$150.00 per day. Ms. Ricketson gave a brief description of the different programs available to the youth. She then noted the audits and inspections performed including, a cash count

audit, kitchen inspection, semi-annual Hood system inspection, load test, and fire/safety inspection. All came back with no discrepancies. Additionally, a Juvenile Justice Alternative Education Audit and the Auditor was very impressed with the Academy Program. A copy of the Director's Report is attached.

4. Consider and take possible action on ratifying the Agenda and Minutes for the Juvenile Board meeting conducted on September 23, 2024.

The Board voted unanimously to ratify the Agenda and Minutes from the September 23, 2025 Juvenile Board meeting.

Motion: Approve, Moved by Judge David Hilburn, Seconded by Judge George Wise. Passed. 6-0. Ayes: Brantley, Brick, Hawthorne, Hilburn, Peters, Wise. Absent: Densey, Matzke.

5. Discuss and approve policy changes in TAC 343.249 - Internal Security.

Ms. Ricketson stated that TJJD requires new and updated written policies be approved by the Board. As such, the Internal Security Policy has been updated, including specific changes to escape protocols, key locations, no tools in the control booth, location of mechanical restraints, no tasers by law enforcement, and a maintenance sign-in sheet. The changes are effective immediately. The Board voted unanimously to approve the policy updates. A copy is attached.

Motion: Approve, Moved by Judge John Brick, Seconded by Judge David Hilburn. Passed. 6-0. Ayes: Brantley, Brick, Hawthorne, Hilburn, Peters, Wise. Absent: Densey, Matzke.

6. Discuss and approve policy changes in Detention procedure 200.33 - Observation Records and Documentation.

Ms. Ricketson reported that the Observation Records and Documentation Policy is being implemented to govern the use of the RFID device that documents room checks of residents. The Board voted unanimously to approve the policy. A copy is attached.

Motion: Approve, Moved by Judge David Hilburn, Seconded by Judge Roy Brantley. Passed. 6-0. Ayes: Brantley, Brick, Hawthorne, Hilburn, Peters, Wise. Absent: Densey, Matzke.

7. Discuss and approve policy changes in TAC 343.261 - Resident Supervision.

Ms. Ricketson reported that the Resident Supervision Policy needed to be updated to include the absence of any type of window covering that can obscure the view of juveniles in their cells. The Board voted unanimously to approve the updated policy. A copy is attached.

Motion: Approve, Moved by Judge David Hilburn, Seconded by Judge John Brick. Passed. 6-0. Ayes: Brantley, Brick, Hawthorne, Hilburn, Peters, Wise. Absent: Densey, Matzke.

8. Discuss and approve policy changes in TAC 341.304 - Requirement to Apply for Diversion Funds.



Ms. Ricketson explained the updates to the Requirement to Apply for Diversion Funds Policy including the requirement to apply for diversion funds to divert a juvenile, prior to court commitment to TJJD. Judge Hawthorne requested clarification on the approval process and funding for diverting juveniles. Juvenile staff members explained the process of recommending a juvenile for diversion and the qualifications for State funding to assist with alternate placements in an effort to reduce overcrowding within TJJD. The Board voted unanimously to approve the updated policy. A copy is attached.

Motion: Approve, Moved by Judge John Brick, Seconded by Judge George Wise.  
Passed. 6-0. Ayes: Brantley, Brick, Hawthorne, Hilburn, Peters, Wise. Absent: Densey, Matzke.

9. Discuss and approve policy changes in TAC 344.804 - Dual Certification.

Ms. Ricketson stated that the majority of the staff members are dual certified to work in Detention. This allows flexibility to shift employees around during times that they are short-staffed. She explained that the Dual Certification policy was revised to update the training requirements. The Board voted unanimously to approve the updated policy. A copy is attached.

Motion: Approve, Moved by Judge Roy Brantley, Seconded by Judge John Brick.  
Passed. 6-0. Ayes: Brantley, Brick, Hawthorne, Hilburn, Peters, Wise. Absent: Densey, Matzke.

10. Discuss and approve policy changes in TAC 343.340 - Suicide Prevention Plan.

Ms. Ricketson explained the changes to the Suicide Prevention Plan including updates to definitions, classifications and removal of the maintenance log portion. Judge Brick questioned why the maintenance log portion was being removed from the policy. Ms. Ricketson and Juvenile Center staff members explained that the maintenance log is not required by TJJD standards. Judge Brantley asked where the maintenance log procedures originated. Detention Supervisor Chris Coffee explained that it was an additional measure taken to oversee juveniles on suicide watch.

Motion: Approve, Moved by Judge David Hilburn, Seconded by Judge George Wise.  
Passed. 6-0. Ayes: Brantley, Brick, Hawthorne, Hilburn, Peters, Wise. Absent: Densey, Matzke.

11. Citizens Comments.

Patrick Gendron commended Probation workers for doing a great job under difficult circumstances. He encouraged Judge Peters and Commissioner, Precinct 4 Wanda Watson to consider increasing Probation staff and pay during the County Budget cycle.

12. Adjourn



**BRAZOS COUNTY  
BRYAN, TEXAS**

FILED

2025 MAR 20 A 11:51

WENWICK COUNTY CLERK  
BRYAN COUNTY, TEXAS  
[Signature]

**NOTICE OF MEETING AND AGENDA**

**JUVENILE BOARD MEETING**

THIS NOTICE IS POSTED PURSUANT TO THE TEXAS OPEN MEETINGS  
ACT (TEXAS GOVERNMENT CODE SECTION 551)

MEETING DATE: March 28, 2025  
MEETING TIME: 12:00 PM  
MEETING PLACE: R.J. Holmgreen Brazos County Juvenile Justice Center,  
Juvenile Services Academy Building, 1904 Highway 21,  
West, Bryan, Texas 77803

- 
1. Call to Order
  2. Approve Minutes of Previous Juvenile Board Meeting.
  3. Director's Report: Facility Statistics and Audits.
  4. Consider and take possible action on ratifying the Agenda and Minutes for the Juvenile Board meeting conducted on September 23, 2024.
  5. Discuss and approve policy changes in TAC 343.249 - Internal Security.
  6. Discuss and approve policy changes in Detention procedure 200.33 - Observation Records and Documentation.
  7. Discuss and approve policy changes in TAC 343.261 - Resident Supervision.
  8. Discuss and approve policy changes in TAC 341.304 - Requirement to Apply for Diversion Funds.
  9. Discuss and approve policy changes in TAC 344.804 - Dual Certification.
  10. Discuss and approve policy changes in TAC 343.340 - Suicide Prevention Plan.
  11. Citizens Comments.
  12. Adjourn

The R.J. Holmgreen Brazos County Juvenile Justice Center, Juvenile Services Academy Building, 1904 Highway 21, West, Bryan, Texas 77803 is wheelchair accessible. Handicap parking spaces are available. Any request for sign interpretive services must be made two working days before the meeting. To make arrangements, please call (979) 361-4102.

# JUVENILE BOARD MEETING

March 28, 2025

12:00 PM

Date and Time

Name

Organization/Department

Aubrey Leggett

Comm. Court

Shanell Lowe

Comm. Court

Goy Bryant

CC 2

Duane Roberts

CJ

Jodd McKay

JUV

Stacey Kasberg

Juvenile

Daphne Hill

Juvenile

Linda A Ricketson

Juvenile

Artis Whetstone

Juvenile

Bernie Piccolo

Juvenile

Misty Swan

Juv. Court

David Hillman

361st

Ashley Taylor

BCJS

Ray Desir

Juvenile

Chris Caddy

Juv

Patrick Gendron

Citizen

Mr. Jerrell Wise

472nd

Shannon Fleming

Attorney

Wanda J. Watson

Commissioner PA

# JUVENILE BOARD MEETING

March 28, 2025

12:00 pm

Date and Time

Name

Organization/Department

Joel M. Hein

BCJS

Judge Hawthorne

85th

Judge Brick

272nd





**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: NUMBER:

DATE OF COURT MEETING: 3/28/2025

ITEM: Approve Minutes of Previous Juvenile Board Meeting.

TO: Commissioners Court

DATE: 03/19/2025

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
No Attachments Available		



## **MINUTES**

**SEPTEMBER 23, 2024**

### **JUVENILE BOARD MEETING**

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**1. Call to Order**

A meeting of the Brazos County Juvenile Board was held on Monday, September 23, 2024 at 12:00 p.m. at the Brazos County Juvenile Justice Center, Bryan, Texas with the following Board members present:

Duane Peters, County Judge, Presiding;  
Amanda Matzke, County Court at Law No. 1 Judge;  
Roy Brantley, County Court at Law No. 2 Judge;  
Kyle Hawthorne, 85<sup>th</sup> District Judge;  
John Brick, 272<sup>nd</sup> District Judge, Absent;  
David Hilburn, 361<sup>st</sup> District Judge;  
George "Jerrell" Wise, 472<sup>nd</sup> District Judge;  
Chris Densey, Citizen Member.

The minutes were taken by Cheryl Coffman.

**2. Approve Minutes of Previous Juvenile Board Meeting.**

The Board voted unanimously to approve the minutes for the meeting held on June 21, 2024.

Motion: Approve, Moved by Judge Roy Brantley, Seconded by Judge Kyle Hawthorne.  
Passed. 7-0. Ayes: Brantley, Densey, Hawthorne, Hilburn, Matzke, Peters, Wise.  
Absent: Brick.

**3. Director's Report: Facility Statistics and Audits.**

The Director's Report was given by Linda Ricketson and highlighted the following. The waiting list to transport juvenile to TTJD continues to be on average of 100 days. The facility currently has one youth on the waiting list.

The Detention Center has housed juveniles from Colorado, Grimes, Houston, Milam,

Polk and Walker Counties at \$150.00 per day. Ms. Ricketson gave a brief description of the different programs, education and counseling opportunities available to the youth. Ms. Ricketson noted that a cash count audit was performed on July 2, 2024 and no discrepancies were reported. She also stated that a fire inspection was conducted on May 9, 2024 and they have corrected one issue and are in the process of correcting the other issue reported.

A copy of the Director's Report is attached.

4. Discuss and approve the FY 2025 Juvenile Services Department County Budget.

Ms. Ricketson stated that the FY 2025 Juvenile Services Budget was adopted by the Brazos County Commissioners Court on September 10, 2024. The Brazos County portion of the overall budget is \$8,727,928.00 and the department received one new position for the detention center.

A copy of the budget is attached.

Motion: Approve, Moved by Judge David Hilburn, Seconded by Judge Kyle Hawthorne. Passed. 7-0. Ayes: Brantley, Densey, Hawthorne, Hilburn, Matzke, Peters, Wise. Absent: Brick.

5. Discuss and approve the FY 2025 State Aid Budget for Brazos County Juvenile Services from the Texas Juvenile Justice Department.

Ms. Ricketson reported the State Financial Assistance funding total is \$1,433,063.00 and the is used to pay for staffing. She noted that other grant funds are also used for salary positions.

A copy is attached.

Motion: Approve, Moved by Judge Kyle Hawthorne, Seconded by Judge Roy Brantley. Passed. 7-0. Ayes: Brantley, Densey, Hawthorne, Hilburn, Matzke, Peters, Wise. Absent: Brick.

6. Discuss and approve updated job description for Detention Supervisor.

Ms. Ricketson said the change to the job description includes removing the requirement for a Bachelor's degree. Subsequently, the applicant will be required to have at least three years' experience in a juvenile correctional facility.

No action was taken on this item.

7. Discuss and take possible action on Contract with Harris County for Interlocal Cooperation Agreement.

Ms. Ricketson explained that the secured facility is located in Katy, Texas with 96 beds. They offer a no-cost placement for male juveniles ages 14-17 years. This facility offers another option to placement in TJJD. Ms. Ricketson said that Mr. Hein and Ms. Correa conducted an on-site visit to the facility by Deputy Director Joel Hein and Placement Unit Supervisor Itzel Correa and found it acceptable. Judge Hawthorne asked for more clarification and Mr. Hein explained that TJJD allows the County to decide whether they want to send youth to TJJD or to alternate facilities.

A copy of the contract is attached.



Motion: Approve, Moved by Judge David Hilburn, Seconded by Judge George Wise.  
Other. 7-0. Ayes: Brantley, Densey, Hawthorne, Hilburn, Matzke, Peters, Wise. Absent: Brick.

8. Discuss and take possible action on Contract with Navarro County for placement of their youth in Brazos County Juvenile Detention.

Ms. Ricketson stated that both items 8 and 9 could be discussed and voted on together. She said the contract is identical to previous contracts with other counties for placement at the rate of \$150.00 per day.

A copy of the contract with Navarro County is attached.

Motion: Approve, Moved by Judge Kyle Hawthorne, Seconded by Judge David Hilburn.  
Passed. 7-0. Ayes: Brantley, Densey, Hawthorne, Hilburn, Matzke, Peters, Wise.  
Absent: Brick.

9. Discuss and take possible action on Contract with Kerr County for placement of their youth in Brazos County Juvenile Detention.

A copy of the contract with Kerr County is attached.

Motion: Approve, Moved by Judge Kyle Hawthorne, Seconded by Judge David Hilburn.  
Passed. 7-0. Ayes: Brantley, Densey, Hawthorne, Hilburn, Matzke, Peters, Wise.  
Absent: Brick.

10. Discuss and approve policy changes in Texas Administrative Code 344.

Ms. Ricketson explained the policy changes to the requirements in Texas Administrative Code 344. The revisions will not require any additional funding and take effect immediately. The policy changes include disclosure and review of an applicant's prior history, credit for training hours for military service members, and TJJD certification eligibility.

A copy is attached.

Motion: Approve, Moved by Judge David Hilburn, Seconded by Judge Amanda Matzke.  
Passed. 7-0. Ayes: Brantley, Densey, Hawthorne, Hilburn, Matzke, Peters, Wise.  
Absent: Brick.

11. Annual Inspection and Certification of the Brazos County Juvenile Detention Center.

At this time the meeting was recessed to allow the Juvenile Board members to tour the Juvenile Detention Center.

After returning from the tour, the Board voted unanimously to approve the annual inspection and certification of the facility.

Motion: Approve, Moved by Judge David Hilburn, Seconded by Judge Kyle Hawthorne.  
Passed. 7-0. Ayes: Brantley, Densey, Hawthorne, Hilburn, Matzke, Peters, Wise.  
Absent: Brick.

12. Citizens Comments.

There was no citizen comments.

13. Adjourn

\* Please Sign In \*

JUVENILE BOARD MEETING

September 23, 2024 Noon

Date and Time

Name	Organization/Department
Melissa White	Juvenile
Daphne Hill	Juvenile
Todd McKen	Juvenile
Jennifer A. Taylor	Juvenile
Ray Desir	Juvenile
Ashley Taylor	BCJS
Christopher Coffey	Juvenile
Artis Whetstone	Juvenile
Kate Conner	Auditor
Marci Turner	auditor
Tonika Davis	BCDAO
Sharon Pennington	BCSOC
Tom Conner	BCJS
Joel M. Stein	BCJS
Rita Gendron	Citizen
Stacey Kasper	Juvenile
Barbie Piccolo	Juvenile
Alsty Swan	Juv.
Aubrey Leggett	Comm. Court

# JUVENILE BOARD MEETING

Sept. 23, 2024 - Noon

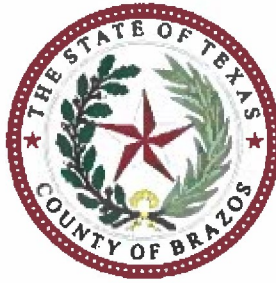
Date and Time

Name

Organization/Department

Cheryl Giffman  
Chris Denssey  
Judge Amanda Matzke  
Judge Duane Peters  
Judge Roy Brantley  
Judge David Hilburn  
Judge Kyle Hawthorne  
Judge Jerrell Wise

Comm. Court  
Board Member  
Board Member  
Board member  
Board member  
Board member  
Board member  
Board Member



**BRAZOS COUNTY  
BRYAN, TEXAS**

**NOTICE OF MEETING AND AGENDA**

**JUVENILE BOARD MEETING**

THIS NOTICE IS POSTED PURSUANT TO THE TEXAS OPEN MEETINGS  
ACT (TEXAS GOVERNMENT CODE SECTION 551)

MEETING DATE: September 23, 2024  
MEETING TIME: 12:00 PM  
MEETING PLACE: R.J. Holmgreen Brazos County Juvenile Justice Center,  
Juvenile Services Academy Building, 1904 Highway 21,  
West, Bryan, Texas 77803

- 
1. Call to Order
  2. Approve Minutes of Previous Juvenile Board Meeting.
  3. Director's Report: Facility Statistics and Audits.
  4. Discuss and approve the FY 2025 Juvenile Services Department County Budget.
  5. Discuss and approve the FY 2025 State Aid Budget for Brazos County Juvenile Services from the Texas Juvenile Justice Department.
  6. Discuss and approve updated job description for Detention Supervisor.
  7. Discuss and take possible action on Contract with Harris County for Interlocal Cooperation Agreement.
  8. Discuss and take possible action on Contract with Navarro County for placement of their youth in Brazos County Juvenile Detention.
  9. Discuss and take possible action on Contract with Kerr County for placement of their youth in Brazos County Juvenile Detention.
  10. Discuss and approve policy changes in Texas Administrative Code 344.
  11. Annual Inspection and Certification of the Brazos County Juvenile Detention Center.
  12. Citizens Comments.

### 13. Adjourn

The R.J. Holmgreen Brazos County Juvenile Justice Center, Juvenile Services Academy Building, 1904 Highway 21, West, Bryan, Texas 77803 is wheelchair accessible. Handicap parking spaces are available. Any request for sign interpretive services must be made two working days before the meeting. To make arrangements, please call (979) 361-4102.



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: NUMBER:

DATE OF COURT MEETING: 3/28/2025

ITEM: Director's Report: Facility Statistics and Audits.

TO: Commissioners Court

DATE: 03/19/2025

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
No Attachments Available		



## BRAZOS COUNTY JUVENILE SERVICES DEPARTMENT

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Linda Ricketson, Director  
Melissa White, Assistant Director

### CHAIRMAN OF THE JUVENILE BOARD ACKNOWLEDGEMENT

State of Texas §

County of Brazos §

**BE REMEMBERED**, at a regular meeting of the Juvenile Board of Brazos County, Texas, held on March 28, 2025, the Executive Director for the Brazos County Juvenile Services Probation Department did have on the agenda the Executive Director's Report.

The report contains specific information about the department, including all the required statistics or updates required by the Texas Juvenile Justice Department, enumerated in TAC § 343.212. A copy of this report is given to every Brazos County Juvenile Board member, including the Chairman of the Board.

DONE IN OPEN BOARD MEETING THIS 28<sup>th</sup> day of March 2025.

Recommended by:

A handwritten signature in blue ink that reads "Linda Ricketson".

Linda Ricketson  
Director of Juvenile Services

Approved by:

A handwritten signature in blue ink that reads "Duane Peters".

Judge Duane Peters, Chairman  
Brazos County Juvenile Board



March 28, 2025

To: Brazos County Juvenile Board

From: Linda Ricketson

RE: Executive Director's Report

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### **Facility Operations**

We continue to house residents that have been ordered to TJJD. They are staying an average of 73 days from the time they are being court ordered. As of the week of March 17th there are 122 juveniles on the waiting list, with 12 juveniles scheduled for transport for the week, from 35 departments throughout the state. We have two juveniles on the waiting list, one of the juveniles is in the adult jail as he attempted escape from juvenile detention, and he was arrested since he was 17 at the time of the incident. Reports from the TJJD Director of Stakeholder Relations indicate that the 5 TJJD secure facilities need 607 correctional staff. All facilities are 43% over capacity, except for the Gainesville Facility which is 66% over capacity.

There is on-going monitoring and repairs in the new construction. These issues stem mainly from the HVAC. There are weekly meetings with the County and Law Firm out of Austin representing the county to resolve these issues. At the present time they are working on the HVAC ducts and the smoke evacuation system in the 4 new pod areas.

### **Contract Detention**

Since our last juvenile board meeting, we have had juveniles from Grimes, Houston, Matagorda, Madison and Colorado County. Each county is paying \$150.00 per day for a bed in our facility. We billed a total of \$48,350. This is from October 2024-February 2025.

### **Programs**

The programs the department juveniles have participated in since our last board meeting include:

1. **Fall RED Program for Distracted Driving w/ TAMU Agri-Life Extension** – October 2<sup>nd</sup> – November 16<sup>th</sup> – 16 youth participated.
2. **Spring RED Program** – March 19<sup>th</sup> – April 23<sup>rd</sup> – 7 youth referred so far. We are still accepting referrals, and I will have a definite # for you as we get closer to the actual start date.
3. **Radio MASH Toy Drive** – RRP Team – December 2024 – 116 youth referred & 111 gifts delivered (all youth received one gift).

4. **Detention Christmas gifts** – December 2024 – Private donations funded gifts for 32 youth (Christmas stockings filled with assorted candy).

5. **Fitness Mentor Program (FYR) “Forging Youth Resilience” Aggieland** – This program empowers youth to build physical & mental strength for life by providing access to community-based fitness programs & mentorships: Fall 2024 (October 24<sup>th</sup> – December 5<sup>th</sup> – 3 youth participated). Spring 2025 (February 4<sup>th</sup> – Present – 10 youth participating).

6. **Veteran’s Day Program @ Bonham Elementary School** – 3 of our staff who are veterans, participated with other veterans from the community & spoke as part of a veteran’s day panel to the students: Larry Gutierrez, Steven Criddle & Phillip Olvera.

7. **Youth Moving Forward (YMF)** – This is a mentor program designed to help break the cycle of justice-involved youth in Brazos Co. through mentorship, free counseling services and workforce training. There are 5 youth participating in this program.

8. **True North** – This is a weekly, faith-based mentorship program serving teens from the juvenile detention center each Friday. Youth gain life skills, physical training & biblical guidance. Through consistent mentorship, they are equipped to become leaders who inspire their families, peers & communities towards a more purposeful life. – 4 youth referred to the program.

The departmental counselors are currently providing groups in detention, drug education groups, anger management groups and aftercare parenting groups. There are 5 juveniles that just finished the managing emotions group. There are presently 68 juveniles in counseling that are on probation in the community. Dr. Daphne Hill is now seeing our Sex Offenders under the supervision of Dr. Roy Luepnitz. There are 4 juveniles in Sex offender counseling, and 2 youth in sexual boundaries group. There are 9 juveniles in the substance group and 7 parents completed the aftercare parent group last week. We have 4 graduate level interns from Texas A&M University and Sam Houston State. They are helping to provide counseling and assessment services. One intern is specifically interested in Spanish populations and is certified to provide counseling in Spanish, which has helped us include our Spanish speaking families into therapy.

The counseling unit has completed 8 psychological reports, and one psychosexual report is pending so far this year.

From 5/30/2023-3/4/2025 there have been 205 juveniles complete the Vape Awareness Program. There have been 25 juveniles receiving new referrals to the department, with 13 of those being drug related offenses and 12 non-drug related offenses. The overall recidivism for this program is 12.20%. Drug related recidivism is 6.34%.

### **Inspections/Audits**

There was a cash count audit on 01/15/25. There were no concerns or discrepancies noted. These audits are random audits by our county auditors' office of our cash drawer in our reception area.

The health department conducted a kitchen inspection of our detention kitchen on 10/01/24. The kitchen staff did a great job and scored 100 on the inspection.

The semi-annual Hood system inspection in the detention kitchen was conducted on 2/04/2025. Everything was working properly. The systems that were tested are in a report attached to this report.

The county maintenance department conducted a load test on 02/06/25. The test was successful. All life safety systems were operable during the time that the main power electrical source was turned off. There were also no issues with the transfer of power.

The Fire/Safety inspection was completed on 2/05/25. The report indicates that the overall condition of the system was good, and all questions indicate everything is good or does not apply. The report is attached.

The Juvenile Justice Alternative Education Audit was completed on February 26, 2025. The Academy was following all standards. The Auditor was very impressed with the Academy Program here. Thanks to Todd McKey and his staff for a job well done.

TJJD, fiscal auditor, Paul Alamo, completed our Grant and contract audit report for the year ending August 31, 2024. There were no issues.

TJJD is still determining how they will be changing the audit for detention centers in Texas. The idea is that they will be conducting a risk-based audit. TJJD informed the quality assurance manager, Ashley Taylor that they will only be auditing the detention centers this year that are high risk, and our center is not one of those.

#### Appendix A- Juvenile Detention Statistics

Detention Statistics for	Aug.2023-Jan. 2024	Aug. 2024-Jan. 2025
Admissions	350	323
Releases	333	316
Average Daily	35	30
Average Length of Stay	20	20
Escape	00	01
Suicide Attempt	00	01
Suicide Watch	33	35
Physical Abuse	00	01
Emotional Abuse	00	00
Sexual Abuse	00	00
Exploitation	00	00
Physical Restraint	56	38
Mechanical Restraint	13	15
Disciplinary Seclusion	158	181
Safety-based Seclusion	20	13
Medical Confinement	10	13
Resident Grievances (submitted)	11	06
Resident Grievances (confirmed)	00	01
Neglect (supervision)	00	00

The statistics above are for a six-month period. In **2023-24** out of the 33 suicide watches 17 were moderate watches and 16 were COP. In **2024-25** out of the 35 suicide watches, **17 were moderate, one high, and 17 were close observation.**



## Office of the Brazos County Auditor

200 S. Texas Avenue - Suite 218  
Bryan, Texas 77803  
(979) 361-4350

### Cash Count Report

Date: 1.15.2025

Office Reviewed: Juvenile

Date of Cash Count: 1.15.2025

Reason For Cash Count: Random

Number of Cash Drawers: 1 Authorized Change Fund Amount: \$ 100.00

Overage/Shortage Noted(Yes/No): No Amount Over/(Short): \$ -

#### Observations/Comments:

1. One cash drawer was audited and balanced.

2. Receipts are kept secured until the deposit is made.

3. Deposits are made daily.

#### Recommendations:

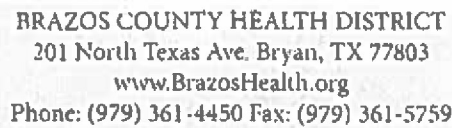
There were no concerns or discrepancies discovered during this cash count.

#### Department Response:(Optional)

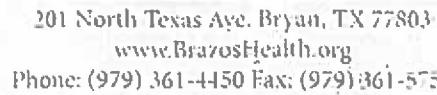
By signing this report I certify that I have received and read the report and that at the time of the cash count all funds in the office were made available to the Auditor's Office for review.

Signature

Date



Date:	Time In:	Time Out:	License/Permit #	Risk Category	Page 1 of 1
Purpose of Inspection: <input type="checkbox"/> 1-Compliance <input checked="" type="checkbox"/> 2-Routine <input type="checkbox"/> 3-Field Investigation <input type="checkbox"/> 4-Visit <input type="checkbox"/> 5-Other			TOTAL SCORE		
Establishment Name		Physical Address:		Follow-up: (circle one) YES NO	100
Compliance Status: Out = not in compliance IN = in compliance NO = not observed NA = not applicable COS = corrected on site R = repeat violation					
Mark the appropriate points in the OIT box for each numbered item. Mark '✓' a checkmark in appropriate box for IN, NO, NA, COS. Mark an asterisk '*' in appropriate box for R.					
Priority Items (3 Points) Violations Require Immediate Corrective Action Not to Exceed 3 Days					
Compliance Status			Compliance Status		
O	I	N	N	C	R
U	N	O	A	O	
T				S	
Time and Temperature for Food Safety (F = degrees Fahrenheit)			Employee Health		
1 Proper cooling time and temperature			12 Management, food employees and conditional employees: knowledge, responsibilities, and reporting		
2 Proper Cold Holding temperature (41°F/45°F)			13 Proper use of restriction and exclusion, No discharge from eyes, nose and mouth		
3 Proper Hot Holding temperature (135°F)			Preventing Contamination by Hands		
4 Proper cooking time and temperature			14 Hands cleaned and properly washed/ Gloves used properly		
5 Proper reheating procedure for hot holding (165°F in 2 hours)			15 No bare hand contact with ready-to-eat foods or approved alternate method properly followed (APPROVED YES NO)		
6 Time as a Public Health Control: procedures & records			Highly Susceptible Populations		
Approved Source			16 Pasteurized foods used: prohibited food not offered Pasteurized eggs used when required		
7 Food and ice obtained from approved source. Food in good condition, safe, and unadulterated, parasite destruction			Chemicals		
8 Food Received at proper temperature			17 Food additives, approved and properly stored. Washing Fruits & Vegetables		
Protection from Contamination			18 Toxic substances properly identified, stored and used		
9 Food Separated & protected: prevented during food preparation, storage, display, and serving			Water/Plumbing		
10 Food contact surfaces and Reimbursement: Cleaned and Sanitized in ppm temperature			19 Water from approved source, Plumbing installed, proper backflow device		
11 Proper disposition of returned, previously served or recommissioned			20 Approved Sewage/Wastewater Disposal System, proper disposal		
Priority Foundation Items (2 Points) Violations Require Corrective Action within 10 days					
O	I	N	N	C	R
U	N	O	A	O	
T				S	
Demonstration of Knowledge/Personnel			Food Temperature Control/Identification		
21 Person in charge present, demonstration of knowledge and perform duties/Certified Food Manager (CFM)			27 Proper cooling method used: Equipment Adequate to Maintain Product Temperature		
22 Food Handler/ no unauthorized persons: personnel			28 Proper Date Marking and disposition		
Safe Water, Recordkeeping and Food Package Labeling			29 Thermometers provided accurate and calibrated, Chemical Thermal test strips		
23 Hot and Cold Water available, adequate pressure, safe			Permit Requirement, Prerequisite for Operation		
24 Required Records available (shellstock tags, parasite destruction) Packaged Food labeled			30 Food Establishment Permit (Current & Valid)		
Conformance with Approved Procedures			Utensils, Equipment, and Vending		
25 Compliance with Variance, Specialized Process, and HACCP plan, Variance obtained for specialized processing methods, manufacturer instructions			31 Adequate handwashing facilities: Accessible and properly supplied, used		
Consumer Advisory			32 Food and Non-food Contact surfaces cleanable, properly designed, constructed, and used		
26 Posting of Consumer Advisories, raw or under cooked foods (Disclosure Reminder/ Buffet Plate) Allergen Label			33 Warewashing Facilities: installed, maintained, used. Service sink or curb cleaning facility provided		
Core Items (1 Point) Violations Require Corrective Action Not to Exceed 90 Days or Next Inspection, Whichever Comes First					
O	I	N	N	C	R
U	N	O	A	O	
T				S	
Prevention of Food Contamination			Food Identification		
34 No Evidence of insect contamination, rodent, other animals			41 Original container labeling (Bulk Food)		
35 Personal Cleanliness eating, drinking or tobacco use			Physical Facilities		
36 Wiping Cloths, properly used and stored			42 Non-Food Contact surfaces clean		
37 Environmental contamination			43 Adequate ventilation and lighting, designated areas used		
38 Approved thawing method			44 Garbage and Refuse properly disposed, facilities maintained		
Proper Use of Utensils			45 Physical facilities installed, maintained, and clean		
39 Utensils, equipment, & linens, properly used, stored, dried, & handled. In use utensils: properly used			46 Toilet Facilities, properly constructed, supplied, and clean		
40 Single-service & single-use articles; properly stored and used			47 Other Violations		
Received by: (signature)			Print		Title: Person In Charge/ Owner
Inspected by: (signature)			Print		Email:



Physical Address	License Permit	PAGE 20
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[illegible][illegible]

# Collected \_\_\_\_\_



**Inspection and Testing Report  
Semi Annual Hood System System****Owner/Agent**Brazos County Facility Service  
206 N. Washington Avenue,  
Bryan, TX, 77803**Property**Brazos County Juvenile Justice  
1904 W. State Hwy 21,  
Bryan, TX, 77803Inspected by: **Jacob Anderson**Start time 02/04/2025 07:59 am  
Finish time 02/04/2025 02:41 pm

Page 3 of 3

**NFPA Questions - Semi Annual Testing Frequency**

Yes	No	N/A	Description	Notes
✓			Were operation of the gas shutoff valves verified?	
✓			Were operation of the micro switches verified?	
✓			Were the nozzles cleaned?	
✓			Were the proper nozzle caps in place?	
✓			Were nozzle caps added or replaced where needed?	
✓			Are the exhaust fans in operating order?	
✓			Is the lighting in the hoods properly protected from damage?	
✓			Is there 16 inches of separation between fryers and surface flame equipment?	
✓			Are barriers installed between fryers and surface flame equipment?	
✓			Does the equipment appear to be in operable condition?	
✓			Is the cooking equipment free of combustible storage?	
✓			Is the coverage of all appliances compliant?	
✓			Is the coverage of the exhaust duct and plenum areas compliant?	
✓			Were the cartridge weights checked?	
✓			Are the piping and cylinders securely fastened to the structure?	
✓			Has the equipment/appliances remained the same since the last inspection?	
✓			Are the hood System UL 300 compliant?	
✓			Are the hood systems armed and operational?	
✓			Are type K portable fire extinguishers present and mounted in the appropriate location?	
✓			Are the extinguishers placarded as a backup means of extinguishment?	
✓			Are personnel instructed in the proper use of the fire extinguishers?	

Were the system restored to normal operation? YesPrint Brazos County  
Owner/AgentSign N/A  
Owner/AgentPrint Jacob Anderson  
InspectorSign [Signature]  
InspectorLicense# FEL-K-2801847  
Inspector





Date: **02/04/2025**

**Inspection and Testing Report**  
**Semi Annual Hood System System**

**Owner/Agent**

Brazos County Facility Service  
206 N. Washington Avenue,  
Bryan, TX, 77803

**Property**

Brazos County Juvenile Justice  
1904 W. State Hwy 21,  
Bryan, TX, 77803

Inspected by: **Jacob Anderson**

**Start time** 02/04/2025 07:59 am  
**Finish time** 02/04/2025 02:41 pm

**Systems / Devices** Summary Page

System / Device	Quantity in the building	Quantity tested this inspection	Quantity tested this year	Failed items
Wet Chemical	0	1	1	

Percentage of equipment tested in this inspection 100

Percentage of equipment tested so far 100

## Inspection and Testing Report Semi Annual Hood System System

**Owner/Agent**

 Brazos County Facility Service  
 206 N. Washington Avenue,  
 Bryan, TX, 77803

**Property**

 Brazos County Juvenile Justice  
 1904 W. State Hwy 21,  
 Bryan, TX, 77803

 Inspected by: **Jacob Anderson**

 Start time 02/04/2025 07:59 am  
 Finish time 02/04/2025 02:41 pm

Page 2 of 3

This hood service report is in accordance with NFPA 17A version 2017 and Joint Commission EC.02.03.05

### Hood System - Semi Annual Testing Frequency

Hood System : New Kitchen					
Hood location? : Kitchen			Hood System Type? : Wet Chemical		
Make? : Ansul					
Size of Cylinder	Manufacturer	Model	Hydrotest Due Date	Recharge Due Date	
1.5 gal	Ansul	R-102	08/2033	08/2033	
3 gal	Ansul	R-102	08/2033	08/2033	
Fusible Link Quantity	Temperature Rating	Were Links Replaced	Quantity of Replaced Links	Links Manufacture Date	
5	450	Yes	5	02/2025	
Yes	No	N/A	Description	Notes	
✓			Is a hood cleaning sticker affixed?		
✓			What is the date of the last hood cleaning?	01/2025	
✓			Are the hood filters intact?		
—	—	—	What is the level of grease accumulation? Light		

### NFPA Questions - Semi Annual Testing Frequency

Yes	No	N/A	Description	Notes
✓			Are the systems interlocked with the building fire alarm?	
✓			Will hood systems operate without electricity?	
✓			Do the systems have an audible or visual alert after discharged?	
✓			Are the pull stations located between 42 and 48 inches above the floor?	
✓			Are the pull stations accessible and located in a path of egress?	
✓			Do the pull stations clearly identify the hazard protected?	
✓			Will the systems operate automatically if the pull stations are impaired?	
✓			Are the pull station tamper seals in tact?	
✓			Are personnel instructed on the use of the hood systems?	
✓			Were the cable travel and link positions verified?	



# BRAZOS COUNTY JUVENILE SERVICES DEPARTMENT

Linda Ricketson, Director  
Melissa White, Assistant Director

## ALTERNATIVE POWER SOURCE LOAD TEST

The Brazos County Maintenance Department conducted a load test on this date performed by  
Brazos County as witnessed by Facility Administrator Christopher Coffey at

2/16/25

The load test was successful. All life safety systems were operable during the time period that the main power electrical source was turned off. No issues with the transfer of power. The following items were checked during this load test while operating on the alternative power source:

Generator Checklist:		Emergency Life Systems	
		√ - Successful	X - Not Successful
<input checked="" type="checkbox"/> Drain water from fuel filter(s) (Diesel Generators only)		<input checked="" type="checkbox"/> Emergency Lighting	<input checked="" type="checkbox"/> All secure door locking mechanisms which operate exclusively on electric current
<input checked="" type="checkbox"/> Check battery water level and top off as needed (Not applicable to sealed batteries)		<input checked="" type="checkbox"/> Illuminating emergency lights	
<input checked="" type="checkbox"/> Check to make sure the block heater and oil pan heater are working		<input checked="" type="checkbox"/> Emergency audible communication systems & equipment	
<input checked="" type="checkbox"/> Make note of engine hour reading – to see if any services are due		Transfer of Power (Electrical)	
<input checked="" type="checkbox"/> Visually inspect for leaks or any abnormalities		<input type="checkbox"/> Time Power was shut down: <u>0700</u>	
<input checked="" type="checkbox"/> Check control panel for any warning alarms		<input type="checkbox"/> Time power was restored: <u>0909</u>	
<input checked="" type="checkbox"/> Visually check battery terminals		<input checked="" type="checkbox"/> Successful	
<input checked="" type="checkbox"/> Check battery charger/maintainer status/voltage		<input type="checkbox"/> Not Successful	
<input checked="" type="checkbox"/> Check oil level and condition		<input type="checkbox"/> Issues/ Areas of concerns: _____	
<input checked="" type="checkbox"/> Check coolant level		_____	
<input checked="" type="checkbox"/> Check fuel level		_____	
<input type="checkbox"/> Any Issues: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		_____	



## BRAZOS COUNTY JUVENILE SERVICES DEPARTMENT

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Linda Ricketson, Director  
Melissa White, Assistant Director

The alternate power source for the Brazos County Juvenile Detention Center has a weekly automatic test set for every Monday at 8:00 a.m. The next manual load test will be conducted in 365 days.

Brazos County Maintenance Department  
Facility Services

Chris Coffey  
Facility Administrator

Brazos County Maintenance Department  
Facility Services

Brazos County Maintenance Department  
Electrician

Brazos County Maintenance Department  
Electrician

Brazos County Maintenance Department  
Generator Technician

2/6/25

Date

**American Fire & Safety, Inc.**  
**200 Ross Street**  
**Bryan, Texas 77801**  
**(409)779-0030**

⑤

*Fire Alarm Inspection Report*

Report To: Brazos Co BCDC - Juvenile

Address: 1904 Hwy 21W.

City: Bryan TX 77803

Date: 2/5/25

Inspector: JBASS

License #: AOL-4295

System Monitored By: <u>NONE</u>	Phone #: <u>-</u>	Special Codes or Account #: <u>-</u>
Frequency of Inspection: <u>Quarterly</u>	System Installation Date: <u>8/26</u>	Last Sensitivity Test Date: <u>5/22</u>
Control Panel Manufacture: <u>FCTES</u>	Overall Condition: <u>Good</u>	Battery Test Voltage: <u>Good</u>
Number Of Initiating Zones: <u>2 SL</u>	Number Of Indicating Zones: <u>4 + 4 Beepers</u>	
<b>General Information</b>		
Is The Building Occupied?	<input checked="" type="checkbox"/>	
Is Occupancy Same As Previous Inspection?	<input checked="" type="checkbox"/>	
Are All Systems In Service?	<input checked="" type="checkbox"/>	
Are All Fire Protections Systems Same As Last Inspection?	<input checked="" type="checkbox"/>	
Is Building Protected By a Sprinkler System?	<input checked="" type="checkbox"/>	
Are All New Additions & Building Changes Properly Protected?		<input checked="" type="checkbox"/>
<b>Fire Alarm Information</b>		
Is Master Control Adequate & Tests Satisfactory?	<input checked="" type="checkbox"/>	
Is Standby Emergency Power Satisfactory?	<input checked="" type="checkbox"/>	
Did Manual Pull Stations Test Satisfactory?	<input checked="" type="checkbox"/>	
Did Automatic Heat/Smoke Detection Devices Test Satisfactory?	<input checked="" type="checkbox"/>	
Did Alarm Sounding & Signaling Devices Test Satisfactory?	<input checked="" type="checkbox"/>	
Did Automatic Door Closures Test Satisfactory?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Did Air Handling Unit Shutdown Devices Test Satisfactory?	<input checked="" type="checkbox"/>	
Did Smoke & Fire Dampers Test Satisfactory?	<input checked="" type="checkbox"/>	
Supervisory Alarm Service To Range Hood Extinguishing System Test Satisfactory?	<input checked="" type="checkbox"/>	
Supervisory Alarm Service To Sprinkler System Test Satisfactory?	<input checked="" type="checkbox"/>	
<b>Problems or Malfunctions</b>		

Signature \_\_\_\_\_



**American Fire & Safety, Inc.**  
**200 Ross Street**  
**Bryan, Texas 77801**  
**(409)779-0030**

B

*Fire Alarm Inspection Report*

Report To: Bones Co - BCDL Juvenile Academy  
 Address: 1904 Hwy 21 W.  
 City: Bryan TX 77803

Date: 2/5/25  
 Inspector: JBA5  
 License #: 84245

System Monitored By: <u>N/A</u>		Phone #: <u>-</u>		Special Codes or Account #: <u>-</u>	
Frequency of Inspection: <u>Quarterly</u>		System Installation Date: <u>8/20</u>		Last Sensitivity Test Date: <u>6/22</u>	
Control Panel Manufacture: <u>FCE GS</u>		Overall Condition: <u>Good</u>		Battery Test Voltage: <u>6.00</u>	
Number Of Initiating Zones: <u>2SLC</u>		Number Of Indicating Zones: <u>2 + 1 Buzzer</u>			
<b>General Information</b>					
Is The Building Occupied?			Yes	No	Remarks
Is Occupancy Same As Previous Inspection?			✓		
Are All Systems In Service?			✓		
Are All Fire Protections Systems Same As Last Inspection?			✓		
Is Building Protected By a Sprinkler System?			✓		
Are All New Additions & Building Changes Properly Protected?				✓	
<b>Fire Alarm Information</b>					
Is Master Control Adequate & Tests Satisfactory?			✓		
Is Standby Emergency Power Satisfactory?			✓		
Did Manual Pull Stations Test Satisfactory?			✓		
Did Automatic Heat/Smoke Detection Devices Test Satisfactory?			✓		
Did Alarm Sounding & Signaling Devices Test Satisfactory?			✓		
Did Automatic Door Closures Test Satisfactory?				✓	
Did Air Handling Unit Shutdown Devices Test Satisfactory?			✓		
Did Smoke & Fire Dampers Test Satisfactory?				✓	
Supervisory Alarm Service To Range Hood Extinguishing System Test Satisfactory?				✓	
Supervisory Alarm Service To Sprinkler System Test Satisfactory?			✓		
<b>Problems or Malfunctions</b>					

Signature: \_\_\_\_\_



# Compliance Monitoring Enforcement Tracking System (COMETS)

## JJAEP Performance Rating Profile

(JJAEP Standards)

[Print Current Report](#)

[Back](#)

### REPORT INFORMATION

Date: Feb 26 2025	Cycle: 2010	Biennium: 0	Status: Closed	Respond By: N/A
Lead CRS: <a href="#">Alawan Thomas</a>			Additional CRS:	
Reason for Citation: This report was generated as a result of a regularly scheduled standards compliance monitoring visit.				
Citation Details: The Texas Juvenile Justice Department conducted a regularly scheduled standards compliance monitoring visit of the County Juvenile Justice Alternative Education Program.				
Technical Assistance: Thank you for the warm welcome during my audit. The constant theme throughout my time in your program was the emphasis of how great your students are. It is my firm belief that students will mirror how they're treated and reflect how they feel. Because of this, it is evident your students feel safe, seen, and supported. Your program has students who don't want to leave, and you even get visits from students who have since graduated. In your community you are a place where students can thrive, grow, and learn. The environment you all have created here is something to be proud of!				

### DEPARTMENT INFORMATION

County: BRAZOS	Facility/Department: BRAZOS COUNTY JJAEP	Facility Address: 1904 Hwy 21 W, Bryan, TX 77803-
Program Admin: Todd McKey	CJPO: Chief Linda Ricketson	Juvenile Board Chair: Judge Duane Peters
Responsible Party: Linda Ricketson	Responsible Party Phone: 979-823-3544	Responsible Party Email: <a href="mailto:L.Ricketson@brazoscountytexas.gov">L.Ricketson@brazoscountytexas.gov</a>

### STANDARDS IN NON-COMPLIANCE

No Standards Found in Non-Compliance

### STANDARDS IN NON-COMPLIANCE WITH TECHNICAL ASSISTANCE

No Standards Found in Non-Compliance with Technical Assistance

### STANDARDS IN FULL COMPLIANCE

Date: Mar 6 2025	Standard: 348.200(a)	Level: 2
Text of Standard: 348.200 Program Administration and Organization. (a) Mission of the JJAEP. (1) Academically, the mission of the JJAEP shall be to enable students to perform at grade level. (2) The mission statement must be located in the JJAEP's policies and procedures manual and in the student code of conduct.		
Findings: TJJD staff reviewed the program's policies and procedures and Student Code of Conduct, and determined that the program has developed and disseminated a mission statement.		
Transaction Details: Mar 6 2025 2:38PM First Transaction, No Response Needed		
Date: Mar 6 2025	Standard: 348.200(b)	Level: 1
Text of Standard: 348.200 Program Administration and Organization. (b) Policies and Procedures (1) The JJAEP must: (A) have written policies and procedures that govern all aspects of the operation of the program, including personnel, administration, programming, training, and any other program requirement included in this chapter; (B) be operated according to the written policies and procedures; and (C) submit the written policies and procedures to TJJD for review and comment at the following times: (i) no later than October 1 of each year; and (ii) upon request from TJJD. (2) The written policies and procedures must be readily accessible to every JJAEP staff member.		
Findings: A TJJD staff member reviewed the written documentation approving the JJAEP policies and procedures and determined it was in compliance as required by the standard. Additionally, the policies and procedures have been provided per the standard. While onsite, a TJJD staff member was able to determine that the written policies and procedures are readily accessible to every JJAEP staff member.		
Transaction Details: Mar 6 2025 2:38PM First Transaction, No Response Needed		

<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.200(c) <b>Level:</b> 1
<b>Text of Standard:</b> 348.200 Program Administration and Programming. (c) Memorandum of Understanding. (1) The juvenile board must annually enter into a memorandum of understanding with each participating school district. The memorandum of understanding must address the items listed in §37.011(k), Education Code. (2) The memorandum of understanding must be submitted to TJJD annually no later than October 1.
<b>Findings:</b> TJJD staff determined that the MOU is being provided to TJJD and includes all required school districts in the originating county. No areas of concern were identified.
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.200(d) <b>Level:</b> 2
<b>Text of Standard:</b> 348.200 Program Administration and Organization. (d) Research Studies and Experimentation. The JJAEP must adhere to requirements established by §341.200 of this title regarding research studies and experimentation involving students in JJAEPs.
<b>Findings:</b> TJJD staff reviewed the JJAEP's policies and procedures as it relates to research programs to determine whether the requirements and prohibitions of the standard are discussed. Additionally, TJJD staff interviewed the JJAEP administrator to determine if a research program has been conducted involving JJAEP students. No areas of concerns were identified.
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.200(e) <b>Level:</b> 1
<b>Text of Standard:</b> 348.200 Program Administration and Organization. (e) JJAEP Performance Review. The juvenile board and the JJAEP administrator must conduct an annual performance review of the JJAEP between the conclusion of the school year and the beginning of the next school year to determine the effectiveness of the program. (1) The information reviewed must include: (A) the number of student entries and exits during the previous school year; (B) the reason for student entries and exits during the previous school year; (C) the number of students who entered the program during the previous school year who were eligible for special education services; (D) student academic performance as measured by passing rates and, if applicable, half-credits earned for students who exited the program during the previous school year; (E) attendance rates for the entire length of enrollment for students who exited the program during the previous school year; (F) assessment scores for mathematics and reading as measured by the TJJD-required pre-test and post-test scores, if applicable, for students who exited the program during the previous school year; (G) the number of new arrests or referrals that occurred during the entire length of enrollment for students who exited the JJAEP during the previous school year; and (H) the number of restraints by type (i.e., mechanical or personal) during the previous school year.
<b>Findings:</b> TJJD staff reviewed the juvenile board minutes, resolution or other written documentation of the annual performance review. Additionally, TJJD staff reviewed written program evaluations to determine statistical information required by this standard were addressed. No areas of concern were identified.
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.200(f) <b>Level:</b> 1
<b>Text of Standard:</b> 348.200 Program Administration and Organization. (f) JJAEP Management Review. The JJAEP administrator must conduct an annual review of the overall operations of the JJAEP before the beginning of each school year. (1) The review shall include, but is not limited to: (A) safety and security; (B) inter-local cooperation; and (C) the student code of conduct. (2) Existing policies and procedures must be reviewed and assessed to determine their continued relevance to the mission of the JJAEP. (3) Documentation of the review must be maintained.
<b>Findings:</b> TJJD staff reviewed written documentation of the management review and determined the management review was in compliance as required by the standard.
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.200(g)(1) <b>Level:</b> 2
<b>Text of Standard:</b> 348.200 Program Administration and Organization. (g) Required Staff Members. (1) JJAEP Administrator. The juvenile board or chief juvenile probation officer must designate a JJAEP administrator. The JJAEP administrator must: (A) hold a bachelor's degree from a college or university accredited by an organization recognized by the Texas Higher Education Coordinating Board; (B) possess juvenile justice experience and/or education experience; (C) ensure compliance with all applicable laws and rules related to JJAEPs; and, (D) ensure compliance with provisions of all contracts with TJJD related to JJAEPs
<b>Findings:</b> TJJD staff reviewed written documentation showing that the JJAEP administrator's experience is in compliance as required by the standard.
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.200(g)(2) <b>Level:</b> 2
<b>Text of Standard:</b> 348.200 Program Administration and Organization. (g) Required Staff Members. (2) Instructional Staff Members. (A) The JJAEP must maintain a ratio of at least one instructional staff member for every 24 enrolled students. Instructional staff members include only: (i) teachers who are certified, are highly qualified, and/or meet the teaching requirements of the organization providing education services at the JJAEP; (ii) certified educational aides; and (iii) substitute teachers. (B) The instructional staff members for the JJAEP must include at least one teacher certified by the State Board for Education Certification (SBEC). (C) The JJAEP must provide at least the minimum number of special education teachers required by federal law. (D) A special education teacher must be certified as a special education teacher by SBEC or be eligible to work as a special education teacher prior to obtaining certification, as allowed by SBEC. (E) Upon entry into the JJAEP, substitute teachers who are not JJAEP staff members must be provided the JJAEP student code of conduct and JJAEP policies and procedures that directly affect their duties and sign an acknowledgment of receipt.
<b>Findings:</b> TJJD staff reviewed a systematic sample of instructional staff personnel files to determine compliance with this standard. TJJD staff reviewed



documentation for ten (10) randomly selected days to determine if the ratios were met. These dates were not earlier than the first day January of the calendar year in which the school year began. TJJD staff determined that the program was in compliance with the standard. No areas of concerns were identified.

**Transaction Details:**

Mar 6 2025 2:38PM

First Transaction, No Response Needed

**Date:** Mar 6 2025 **Standard:** 348.200(g)(3)(A-B) **Level:** 2

**Text of Standard:**

348.200 Program Administration and Organization. (g) Required Staff Members. (3) Caseworkers. (A) A caseworker must be a social worker, juvenile probation officer assigned to the JJAEP, counselor, or other mental health provider, as defined in Chapter 355 of this title. (B) Caseworkers must meet the minimum professional requirements and be licensed or certified by the appropriate licensing board in their field.

**Findings:**

TJJD staff reviewed a sample of caseworker staff personnel files to determine if each caseworker possesses a current professional license or certification from an appropriate regulatory agency. TJJD staff determined that all reviewed staff met the requirements of the standard.

**Transaction Details:**

Mar 6 2025 2:38PM

First Transaction, No Response Needed

**Date:** Mar 6 2025 **Standard:** 348.200(g)(3)(C) **Level:** 3

**Text of Standard:**

348.200 Program Administration and Organization. (g) Required Staff Members. (3) Caseworkers. (C) The JJAEP must maintain a ratio of at least one caseworker for every 50 enrolled students. (i) At a JJAEP with 50 or fewer enrolled students, the caseworker must be present during all operational hours of the JJAEP, except as noted in clauses (vi) and (vii) of this subparagraph. (ii) At a JJAEP with 51–100 enrolled students, one caseworker must be present during all operational hours of the JJAEP, except as noted in clauses (vi) and (vii) of this subparagraph. The second caseworker must be present for at least four of the JJAEP's daily operational hours, except as noted in clauses (vi) and (vii) of this subparagraph. (iii) At a JJAEP with 101–150 enrolled students, two caseworkers must be present during all operational hours of the JJAEP, except as noted in clauses (vi) and (vii) of this subparagraph. The third caseworker must be present for at least four of the JJAEP's daily operational hours, except as noted in clauses (vi) and (vii) of this subparagraph. (iv) At a JJAEP with 151–200 enrolled students, three caseworkers must be present during all operational hours of the JJAEP, except as noted in clauses (vi) and (vii) of this subparagraph. The fourth caseworker must be present for at least four of the JJAEP's daily operational hours, except as noted in clauses (vi) and (vii) of this subparagraph. (v) At a JJAEP with more than 200 enrolled students, the number of caseworkers required to be present during all operational hours of the JJAEP follows the same pattern set forth in clauses (i)–(iv) of this subparagraph. (vi) A substitute caseworker is not required when a caseworker is absent for three or fewer consecutive school days. A substitute caseworker is required if an absence is more than three consecutive school days. (vii) A caseworker who must leave the JJAEP site to complete a JJAEP-related duty is considered present for purposes of calculating the ratio.

**Findings:**

TJJD staff reviewed documentation for a randomly selected ten (10) consecutive school days. These dates were not earlier than the first day January of the calendar year in which the school year began. TJJD staff determined this standard was in compliance.

**Transaction Details:**

Mar 6 2025 2:38PM

First Transaction, No Response Needed

**Date:** Mar 6 2025 **Standard:** 348.200(g)(4) **Level:** 2

**Text of Standard:**

348.200 Program Administration and Organization. (e) Required Staff Members. (4) Supervision Staff Members. (A) The JJAEP must ensure an adequate number of supervision staff members are present during all operational hours. (B) Supervision staff members include drill instructors, educational aides, security personnel, juvenile supervision officers, juvenile probation officers, community activities officers, and behavior management staff. (C) Any staff member, excluding a certified physical education teacher, who participates in the administration of intensive physical activity must be a: (i) juvenile supervision officer; (ii) juvenile probation officer; (iii) community activities officer who has received training in adolescent development and behavior, as required by §341.402 of this title. (D) Except for professional as defined in section 344.100 of this title who are providing services in their professional capacity, any staff member whose position may require supervising or transporting JJAEP students must be: (i) certified by TJJD as a juvenile supervision officer, juvenile probation officer, or community activities officer; or (ii) otherwise authorized to perform the duties of a certified juvenile probation officer, community activities officer, or juvenile supervision officer under §§341.400, 341.402, 343.428, 343.622, or 355.428 of this title as applicable.

**Findings:**

TJJD staff reviewed a systematic sample of supervision staff personnel files and determined the program was in compliance with this standard.

**Transaction Details:**

Mar 6 2025 2:38PM

First Transaction, No Response Needed

**Date:** Mar 6 2025 **Standard:** 348.200(g)(5) **Level:** 3

**Text of Standard:**

348.200 Program Administration and Organization. (g) Required Staff Members. (5) Operational Staff. (A) Operational staff members include instructional staff members, supervision staff members, caseworkers, and JJAEP administrators. (B) The JJAEP must maintain a ratio of at least one operational staff member for every 12 enrolled students.

**Findings:**

TJJD staff reviewed documentation for a randomly selected ten (10) consecutive school days. These dates were not earlier than the first day January of the calendar year in which the school year began. TJJD staff determined this standard was in compliance.

**Transaction Details:**

Mar 6 2025 2:38PM

First Transaction, No Response Needed

**Date:** Mar 6 2025 **Standard:** 348.200(h) **Level:** 3

**Text of Standard:**

348.200 Program Administration and Organization. (h) Verification Documentation. (1) The JJAEP must maintain a daily staff roster, staff sign-in sheet or other verification documentation that identifies each of the operational staff present who are present in the JJAEP each day. (2) The staff member roster, sign-in sheet, or other verification document must include the date, the time of entry and exit, the staff member's full name, and the staff member's position or title. Electronic records are acceptable for documenting whether staff members are present or absent.

**Findings:**

This standard is monitored in conjunction with sections 348.200(g) of this title and was determined to be in compliance as required by the previous standard.

<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.202(a)(b) <b>Level:</b> 1
<b>Text of Standard:</b> 348.202 Personnel Administration. (a) Personnel Records. The JJAEP administrator must have access to a personnel file for each employee or person working at the JJAEP who is included in any program ratio. The file must include verification that any required certifications are current. (b) Training Records. For each employee or person working at the JJAEP who is included in any program ratio, the JJAEP program administrator must have access to documentation verifying that the individual has completed all training required by this chapter.
<b>Findings:</b> TJJD staff reviewed a systematic sample of operational staff personnel files to verify compliance with the standard. TJJD staff determined the personnel files were in compliance with the standard.
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.202(d) <b>Level:</b> 3
<b>Text of Standard:</b> 348.202 Personnel Administration. (d) Criminal History and Background Checks. The criminal history and background check requirements and criminal history standards established by Chapter 344, Subchapters C and D, of this title apply to a JJAEP.
<b>Findings:</b> TJJD staff reviewed a systematic sample of personnel records from the staff listing to determine if a criminal history search was initiated prior to the employee's first day of employment; and the individual had no disqualifying criminal history; or a certified letter from an employee's school district's human resources department certifying that the criminal history searches for their employee has been completed and that there is no disqualifying criminal history. TJJD staff determined the program was in compliance with this standard.
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.204(a) <b>Level:</b> 1
<b>Text of Standard:</b> 348.204 Data Collection and Case File Information. (a) Data Collection and Reporting. (1) JJAEP EDI Extract.(A) Unless an alternate data entry system has been approved by TJJD, the JJAEP administrator or designee must ensure that: (i) statistical and programmatic data for each student, as required by the JJAEP Electronic Data Interchange (EDI) Specifications, are accurately documented and entered into the juvenile probation department's automated case management system; and (ii) the JJAEP EDI Extract is submitted to TJJD no later than the 10th calendar day of each month following the reporting period. (B) TJJD staff must discuss any proposed changes to the JJAEP EDI Specifications with juvenile probation departments' designated representatives before making substantive changes to the specifications. (2) JJAEP Monthly Activity Report. The JJAEP administrator or designee must ensure the JJAEP Monthly Activity Report is submitted in the required format to TJJD no later than the 10th calendar day of each month following the reporting period via TJJD's Internet database.
<b>Findings:</b> TJJD staff reviewed the random sample of student files for the statistical and programmatic data for each student, and found all are accurately documented and entered into the juvenile probation department's automated case management system. Additionally, TJJD staff determined, for the most recent twelve reported months, that the JJAEP EDI Extract was submitted to TJJD no later than the 10th calendar day of each month following the reporting period .
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.204(b) <b>Level:</b> 1
<b>Text of Standard:</b> 348.204 Data Collection and Case File Information. (b) Student Educational Records. The following information must be documented and maintained in the case file for each student in the program: (1) grade level upon entry to the JJAEP; (2) notice of expulsion; (3) court order(s) placing the student into the JJAEP; (4) police offense report, if applicable; (5) entry and exit transition plans; (6) education records, to include: (A) special education determination; (B) appropriate special education records; (C) scores on assessments required by the Texas Education Agency; and (D) home-language survey; (7) admission and exit testing data, if applicable; (8) pre-participation physical evaluation, if required under §348.208 of this title; (9) documentation of regular reviews of academic progress as required by §37.011(d), Education Code; (10) date of admission; (11) number of attendance days; (12) number of absent days; (13) date of release; (14) emergency notification contacts; (15) special medical needs, if any; (16) immunization records; and (17) medical release form.
<b>Findings:</b> TJJD staff reviewed the random sample of student files for the seventeen (17) items listed in the standard. All files reviewed were determined to be in compliance with this standard.
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.206(a)(1)(A) <b>Level:</b> 2
<b>Text of Standard:</b> 348.206 Curriculum. (a) Required Courses and Additional Areas of Study. (1) At a minimum, the JJAEP must provide the following courses at the JJAEP: (A) English language arts;
<b>Findings:</b> TJJD staff reviewed the JJAEP's curriculum and/or instructional materials to verify that the required English language arts courses are taught. TJJD staff interviewed students in attendance during the monitoring visit regarding curriculum and progress. Additionally, TJJD staff interviewed at least one member of the instructional staff about the required courses taught at the JJAEP. No areas of concerns were identified.
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.206(a)(1)(B) <b>Level:</b> 2
<b>Text of Standard:</b> 348.206 Curriculum. (a) Required Courses and Additional Areas of Study. (1) At a minimum, the JJAEP must provide the following courses at the JJAEP: (B) mathematics;



<p><b>Findings:</b> TJJD staff reviewed the JJAEP's curriculum and/or instructional materials to verify that the required mathematics courses are taught. TJJD staff interviewed students in attendance during the monitoring visit regarding curriculum and progress. Additionally, TJJD staff interviewed at least one member of the instructional staff about the required courses taught within the JJAEP. No areas of concerns were identified.</p>
<p><b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed</p>
<p><b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.206(a)(1)(C) <b>Level:</b> 2</p>
<p><b>Text of Standard:</b> 348.206 Curriculum. (a) Required Courses and Additional Areas of Study. (1) At a minimum, the JJAEP must provide the following courses at the JJAEP: (C) social studies; and</p>
<p><b>Findings:</b> TJJD staff reviewed the JJAEP's curriculum and/or instructional materials to verify that the required social studies courses are taught. TJJD staff interviewed students in attendance during the monitoring visit regarding curriculum and progress. Additionally, TJJD staff interviewed at least one member of the instructional staff about the required courses taught within the JJAEP. No areas of concerns were identified.</p>
<p><b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed</p>
<p><b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.206(a)(1)(D) <b>Level:</b> 2</p>
<p><b>Text of Standard:</b> 348.206 Curriculum. (a) Required Courses and Additional Areas of Study. (1) At a minimum, the JJAEP must provide the following courses at the JJAEP: (D) science</p>
<p><b>Findings:</b> TJJD staff reviewed the JJAEP's curriculum and/or instructional materials to verify that the required science courses are taught. TJJD staff interviewed students in attendance during the monitoring visit regarding curriculum and progress. Additionally, TJJD staff interviewed at least one member of the instructional staff about the required courses taught within the JJAEP. No areas of concerns were identified.</p>
<p><b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed</p>
<p><b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.206(a)(2)(A) <b>Level:</b> 2</p>
<p><b>Text of Standard:</b> 348.206 Curriculum. (a) Required Courses and Additional Areas of Study. (2) The JJAEP must provide the following additional areas of study: (A) high school equivalency program; and</p>
<p><b>Findings:</b> TJJD staff members determined that the elements required to pass the high school equivalency program curriculum were present and/or integrated into the regular education curriculum. No areas of concern were noted.</p>
<p><b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed</p>
<p><b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.206(a)(2)(B) <b>Level:</b> 2</p>
<p><b>Text of Standard:</b> 348.206 Curriculum. (a) Required Courses and Additional Areas of Study. (2) The JJAEP must provide the following additional areas of study: (B) self-discipline, which may be integrated into the program and may include topics such as drug awareness, anger management, impulse control, and cognitive skills.</p>
<p><b>Findings:</b> TJJD staff interview the JJAEP administrator to determine how self-discipline is taught and/or integrated into the program. Additionally, TJJD staff observed the self-discipline program curriculum implementation and/or integration. No areas of concerns were identified.</p>
<p><b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed</p>
<p><b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.206(b)(1)&amp;(4) <b>Level:</b> 2</p>
<p><b>Text of Standard:</b> 348.206 Curriculum. (b) Curriculum Development. (1) A teacher certified by the State Board for Educator Certification must oversee the development and implementation of the educational curriculum. (4) The JJAEP must offer an accelerated component for each required area of instruction to support credit recovery at the high school level and to regain academic and social skills at the elementary and middle school levels.</p>
<p><b>Findings:</b> TJJD staff reviewed the program's curriculum and interviewed at least one instructional staff member regarding the program's accelerated component. No areas of concern were identified.</p>
<p><b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed</p>
<p><b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.206(b)(2) <b>Level:</b> 2</p>
<p><b>Text of Standard:</b> 348.206 Curriculum. (b) Curriculum Development. (2) The JJAEP administrator must ensure that course instruction is consistent with the essential knowledge and skills of each subject of the foundation curriculum as defined by the rules of the State Board of Education.</p>
<p><b>Findings:</b> TJJD staff examined each foundation course curriculum taught in the JJAEP to verify consistency with Texas Essential Knowledge and Skills (TEKS) and interviewed at least one instructional staff member regarding the program curriculum. No areas of concerns were identified.</p>
<p><b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed</p>
<p><b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.206(b)(3) <b>Level:</b> 2</p>

<p><b>Text of Standard:</b> 348.206 Curriculum. (b) Curriculum Development. (3) The high school equivalency program curriculum must address the elements required to pass the topics tested: English, mathematics, science, and social studies. High school equivalency program components may be integrated into the regular educational curriculum.</p>
<p><b>Findings:</b> TJJD staff members determined that the elements required to pass the high school equivalency program curriculum were present and/or integrated into the regular education curriculum. No areas of concern were noted.</p>
<p><b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed</p>
<p><b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.208(a) <b>Level:</b> 2</p>
<p><b>Text of Standard:</b> 348.208 Program Requirements. (a) Special Education. (1) The JJAEP, in collaboration with the sending school district, must ensure that a student with a disability who receives special education services is provided educational services that will support the student in meeting the goals identified in the individualized education program established by a duly constituted admission, review, and dismissal (ARD) committee, in accordance with §37.004, Education Code, and federal requirements. (2) The following ARD committee documentation must be maintained for each special education eligible student: (A) the most recent full and complete ARD meeting paperwork; (B) the manifestation determination ARD meeting paperwork; and (C) the most recent evaluation of eligibility for special education services.</p>
<p><b>Findings:</b> TJJD staff reviewed the MOU and determined the responsible party for the delivery of special education services. In addition, TJJD staff reviewed the random sample of special education student files for the Admission, Review and Dismissal (ARD) documentation, the Individualized Education Plan (IEP) and the Behavior Intervention Plan (BIP). Lastly, TJJD staff interviewed at least one special education coordinator/teacher to ensure that the IEP/BIP of students in the sample are being followed. No areas of concerns were identified.</p>
<p><b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed</p>
<p><b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.208(b) <b>Level:</b> 2</p>
<p><b>Text of Standard:</b> 348.208 Program Requirements. (b) English as a Second Language (ESL). (1) The JJAEP, in collaboration with the sending school district, must ensure that a student who is non-English speaking or who speaks English as a second language is provided ESL services and instruction appropriate to address his or her needs, as determined by a language proficiency assessment committee (LPAC). (2) Documentation of LPAC determinations must be maintained.</p>
<p><b>Findings:</b> TJJD staff interviewed at least one instructional staff member regarding the program's English as a second language (ESL) component. No areas of concerns were identified.</p>
<p><b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed</p>
<p><b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.208(c) <b>Level:</b> 2</p>
<p><b>Text of Standard:</b> 348.208 Program Requirements. (c) Section-504-Eligible Students. (1) The JJAEP must ensure, in collaboration with the sending school district, that a student who is eligible for services under §504 of the Rehabilitation Act of 1973 is provided services and instruction appropriate to address his or her needs, as determined by a §504 committee. (2) Documentation of §504 eligibility determinations must be maintained.</p>
<p><b>Findings:</b> TJJD staff reviewed the MOU and determined the responsible party for the delivery of §504 services. In addition, TJJD staff reviewed the random sample of student files of §504 eligible students for the §504 documentation. Lastly, TJJD staff interviewed at least one §504 coordinator/teacher to ensure that the §504 plans are being followed. No areas of concern were identified.</p>
<p><b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed</p>
<p><b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.208(d) <b>Level:</b> 2</p>
<p><b>Text of Standard:</b> 348.208 Program Requirements. (d) Standardized Testing Protocols. (1) JJAEP policies and procedures must describe the safeguards the JJAEP will use to maintain the integrity of the standardized testing process and confidentiality of test results. (2) JJAEP policies and procedures must include the following requirements: (A) tests must be maintained in a secure setting (e.g., a locked file cabinet) so that staff and students do not have access to the test except while the test is being administered; (B) staff are prohibited from making copies of the test; (C) staff are prohibited from teaching the specific questions on the test; and (D) unauthorized persons are prohibited from receiving test results, whether hard copy or electronic. (3) For statewide standardized tests, the JJAEP must adhere to all testing protocols required by the Texas Education Agency. (4) The JJAEP must administer the standardized test selected by TJJD to measure progress in reading and mathematics for students who will be enrolled in the JJAEP for at least 75 school days. (A) The pre-test must be administered within 15 days after the student's enrollment. (B) The post-test must be administered no sooner than 60 days after the student's enrollment.</p>
<p><b>Findings:</b> TJJD staff reviewed the program's policies and procedures for policies addressing standardized testing protocols. The program staff demonstrated that all testing materials are in a secure setting. No areas of concern were identified.</p>
<p><b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed</p>
<p><b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.208(e) <b>Level:</b> 2</p>
<p><b>Text of Standard:</b> 348.208 Program Requirements. (e) Counseling. Counseling services (individual or group) must be available to all students in attendance at the JJAEP.</p>
<p><b>Findings:</b> TJJD staff reviewed the JJAEP documentaion and verified counseling sessions are being provided. Additionally, TJJD staff interviewed the JJAEP administrator about counseling services provided at the JJAEP. Lastly, if applicable, TJJD staff reviewed all counseling service provider contracts. No areas of concerns were identified.</p>



<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.208(f)(1) <b>Level:</b> 2
<b>Text of Standard:</b> 348.208 Program Requirements. (f) Meals. (1) Written policies and procedures must require that each student in attendance at the JJAEP is provided a lunch meal on each school day
<b>Findings:</b> TJJD staff reviewed the policies and procedures and determined the provisions for a lunch time meal. TJJD staff also observed the students receiving a lunch meal. Lastly, TJJD staff reviewed service provider contracts for the provision of meals. No areas of concerns were identified.
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.208(f)(2) <b>Level:</b> 3
<b>Text of Standard:</b> 348.208 Program Requirements. (f) Meals. (2) A student may not be denied a lunch meal as a disciplinary measure.
<b>Findings:</b> TJJD staff reviewed the policies and procedures and the student code of conduct; as well as verified prohibition of the denial of meals as a sanction or disciplinary measure. Additionally, TJJD staff interviewed at least one student and staff member regarding the provision of meals. No areas of concerns were identified.
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.208(g)(1) <b>Level:</b> 3
<b>Text of Standard:</b> 348.208 Program Requirements. (g) Medical. (1) Authorization to Consent to Treatment. The JJAEP must have on file for each student: (A) an authorization to consent to medical treatment in accordance with §32.001, Family Code, signed by the student's parent, guardian, or custodian; or (B) documentation indicating the parent, guardian, or custodian has refused to sign.
<b>Findings:</b> TJJD staff reviewed each student file for a medical release form that is signed by the student's parent, guardian or custodian. The form either consents to treatment or refuses treatment. All files reviewed were in compliance with the standard.
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.208(g)(2) <b>Level:</b> 3
<b>Text of Standard:</b> 348.208 Program Requirements. (g) Medical. (2) Medication Administration. The JJAEP must have written policies and procedures governing the administration of medication to students. The policies and procedures must: (A) specify which personnel are authorized to dispense medication to students; (B) identify requirements for the storage, use, and distribution of all medication provided to students; (C) require the student's parent, guardian, or custodian to provide a written request for the administration of the medication; (D) specify that the JJAEP will not accept medication unless it is in the original, properly labeled container; and (E) require that distribution of all medication be documented, including the date/time administered, name of the person who administered, student's name, type of medication, and dosage.
<b>Findings:</b> TJJD staff reviewed the JJAEP's policies and procedures governing the storage, use and distribution of all medication to students while in attendance at the JJAEP. Additionally, TJJD staff reviewed the documentation for the sample period to determine if a record of distribution of medication to students is maintained. Lastly, TJJD staff reviewed at least one student file of a student who has received medication in the JJAEP to determine if parental request was obtained. No areas of concerns were identified.
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.210(a) <b>Level:</b> 2
<b>Text of Standard:</b> 348.210 Student Attendance Accounting. (a) Administrator's Responsibility. The JJAEP administrator must ensure that attendance records for all students enrolled in the JJAEP are accurately documented, maintained, and reported to TJJD.
<b>Findings:</b> This standard was monitored in conjunction with sections 348.210(b), (c), and (d) of this title and was determined to be in compliance.
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.210(b) <b>Level:</b> 2
<b>Text of Standard:</b> 348.210 Student Attendance Accounting. (b) Aggregate Attendance Accounting. (1) The expulsion category of each student enrolled must be recorded on the student attendance records. (2) A specific character on the student attendance record must be used to identify a student's status as present, absent, or inactive.
<b>Findings:</b> TJJD staff randomly selected a month to determine if data reported on the monthly activity report is accurate. No areas of concerns were identified.
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.210(c) <b>Level:</b> 2
<b>Text of Standard:</b> 348.210 Student Attendance Accounting. (c) Student Entry and Exit Accounting. (1) The student's recorded entry date is the first day the student is physically present at the JJAEP. (2) A student's recorded withdrawal date is the first school day on which the student is no longer enrolled in the program.

The withdrawal date cannot be a date on which the student was present. (3) The JJAEP must maintain daily student sign-in sheets that contain each student's printed name and signature. (4) The time of entry or exit must be noted on the student sign-in or sign-out sheet for a student who arrives late or leaves early on any school day. (5) During the regular school year, a student must be present for at least four hours of the school day for it to qualify as an attendance day.
Findings: TJJD staff randomly selected a month to determine if data reported on the monthly activity report is accurate. No areas of concerns were identified.
Transaction Details: Mar 6 2025 2:38PM First Transaction, No Response Needed
Date: Mar 6 2025 Standard: 348.210(d)(1) Level: 2
Text of Standard: 348.210 Student Attendance Accounting. (d) Inactive Status. (1) A student must be placed on inactive status if he or she: (A) is in juvenile detention and is not permitted to attend the JJAEP; (B) is in jail; (C) is a documented runaway; (D) is absent for a minimum of four consecutive school days due to an illness or other medical reason documented by a licensed physician, physician assistant, or advanced practice registered nurse; or (E) is absent for a minimum of 10 consecutive school days, which may roll over to the start of the next semester attended by the student.
Findings: TJJD staff randomly selected a month to determine if data reported on the monthly activity report is accurate. No areas of concerns were identified.
Transaction Details: Mar 6 2025 2:38PM First Transaction, No Response Needed
Date: Mar 6 2025 Standard: 348.210(d)(2-3) Level: 2
Text of Standard: 348.210 Student Attendance Accounting. (d) Inactive Status. (3) A student who is maintained on inactive status for 30 consecutive school days must be withdrawn on the 31st day of inactive status. A student may not be maintained on inactive status for more than 30 consecutive school days, which may roll over to the start of the next semester attended by the student.
Findings: TJJD staff examined the student attendance records for the students placed on inactive status starting from the identified sample month to verify that inactive status days do not exceed thirty (30) consecutive school days.
Transaction Details: Mar 6 2025 2:38PM First Transaction, No Response Needed
Date: Mar 6 2025 Standard: 348.210(e) Level: 2
Text of Standard: 348.210 Program Administration and Organization. (e) Reporting Absences The JJAEP must have written policies and procedures that specify which staff member is responsible for reporting absences to the sending school district, which must occur at least once per week.
Findings: TJJD staff reviewed the policies and procedures regarding the elements required by this standard. It was determined that the policy addressed all required elements. Additionally, if applicable, TJJD staff reviewed at least one student file from the current school year for documentation of the reporting of truancy and failure to attend. No areas of concern were identified.
Transaction Details: Mar 6 2025 2:38PM First Transaction, No Response Needed
Date: Mar 6 2025 Standard: 348.212(a)(1) Level: 2
Text of Standard: 348.212 Inter-Local Cooperation. (a) Parent, Guardian or Custodian. (1) Progress reports must be given to the student and the student's parent, guardian, or custodian a minimum of once every 120 school days.
Findings: TJJD staff reviewed all selected student files for progress reports and/or report cards and determined all files reviewed were in compliance with the standard.
Transaction Details: Mar 6 2025 2:38PM First Transaction, No Response Needed
Date: Mar 6 2025 Standard: 348.212(a)(2) Level: 2
Text of Standard: 348.212 Inter-Local Cooperation. (a) Parent, Guardian or Custodian. (2) Except in cases where a parent, guardian, or custodian withdraws a student, the JJAEP must notify the student's parent, guardian, or custodian in writing of the student's withdrawal from the JJAEP prior to the withdrawal date unless the date is not known prior to the withdrawal. The JJAEP must maintain this documentation.
Findings: TJJD staff reviewed the student files for the parental notification documentation of the student's enrollment into, and withdrawal from, the JJAEP.
Transaction Details: Mar 6 2025 2:38PM First Transaction, No Response Needed
Date: Mar 6 2025 Standard: 348.212(b)(1)(A-B) Level: 2
Text of Standard: 348.212 Inter-Local Cooperation. (b) School District. (1) Student Entry and Exit Transition Plans. (A) For each student, the JJAEP must coordinate with the sending school district to develop a written transition plan for entrance into the JJAEP. (B) For each student, the JJAEP must develop a written exit transition plan, provide the plan to the receiving school district, and maintain written verification that the plan was sent. The exit transition plan must include all information regarding courses in progress or completed, current grades for courses in progress, and number of attendance days and absent days.
Findings: TJJD staff reviewed the random sample of student files and verified documentation of the student's entry and exit transition plans, provision of the transition plans to the parents; and documentation of coordination with the students' home school. No areas of concern were identified.
Transaction Details: Mar 6 2025 2:38PM First Transaction, No Response Needed



<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.212(b)(1)(C) <b>Level:</b> 2
<b>Text of Standard:</b> 348.212 Inter-Local Cooperation. (b) School District. (1) Student Entry and Exit Transition Plans (C) The JJAEP must provide the student and the parent, guardian, or custodian with a copy of the exit transition plan.
<b>Findings:</b> TJJD staff reviewed the random sample of student files for documentation that student's attendance records, grades, and transition plan as well as any other records are provided to the home school upon the student's exit from the JJAEP. No areas of concerns were identified.
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.212(b)(2) <b>Level:</b> 2
<b>Text of Standard:</b> 348.212 Inter-Local Cooperation. (b) School District. (2) Student Assessment. All students enrolled in the JJAEP must take the statewide assessment as required under Section 39.023, Education Code. The JJAEP must have policies and procedures addressing: (A) the delivery of testing materials to and from the JJAEP if the assessment is administered onsite; and (B) the administration of the statewide assessment to the students.
<b>Findings:</b> TJJD staff reviewed the policies and procedures and verified that a policy exists addressing the coordination of the statewide assessment for students in the JJAEP. Staff were able to verify the statewide assessment activities were completed in alignment with the program's policies. No areas of concern were identified.
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.212(c) <b>Level:</b> 2
<b>Text of Standard:</b> 348.212 Inter-Local Cooperation. (c) Juvenile Probation Departments. (1) The JJAEP and the local juvenile probation department must jointly coordinate the provision of needed social services for the students enrolled in the JJAEP. (2) Local juvenile probation departments must provide to the JJAEP information regarding the probation status of each student and the name of the student's juvenile probation officer. (3) The JJAEP must provide the local juvenile probation department with monthly attendance records of juvenile probationers enrolled in the JJAEP.
<b>Findings:</b> TJJD staff interviewed the JJAEP administrator regarding the delivery of social services to students. In addition, TJJD staff interviewed at least one juvenile probation officer to inquire about the sharing of attendance records and information between the JJAEP and the juvenile probation department. No areas of concerns were identified.
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.214(a) <b>Level:</b> 3
<b>Text of Standard:</b> 348.214 Physical Plant. (a) The JJAEP must conform to all applicable federal, state, and local ordinances and codes. Each JJAEP must have on file the most recent inspections (i.e., health and fire) conducted by the local governmental authority having jurisdiction.
<b>Findings:</b> TJJD staff reviewed the JJAEPs most recent fire inspection report for any violations cited by the appropriate authority and verified any corrective action as a result of the fire inspection. TJJD staff also reviewed the current health inspection report and the current food handler's certification. No areas of concerns were identified.
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.214(b) <b>Level:</b> 3
<b>Text of Standard:</b> 348.214 Physical Plant. (b) The number of occupants in the JJAEP may not exceed the rated capacity as determined by the appropriate fire authority. The JJAEP must maintain documentation from the appropriate fire authority for the rated capacity of each classroom and for the entire building.
<b>Findings:</b> TJJD staff reviewed documentation of the rated capacity of each classroom and the entire building. Additionally, TJJD staff reviewed the student attendance records and staff roster for a randomly selected ten (10) consecutive school days to compare the number of students and staff in the program to the rated capacity of the building. These dates were not earlier than the first day January of the calendar year in which the school year began. Lastly, during the tour of the facility, TJJD staff observed the number of staff members and students in each classroom and determined that no classroom exceeded the rated capacity as determined by the appropriate fire authority.
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.214(c) <b>Level:</b> 2
<b>Text of Standard:</b> 348.214 Physical Plant. (c) The classroom space and common areas must be adequate to meet the programmatic requirements for each student enrolled and in attendance in the JJAEP, including sufficient seating and desks or tables.
<b>Findings:</b> During the tour of the facility, TJJD staff observed the classrooms and determined students are provided with adequate lighting and individual workspace; additionally, TJJD staff observed the common areas and determined that adequate space is available to meet the programming needs of the students.
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.216(a) <b>Level:</b> 2

<p><b>Text of Standard:</b> 348.216 Safety Security and Emergency Response. (a) Security Plan. The JJAEP must have a written plan that addresses security: (1) within the JJAEP building(s); (2) on the JJAEP campus; (3) at JJAEP-sponsored events that take place off campus property; and (4) during transportation of JJAEP students; if applicable.</p>
<p><b>Findings:</b> TJJD staff reviewed the program's policies and procedures for a security plan that addresses security in the four areas as stated in the standard. TJJD staff also interviewed at least one JJAEP staff member. No areas of concern were identified.</p>
<p><b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed</p>
<p><b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.216(b) <b>Level:</b> 2</p>
<p><b>Text of Standard:</b> 348.216 Safety Security and Emergency Response. (b) Transportation. The JJAEP must have written policies and procedures that govern the use of motor vehicles to transport students enrolled in the JJAEP. The policies and procedures must address the following: (1) authorized methods of transportation; (2) security and supervision requirements; (3) authorized transport personnel; (4) procedures for responding to emergencies while transporting students; (5) a requirement to possess appropriate auto liability insurance when transporting students in personal vehicles, if allowed; and (6) circumstances under which a student is allowed to drive a personal vehicle to the JJAEP campus.</p>
<p><b>Findings:</b> TJJD staff reviewed the policies and procedures for policies regarding the transporting of students in the program. No areas of concerns were identified.</p>
<p><b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed</p>
<p><b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.216(c)(1-3) <b>Level:</b> 3</p>
<p><b>Text of Standard:</b> 348.216 Safety Security and Emergency Response. (c) Emergency Situations. The JJAEP must have written policies and procedures regarding emergency situations. The policies and procedures must address the following: (1) emergency evacuation plans; (2) assignment of staff responsibilities; (3) notification of emergency services;</p>
<p><b>Findings:</b> TJJD staff reviewed the policies and procedures for emergency situation regarding the requirements of this standard. No areas of concerns were identified.</p>
<p><b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed</p>
<p><b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.216(c)(4) <b>Level:</b> 3</p>
<p><b>Text of Standard:</b> 348.216 Safety Security and Emergency Response. (c) Emergency Situations. The JJAEP must have written policies and procedures regarding emergency situations. The policies and procedures must address the following: (4) procedures for specific emergency situations, including: (A) fire; (B) bomb threat; (C) hazardous weather conditions; (D) active shooter event; and (E) riot.</p>
<p><b>Findings:</b> TJJD staff reviewed the policies and procedures for policies regarding emergency situations. No areas of concerns were identified.</p>
<p><b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed</p>
<p><b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.216(d) <b>Level:</b> 3</p>
<p><b>Text of Standard:</b> 348.216 Safety Security and Emergency Response. (d) Medical Emergencies. The JJAEP must have written policies and procedures addressing medical emergencies. The policies and procedures must address the following: (1) obtaining medical assistance; (2) when emergency medical services must be called; (3) notification to appropriate staff and to the parent, guardian, or custodian of the student involved; and (4) documentation of the incident.</p>
<p><b>Findings:</b> TJJD staff reviewed the policies and procedures for policies regarding medical emergencies. No areas of concerns were identified.</p>
<p><b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed</p>
<p><b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.216(e) <b>Level:</b> 3</p>
<p><b>Text of Standard:</b> 348.216 Safety Security and Emergency Response. (e) Cardiopulmonary Resuscitation (CPR) and First Aid. Each JJAEP must have at least two staff members certified in CPR and first aid on duty and in close proximity to the students at all times when students are present at the JJAEP campus. Proof of current certification must be maintained in personnel or training files. Documentation must reflect the day certification expires.</p>
<p><b>Findings:</b> TJJD staff reviewed the staff roster for ten (10) randomly selected consecutive school days. These dates were not earlier than the first day January of the calendar year in which the school year began. During the monitoring visit, TJJD staff identified at least two staff members on duty were certified in Cardio-Pulmonary Resuscitation (CPR) and First Aid. TJJD staff determined this standard was in compliance.</p>
<p><b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed</p>
<p><b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.216(f) <b>Level:</b> 3</p>
<p><b>Text of Standard:</b> 348.216 Safety Security and Emergency Response. (f) Emergency Exit Drills. The JJAEP must conduct at least two emergency exit drills during the school year unless local fire codes or ordinances require these drills more frequently. At least one drill must be conducted during the first half of the school year (August–December) and at least one drill must be conducted during the second half of the school year (January–June). (1) Written documentation (e.g., fire drill log) of the emergency exit drills must be maintained. Documentation must include the date, time, and staff involved in the emergency drill. (2) The JJAEP must post emergency exit routes in all classrooms and common areas.</p>
<p><b>Findings:</b> TJJD staff reviewed the documentation of emergency drills for the current school year. During the program tour, TJJD staff observed posted emergency</p>



evacuation routes. No areas of concerns were identified.

**Transaction Details:**

Mar 6 2025 2:38PM

First Transaction, No Response Needed

**Date:** Mar 6 2025 **Standard:** 348.216(g) **Level:** 3

**Text of Standard:**

348.216 Safety Security and Emergency Response. (g) JJAEP closure. The JJAEP must have written policies and procedures addressing the cancellation of classes due to an emergency situation. The policies and procedures must: (1) address the cancellation of classes due to inclement weather and/or emergency situations; (2) identify the individual responsible for making the decision to cancel classes; and (3) specify the method(s) by which the closure is to be communicated to the students and their parents, guardians, or custodians.

**Findings:**

TJJD staff reviewed the policy and procedure manual for policies regarding JJAEP closure. The method by which the closure is to be communicated to the students and their family members was documented. No areas of concerns were identified.

**Transaction Details:**

Mar 6 2025 2:38PM

First Transaction, No Response Needed

**Date:** Mar 6 2025 **Standard:** 348.216(h) **Level:** 3

**Text of Standard:**

348.216 Safety Security and Emergency Response. (h) Supervision upon Removal from a Classroom. (1) The JJAEP must have written policies and procedures that ensure students removed from the classroom for disciplinary reasons and placed in isolation, administrative segregation, time-out, in-school suspension, or any other location are under continuous visual supervision by a JJAEP staff member. (2) Policies and procedures must prohibit: (A) use of a locked room for disciplinary removals; and (B) the use of electronic monitoring equipment as a substitute for continuous visual supervision

**Findings:**

TJJD staff reviewed the policies and procedures for policies addressed in this standard. TJJD staff determined the policy did include all required elements. During the tour of the facility, TJJD staff observed the classrooms, security rooms, or other rooms used when a student is removed from the classroom. TJJD staff determined that any students removed from the classroom are under continuous visual supervision by a JJAEP staff member. TJJD staff interviewed at least one staff member who provides supervision to students when a student is removed from the classroom for disciplinary purposes. In addition, TJJD staff interviewed at least one student regarding removals from the classroom for disciplinary purposes. No areas of concern were identified.

**Transaction Details:**

Mar 6 2025 2:38PM

First Transaction, No Response Needed

**Date:** Mar 6 2025 **Standard:** 348.216(i) **Level:** 3

**Text of Standard:**

348.216 Safety Security and Emergency Response. (i) Searches. (1) All students entering the JJAEP must be subjected to a pat-down search or a metal detector screening on a daily basis. (2) Searches must be conducted in accordance with written policies and procedures. The policies must: (A) address: (i) when a search is appropriate and/or required; (ii) who is authorized to conduct the search; (iii) what types of searches are permissible; (iv) how pat-down searches will be conducted, if applicable; and (v) what to do when contraband is found; (B) if pat-down searches are used, require that the staff member conducting a pat-down search is the same gender as the student unless an exception is approved and documented by the JJAEP administrator; and (C) prohibit strip searches and anal and genital body cavity searches.

**Findings:**

TJJD staff reviewed the policies and procedures regarding searches as described in this standard. During the monitoring visit, TJJD staff observed searches at the start of the school day and determined the program was in compliance. TJJD staff interviewed at least one staff member and student regarding the search procedures at the JJAEP. No areas of concerns were identified.

**Transaction Details:**

Mar 6 2025 2:38PM

First Transaction, No Response Needed

**Date:** Mar 6 2025 **Standard:** 348.216(j) **Level:** 1

**Text of Standard:**

348.216 Safety Security and Emergency Response. (j) Disciplinary Reports. (1) Written policies and procedures must require JJAEP staff to prepare a written disciplinary report for each incident occurring in the JJAEP that constitutes a major violation of the student code of conduct or of JJAEP rules. The policies must require that the written disciplinary report include: (A) details of the incident; (B) violation(s) that occurred; (C) action(s) taken by the staff member(s); (D) date and time of the incident; and (E) discipline imposed, if any. (2) The disciplinary report must be sent to the JJAEP administrator no later than the next school day. Documentation that shows the date and time the disciplinary report was sent to the JJAEP administrator must be maintained.

**Findings:**

TJJD staff reviewed the discipline/incident reports for a randomly selected five (5) consecutive school days during the current school year but no earlier than January 1 of the calendar year in which the school year started. TJJD staff also examined the program's policies and procedures regarding disciplinary reports that are filed for major violations of the student code of conduct or JJAEP rules. No areas of concerns were identified.

**Transaction Details:**

Mar 6 2025 2:38PM

First Transaction, No Response Needed

**Date:** Mar 6 2025 **Standard:** 348.218 **Level:** 3

**Text of Standard:**

348.218 Restraint Requirements. (a) The JJAEP must adhere to the restraint requirements set forth in Chapter 341, Subchapter G, of this title, except as noted in subsection (b) of this section. (b) Personal restraints may be used by any JJAEP staff member trained in the approved personal restraint technique in accordance with training requirements set forth in Chapter 341, Subchapter G, of this title.

**Findings:**

TJJD staff reviewed the program's policies and procedures and confirmed that mechanical restraints may only be applied by certified Staff members. TJJD staff interviewed at least one staff member and student regarding the use of mechanical restraints in the JJAEP. No areas of concern were identified.

**Transaction Details:**

Mar 6 2025 2:38PM

First Transaction, No Response Needed

**Date:** Mar 6 2025 **Standard:** 348.220 **Level:** 3

**Text of Standard:**

348.220 Serious Incidents. The JJAEP must adhere to the requirements related to serious incidents set forth in Chapter 358 of this title.

<p><b>Findings:</b> TJJD staff reviewed the program's policies and procedures and confirmed the requirements of serious incident reporting are clearly defined. TJJD staff reviewed, if applicable, at least one serious incident report. No areas of concern were identified.</p>
<p><b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed</p>
<p><b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.222 <b>Level:</b> 3</p>
<p><b>Text of Standard:</b> 348.222 Abuse Neglect and Exploitation. (a) The JJAEP must adhere to the requirements related to abuse, neglect, and exploitation set forth in Chapter 358 of this title. (b) The JJAEP must have zero-tolerance policies and practices regarding sexual abuse, as defined in Chapter 358 of this title, that provide for administrative and/or criminal disciplinary sanctions.</p>
<p><b>Findings:</b> TJJD staff reviewed the program's policies and procedures and confirmed the requirements of this standard are being followed. No areas of concern were identified.</p>
<p><b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed</p>
<p><b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.224(a) <b>Level:</b> 1</p>
<p><b>Text of Standard:</b> 348.224 Student Code of Conduct. (a) Adoption. (1) The JJAEP student code of conduct must be adopted annually by the juvenile board and must describe and define in writing the JJAEP's behavior management system. (2) The JJAEP administrator must: (A) conduct an annual review of the student code of conduct after the conclusion of each school year and before the beginning of the next school year; and (B) no later than October 1 of each year, submit to TJJD documentation verifying the review was completed.</p>
<p><b>Findings:</b> TJJD staff reviewed the juvenile board meeting minutes approving the student code of conduct. In addition, TJJD staff reviewed the current student code of conduct for a description of the program's behavior management system. TJJD staff also reviewed documentation of annual review of the student code of conduct by the JJAEP administrator. No areas of concerns were identified.</p>
<p><b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed</p>
<p><b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.224(b)(1-3) <b>Level:</b> 2</p>
<p><b>Text of Standard:</b> 348.224 Student Code of Conduct. (b) Notice to Students, Parents, and Staff. (1) The JJAEP student code of conduct must be provided to each student and to the student's parent, guardian, or custodian upon the student's entry into the JJAEP. (2) The student code of conduct must be reviewed with each student and the student's parent, guardian, or custodian and must be translated if necessary to ensure understanding of the content by all parties. (3) Acknowledgment of receipt of the student code of conduct signed by the student and by his/her parent, guardian, or custodian must be maintained in each student's file.</p>
<p><b>Findings:</b> TJJD staff reviewed the random sample of student files for a signed acknowledgement by the student and parent documenting receipt, review, and understanding of the student code of conduct. All students files reviewed were determined to be in compliance with this standard.</p>
<p><b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed</p>
<p><b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.224(b)(4-5) <b>Level:</b> 2</p>
<p><b>Text of Standard:</b> 348.224 Student Code of Conduct. (b) Notice to Students, Parents, and Staff. (4) No later than the first day of each school year, each JJAEP staff member must sign an acknowledgement that he/she has read and understands the student code of conduct. This acknowledgement must be maintained in the staff's personnel file. (5) The student code of conduct must be readily accessible to every JJAEP staff member.</p>
<p><b>Findings:</b> TJJD staff reviewed a systematic sample of operational staff personnel files and verified that each file contained a signed receipt of the student code of conduct. TJJD staff further determined that the student code of conduct is readily accessible to all JJAEP staff.</p>
<p><b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed</p>
<p><b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.224(c) <b>Level:</b> 2</p>
<p><b>Text of Standard:</b> 348.224 Student Code of Conduct. (c) Discipline and Sanctions. The student code of conduct must include the following (1) prohibited conduct described as minor violations and major violations and the corresponding disciplinary consequences available for each violation; (2) a description of the disciplinary process, including safeguards designed to promote consistent application of the process; (3) circumstances that will allow a student's removal from the classroom with staff supervision; (4) circumstances under which a student may be placed into another educational setting; (5) due-process procedures; and (6) a prohibition on one student sanctioning another student.</p>
<p><b>Findings:</b> TJJD staff reviewed the program's student code of conduct for specific sections that address each of the six (6) required elements detailed in the standard. No areas of concerns were identified.</p>
<p><b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed</p>
<p><b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.224(d) <b>Level:</b> 3</p>
<p><b>Text of Standard:</b> 348.224 Student Code of Conduct. (d) Prohibited Sanctions. (1) The following sanctions are prohibited in the JJAEP, and their prohibition must be noted in the student code of conduct: (A) corporal punishment, physical abuse, humiliating punishment, and hazing; (B) physical exercises imposed for discipline or intimidation, except as allowed under paragraph (2) of this subsection; (C) deprivation of food and water; and (D) expulsion from the JJAEP. (2) Physical exercise may be used for discipline only if: (A) the JJAEP operates an intensive physical activity program; (B) the JJAEP has established written policies and procedures that include limitations on the types of physical activity that may be used for discipline; and (C) the physical exercise does not cause bodily duress (i.e., physical punishment to the body).</p>



<b>Findings:</b> TJJD staff reviewed the program's student code of conduct and assured that each of the four (4) prohibitions detailed in this standard are addressed. TJJD staff also interviewed students in attendance during the monitoring visit regarding behavior management, curriculum, and progress. TJJD staff also reviewed the program's policies and procedures regarding the intensive physical activity program, if applicable. No areas of concern were identified.
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.224(f) <b>Level:</b> 2
<b>Text of Standard:</b> 348.224 Student Code of Conduct. (f) Grievance Procedures. The student code of conduct must state: (1) which issues are grievable and not grievable; (2) the process by which a student may submit a grievance; (3) the method(s) by which students may obtain and submit a grievance without the assistance or permission of staff; (4) that retaliation by staff against a student for submitting a grievance is prohibited; (5) that the student will receive a written response within five school days after submitting the grievance; (6) that, upon request, a student's parent, guardian, or custodian will be provided a copy of a grievance submitted by the student, including the response; (7) the deadline for submitting an appeal of the initial response, which must be no earlier than five school days after the student receives the initial response; and (8) that the student will receive a written response within 10 school days after submitting an appeal.
<b>Findings:</b> TJJD staff reviewed the program's student code of conduct for the student grievance procedures. TJJD staff also interviewed staff and students in attendance during the monitoring visit regarding grievance procedures to determine that the procedures are followed. No areas of concern were identified.
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.224(g) <b>Level:</b> 3
<b>Text of Standard:</b> 348.224 Student Code of Conduct. (g) Sexual Abuse. The student code of conduct must include information relating to the JJAEP's zero-tolerance policy for sexual abuse. The information provided must address the following: (1) prevention and intervention; (2) methods of minimizing risk of sexual abuse; (3) reporting sexual abuse and assault; and (4) treatment and counseling.
<b>Findings:</b> TJJD staff reviewed the program's student code of conduct for the JJAEP's zero-tolerance policy for sexual abuse as set forth by this standard. No areas of concerns were identified.
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.400 <b>Level:</b> 1
<b>Text of Standard:</b> 348.400 Funding for JJAEPs. (a) Funding for JJAEPs is provided in accordance with requirements in the General Appropriations Act. (b) TJJD will not release funds to a JJAEP until it has received the following: (1) memorandum of understanding with completed signature page(s), as required by §348.200 of this title; (2) student code of conduct for the current school year; and (3) school calendar. (c) TJJD will not release funds to a JJAEP whose school calendar is not in compliance with Section 37.011(f), Education Code, unless an application for a waiver has been approved by TJJD.
<b>Findings:</b> TJJD staff determined that all documentation has been provided to TJJD and approved. No areas of concern were identified.
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed

#### STANDARDS IN FULL COMPLIANCE WITH TECHNICAL ASSISTANCE

No Standards Found in Compliance with Technical Assistance

#### STANDARDS NOT APPLICABLE

<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.202(c) <b>Level:</b> 3
<b>Text of Standard:</b> 348.202 Personnel Administration. (c) New Employee Orientation. All staff members expected to work at the JJAEP for six weeks or longer must receive an orientation training prior to having direct, unsupervised access to students. (1) Orientation training must occur within the first two weeks of the staff member's employment. (2) Documentation of completion of orientation training and agendas must be maintained, including staff signatures on training sign-in sheets. (3) Orientation must include training on: (A) safety and security procedures, including emergency exit drills and the JJAEP's disaster safety plan; (B) identification and reporting of serious incidents and child abuse, neglect, and exploitation as required by Chapter 358 of this title; (C) writing incident reports; (D) student code of conduct; (E) behavior management program; (F) transporting students; (G) crisis intervention, including how to report suicidal ideation or behavior; (H) distribution of medication; (I) restraint policy; (J) student grievance procedures; and (K) job descriptions, including duties and responsibilities of the assigned position.
<b>Findings:</b> Standard Not Applicable
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.208(h)(1) <b>Level:</b> 3
<b>Text of Standard:</b> 348.208 Program Requirements. (h) Programs that Include Intensive Physical Activity. (1) Weather-Related Policies. A JJAEP that has an intensive physical activity component must develop written policies and procedures regarding extreme weather conditions. These policies and procedures must address the following: (A) gradual acclimatization to hot weather; (B) student clothing for various weather conditions; (C) specific criteria for temperature and humidity level and other weather conditions that indicate when outside activity is not allowed; and (D) the provision of a water break to students at least once every 30 minutes during the intensive physical activity period..
<b>Findings:</b> Standard Not Applicable

<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed
<b>Date:</b> Mar 6 2025 <b>Standard:</b> 348.208(h)(2) <b>Level:</b> 3
<b>Text of Standard:</b> 348.208 Program Requirements. (h) Programs that Include Intensive Physical Activity. (2) Pre-Participation Physical Evaluation (A) A student may not participate in intensive physical activity unless the student has received a pre-participation physical evaluation performed by a Texas-licensed: (i) physician; (ii) physician assistant; (iii) advanced practice registered nurse; or (iv) doctor of chiropractic. (B) The pre-participation physical evaluation must have been completed within one calendar year prior to the student's participation in intensive physical activity. (C) The pre-participation physical evaluation must indicate whether or not the student has any temporary or permanent physical limitations or conditions that would limit or prohibit participation in intensive physical activity. (D) The JJAEP must adhere to the limitations or prohibitions noted in the pre-participation physical evaluation report
<b>Findings:</b> Standard Not Applicable
<b>Transaction Details:</b> Mar 6 2025 2:38PM First Transaction, No Response Needed

STANDARDS NOT APPLICABLE WITH TECHNICAL ASSISTANCE
No Standards Found Not Applicable with Technical Assistance

ACTIONS TAKEN
No Actions Found

COMPLETE REPORT HISTORY	
Report Status: Closed	Response By: TJJD Monitor
Report Transaction Date: 3/6/2025 2:38:48 PM	Next Response Date: N/A
Transaction Text: Report Received, No Response Required	



TEXAS  
JUVENILE JUSTICE  
DEPARTMENT

March 14, 2025

Linda Ricketson  
Chief Juvenile Probation Officer  
1904 W SH21  
Bryan, TX 77803

**RE: Acceptance Letter: Brazos County Independent Audit (FY2024)**

Dear Chief Linda Ricketson:

The audit report for the year ended August 31, 2024, has been reviewed by the Fiscal Division of the Texas Juvenile Justice Department and has been accepted.

Although your report, records, and working papers of the auditor will remain subject to review by appropriate state auditors and Texas Juvenile Justice Department program and fiscal monitors, we will consider the audit closed.

Thank you and your auditor for your attention and cooperation in the completion of the audit report. If you need additional information, please contact me at (512) 490-7109.

Sincerely

*Paul S. Alamo*

Paul S. Alamo  
Grant Coordinator V





# Compliance Monitoring Enforcement Tracking System (COMETS)

## Grant Performance Rating Profile

[Print Current Report](#)[Back](#)

### REPORT INFORMATION

Date: Dec 13 2024	Cycle: 2010	Biennium: 0	Status: Closed	Respond By: N/A
Lead CRS: <a href="#">Paul Alamo</a>	Additional CRS:			
Reason for Citation: This report was generated as a result of a regularly scheduled Grant monitoring visit.				
Citation Details: This report was generated as a result of a regularly scheduled Grant monitoring visit.				
Technical Assistance: Chief Linda Ricketson was positive and engaging during the audit process. The department's focus on compliance with state grant requirements is noteworthy. Residential contracts submitted for review were Woodward Youth Academy, Center for Success and Independence, Renewed Strength, Pegasus Schools, Lutheran Social Service, Roy Mass Youth Alternatives, Shoreline, Inc., Rite of Passage: Lake Granbury Youth Services; The Oaks; and Monarch Academy for Girls. Residential contracts between counties are not subject to this audit. No nonresidential contracts were reviewed under the scope of this audit. Nonresidential contracts with less than \$5,000 in expenditures are not subject to this audit. All requested documentation was received in an organized and timely manner. Staff from TJJD recommends that the department continue to seek programs and services to serve juvenile offenders. Please note: There were no findings identified during this fiscal monitoring of FY2023 expenditures. The Brazos County Juvenile Probation Department should continue to evaluate its Residential and Nonresidential entities on an annual basis.				

### DEPARTMENT INFORMATION

County: BRAZOS	Facility/Department: BRAZOS COUNTY JUVENILE PROBATION DEPARTMENT	Facility Address: 1904 Hwy 21 West, Bryan , TX 7780-3
Program Admin: Linda Ricketson	CJPO: Linda Ricketson	Juvenile Board Chair: Honorable Duane Peters
Responsible Party: Linda Ricketson	Responsible Party Phone: 979-361-1871	Responsible Party Email: <a href="mailto:lricketson@brazoscountytexas.gov">lricketson@brazoscountytexas.gov</a>

### GRANT INFORMATION

Grant(s) Monitored: General Grant Requirements
---

### STANDARDS IN NON-COMPLIANCE

No Standards Found in Non-Compliance

### STANDARDS IN NON-COMPLIANCE WITH TECHNICAL ASSISTANCE

No Standards Found in Non-Compliance with Technical Assistance

### STANDARDS IN FULL COMPLIANCE

Date: Dec 13 2024	Grant Category: General Grant	Standard: FS-1	Level: 1
Text of Standard: Local juvenile justice expenditures are equal to or greater than those made in fiscal year 2006, excluding construction and capital outlay expenses; or there is an approved TJJD waiver of this requirement.			
Findings: No findings.			
Transaction Details: Dec 13 2024 11:48AM Pending First Transaction, No Response Available			
Date: Dec 13 2024	Grant Category: General Grant	Standard: FS-2	Level: 1
Text of Standard: Grant funds are expended timely.			
Findings: No findings.			
Transaction Details: Dec 13 2024 11:48AM Pending First Transaction, No Response Available			

<b>Date:</b> Dec 13 2024 <b>Grant Category:</b> General Grant <b>Standard:</b> FS-3 <b>Level:</b> 1
<b>Text of Standard:</b> The most recently required independent audit was submitted on time and has no outstanding concerns, or there is a fully executed contract amendment waiving the independent audit requirement.
<b>Findings:</b> No findings.
<b>Transaction Details:</b> Dec 13 2024 11:48AM Pending First Transaction, No Response Available
<b>Date:</b> Dec 13 2024 <b>Grant Category:</b> General Grant <b>Standard:</b> FS-4 <b>Level:</b> 3
<b>Text of Standard:</b> Contractually required financial assurances are in regular practice.
<b>Findings:</b> No findings.
<b>Transaction Details:</b> Dec 13 2024 11:48AM Pending First Transaction, No Response Available
<b>Date:</b> Dec 13 2024 <b>Grant Category:</b> General Grant <b>Standard:</b> FS-5 <b>Level:</b> 2
<b>Text of Standard:</b> Grant funds are not expended for salary increases of existing personnel that exceed 8% of the previous year unless approved by TJJD. In no case are grant funds be expended for salary increases of existing personnel that exceed 12% of the previous year.
<b>Findings:</b> No findings.
<b>Transaction Details:</b> Dec 13 2024 11:48AM Pending First Transaction, No Response Available
<b>Date:</b> Dec 13 2024 <b>Grant Category:</b> General Grant <b>Standard:</b> FS-6 <b>Level:</b> 3
<b>Text of Standard:</b> Grant fund expenditures are made for allowable costs.
<b>Findings:</b> No findings.
<b>Transaction Details:</b> Dec 13 2024 11:48AM Pending First Transaction, No Response Available
<b>Date:</b> Dec 13 2024 <b>Grant Category:</b> General Grant <b>Standard:</b> IC-1 <b>Level:</b> 2
<b>Text of Standard:</b> Procurement, employee payroll and reimbursement and property internal control procedures are adequate to substantially prevent or control waste, fraud, and abuse of state funds.
<b>Findings:</b> No findings.
<b>Transaction Details:</b> Dec 13 2024 11:48AM Pending First Transaction, No Response Available
<b>Date:</b> Dec 13 2024 <b>Grant Category:</b> General Grant <b>Standard:</b> IC-2 <b>Level:</b> 2
<b>Text of Standard:</b> The Grantee's local procedures for inventory and control of equipment and supplies are in regular practice and comply with state requirements.
<b>Findings:</b> No findings.
<b>Transaction Details:</b> Dec 13 2024 11:48AM Pending First Transaction, No Response Available
<b>Date:</b> Dec 13 2024 <b>Grant Category:</b> General Grant <b>Standard:</b> IC-3 <b>Level:</b> 2
<b>Text of Standard:</b> Expenditures have supporting documentation demonstrating that local procurement procedures for procurement request, approval and oversight are adequate to safeguard the use of state funds and ensure expenditures are allowable and completed in accordance with state requirements.
<b>Findings:</b> No findings.
<b>Transaction Details:</b> Dec 13 2024 11:48AM Pending First Transaction, No Response Available
<b>Date:</b> Dec 13 2024 <b>Grant Category:</b> General Grant <b>Standard:</b> IC-4 <b>Level:</b> 2
<b>Text of Standard:</b> Contracts with private service providers that are funded in whole or in part with grant funds adhere to the requirements set forth in the Private Service Provider Contract Requirements Summary [TJJD-FIS-324] and in the State Aid and Targeted Grant contract for selection of providers, required contract provisions, performance evaluation and oversight, sanctions and penalties, termination provisions, and execution of contracts.
<b>Findings:</b> No findings.
<b>Transaction Details:</b> Dec 13 2024 11:48AM Pending First Transaction, No Response Available

Date: Dec 13 2024 Grant Category: General Grant Standard: PR-1 Level: 3
Text of Standard: Targeted programs provided with state funds enroll youth meeting each program's identified target population.
Findings: No findings.
Transaction Details: Dec 13 2024 11:48AM Pending First Transaction, No Response Available
Date: Dec 13 2024 Grant Category: General Grant Standard: PR-2 Level: 2
Text of Standard: Programs funded through targeted grants assess youth enrolled in the program according to the program design and applicable TJJD standards.
Findings: No findings.
Transaction Details: Dec 13 2024 11:48AM Pending First Transaction, No Response Available
Date: Dec 13 2024 Grant Category: General Grant Standard: PR-3 Level: 2
Text of Standard: Programs funded through targeted grants complete case planning activities in accordance with applicable TJJD standards and the program design.
Findings: No findings.
Transaction Details: Dec 13 2024 11:48AM Pending First Transaction, No Response Available
Date: Dec 13 2024 Grant Category: General Grant Standard: PR-4 Level: 3
Text of Standard: Programs funded through targeted grants provide juvenile and other services in accordance with the program design.
Findings: No findings.
Transaction Details: Dec 13 2024 11:48AM Pending First Transaction, No Response Available

#### STANDARDS IN FULL COMPLIANCE WITH TECHNICAL ASSISTANCE

No Standards Found in Compliance with Technical Assistance

#### STANDARDS NOT APPLICABLE

No Standards Found Not Applicable

#### STANDARDS NOT APPLICABLE WITH TECHNICAL ASSISTANCE

No Standards Found Not Applicable with Technical Assistance

#### ACTIONS TAKEN

No Actions Found

#### COMPLETE REPORT HISTORY

Report Status: Closed	Response By: TJJD Monitor
Report Transaction Date: 12/13/2024 11:48:18 AM	Next Response Date: N/A
Transaction Text: Report Received, No Response Required	



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: NUMBER:

DATE OF COURT MEETING: 3/28/2025

ITEM: Discuss and approve policy changes in TAC 343.249 - Internal Security.

TO: Commissioners Court

DATE: 03/19/2025

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
No Attachments Available		





# BRAZOS COUNTY JUVENILE SERVICES DEPARTMENT

Linda Ricketson, Director  
Melissa White, Assistant Director

## JUVENILE BOARD ORDER

STATE OF TEXAS §

COUNTY OF BRAZOS §

**BE IT REMEMBERED**, at a regular meeting of the Juvenile Board of Brazos County, Texas, held on the 28<sup>th</sup> day of March 2025, on motion made by Judge Brick, and seconded by Judge Hilburn, the following Resolution was adopted:

**WHEREAS**, The Brazos County Juvenile Board is the governing body for the Brazos County Juvenile Services Department.

**WHEREAS**, The Brazos County Juvenile Board shall require the Brazos County Juvenile Services Department to have written policies and procedures governing **Title 37, Part 11, Chapter 343.249, Internal Security**.

**WHEREAS**, The Brazos County Juvenile Services Department has updated and drafted policies and procedures previously approved.

**WHEREAS**, The Brazos County Juvenile Board did review the following policies and procedures with changes in requirements **TAC 343.249, Internal Security**.

**WHEREAS**, The changes will take effect immediately and will not require additional funding to implement or otherwise impose any type of hardship on the Juvenile Services Department.

**IT IS THEREFORE ORDERED, ADJUDGED AND DECREED** that the Brazos County Juvenile Board hereby adopts the revised policies and procedures to reflect the changes in Title 37, Part 11, Chapter 343.249, Internal Security.

DONE IN OPEN BOARD MEETING this 28<sup>th</sup> day of March 2025.

Recommended by:

Linda Ricketson, Executive Director  
Brazos County Juvenile Services

Approved by:

Judge Duane Peters, Chairman  
Brazos County Juvenile Board



# BRAZOS COUNTY JUVENILE SERVICES DEPARTMENT

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Linda Ricketson, Director  
Melissa White, Assistant Director

Date: September 28, 2025

To: Brazos County Juvenile Board

From: Linda Ricketson, Executive Director

RE: **Revision to 343.249- TJJD Standard- Internal Security**

The Texas Juvenile Justice Department requires that new and updated written policies and procedures be approved by the governing juvenile board. The Brazos County Juvenile Services Department shall have and implement a written policy on Internal Security of the Brazos County Juvenile Detention Center based on TJJD standards. Some specific changes in the policy include the designation of duties of each staff to be more specific in what their responsibility is in case of an escape, the change of location of keys in the detention center, no tools in control booth, location of mechanical restraints, making sure law enforcement does not bring in tasers, and maintenance sign in sheet. These changes will take effect immediately.

The requested policy and procedure changes require no additional funding to implement or otherwise impose any type of hardship on the juvenile services department or county.

## **RECOMMENDATION:**

I respectfully request the Brazos County Juvenile Board to approve all policy revisions to 343.249 Internal Security.

A handwritten signature in cursive script that reads "Linda Ricketson".

Linda Ricketson  
Executive Director

---

**R.J. Holmgreen Brazos County Juvenile Justice Center**  
1904 West SH 21 \* Bryan, Texas 77803  
Office (979) 823-3544 \* Fax (979) 823-4211



**Related Standards:**

TJJD

**343.249. Internal Security.**

- (a) Written policies and procedures for security and control of the facility shall include the following:
- (1) continued operations in the event of a work stoppage;
  - (2) provisions for the security, storage, and accessibility of:
    - (A) keys;
    - (B) tools;
    - (C) medical equipment; and
    - (D) kitchen utensils;
  - (3) provisions to prevent firearms from entering the secure area of the facility, with the exception of a licensed peace officer who is officially responding to an active criminal event (e.g., hostage situation, resident riot, escape, etc.) within the facility; and
  - (4) provisions for coordination with law enforcement authorities in the case of escape or other situations requiring assistance from city, county, or state law enforcement agencies.
- (b) The facility administrator or designee shall ensure that all special incidents, including taking of hostages, escapes, and assaults, are documented. A copy of the report shall be placed in the permanent file of any resident(s) involved in the incident.
- (c) Video and audio monitoring devices shall not substitute for required levels of supervision by a juvenile supervision officer.

**DEFINITIONS:** As used in this document, the following definitions shall apply:

~~Management staff: — All supervisory level staff in the detention center and probation office.~~

~~Contract staff: Part-time detention staff~~

~~Other department staff: Other staff at the facility not directly involved with the detention center (field services probation officers, Intake Probation Officers, clerical staff).~~

Essential personnel: All Juvenile Supervision Officers assigned to the detention facility.

**I. WORK STOPPAGE PROCEDURES:**

In the event of a work stoppage (labor strike), inclement weather, large scale work force incapacitation or other job action, these procedures shall be followed:

- A. All essential personnel ~~key personnel~~ will be called in to fill the staff shortage.
- B. The Detention Superintendent shall assess the staff needs and make a determination of how many positions need to be manned.
- C. All detention staff that are not participating in the work stoppage shall be allowed to work. The administrative staff shall attempt to ensure the safety and well being of these employees.

## Related Standards:

TJJD

D. With the aid of the Executive Director of Juvenile Services, the Detention Superintendent shall recruit the following personnel to ensure adequate coverage:

1. All key personnel
2. Management staff
3. Other department staff

E. Immediate recruitment of new staff shall be initiated.

Brazos County is an “at will” employer. Any employee that misses more than two shifts without reporting the cause of their absence will be considered to have deserted their position and termination will occur.

## II. KEY CONTROL PROCEDURES:

To maintain the security of the facility and to prevent escapes, all keys necessary to the operation of the facility shall be issued from and maintained in the ~~control room~~ detention supervisor’s office.

Accountability: The detention supervisor and/or the detention manager shall ensure all keys have been checked back in at the end of the shift.

Inventory of Keys: Keys shall be recorded and stored for accountability. All keys assigned to a staff member shall be signed for, and the ~~receipt key log~~ kept by the Executive Assistant Director.

### A. Issue of Keys:

1. The Executive Director of Juvenile Services, Deputy Directors, Detention Superintendent, and other persons approved by the Executive Director of Juvenile Services, will be issued a set of facility keys with an identification number. ~~These keys will be signed out with the Executive Director and may be taken out of the facility.~~ All other detention center keys will remain in a secured key box in the ~~detention center’s control room~~ detention supervisor’s office. The Detention Superintendent will keep a current inventory.
2. All other keys shall be kept in the electronic key box. All ~~departmental detention~~ employees have been assigned a password and security level which dictates the certain keys they have access to. ~~At the end of the shift the detention supervisor or manager shall access the software to ensure all keys have been returned.~~ If an employee does leave the premises with any keys, they will be required to bring them back to the facility ~~as soon as possible immediately~~.

B. Lost or Misplaced Keys and/or Key Rings: A verbal report of any lost or misplaced key or key ring shall be made to the Shift Detention Supervisor/Manager immediately, stating when loss was discovered, circumstances surrounding that loss and the key(s) identification. A written incident report shall be submitted as soon as possible to the Detention Superintendent.



## Related Standards:

TJJD

- C. **NOTE:** When security keys are lost or misplaced, proper security precautions must be taken to preclude use of the key(s) for unauthorized access or escape from facility areas. A complete search of the detention facility shall be initiated and if necessary all detention residents will be searched if the lost key is thought to be in detention.
- D. Handling of Keys: All staff will observe the following key control procedures:
1. When on duty, staff shall keep detention center keys in their physical possession at all times. Residents are never permitted to handle detention keys.
  2. Carry and use keys as inconspicuously as possible. Never leave keys laying on a table, floor, etc.
  3. Securely fasten keys by chain to belt and carry in the front pants pocket, or have keys in the pocket.
  4. Check the number of keys when checking out or in from the electronic key box.
  5. Avoid reference to key numbers or any identifying information in the presence of residents.
  6. Avoid dropping keys. In the event that keys shall need to be temporarily exchanged via hand-to-hand, Keys are never to be tossed or thrown.
  7. Do not use force to operate locks. If a lock does not function easily, the malfunction shall be reported to the Shift Detention Supervisor/Manager and added to the maintenance log.
  8. Do not attempt to repair locks. Refer to an authorized locksmith via authority from county maintenance officials.
  9. Damaged or broken keys shall be returned to the Detention Superintendent for replacement.
  10. Juveniles Residents shall not be allowed to handle any keys.
- E. Duplication of Keys: Unauthorized possession, alteration, marking, duplication, manufacture, or impression making of keys is prohibited. Any such incident shall be reported in writing to the Detention Superintendent.
- F. Brazos County Juvenile Services utilizes the key watch electronic system that will allow access of staff and keys that they have been approved to check out.
1. Detention staff have been assigned a code and level of key clearance and have to enter their assigned code in order to check out any detention keys.
  2. After completion of their shift staff are required to return the key by entering their code in order to return the key to the key box.

**III. FIRE ARM PROHIBITION PROCEDURE:**

- A. To ensure the safety and security of facility staff and residents, no firearm or weapon shall be worn or carried in the facility.

**Related Standards:**

TJJD

- B. Law Enforcement Officers/Peace Officers at no time shall be in possession of firearms or other weapons, including night sticks, asp batons, or chemical spray inside the confines of the facility. Law Enforcement Officers/Peace Officers must place weapons in their transporting vehicle or in the locked weapon box in the police sally-port. ~~Law Enforcement Officers/peace officers entering the Main Detention Door may place their firearms or other weapons in the front lockers or in their vehicle.~~ Brazos County Juvenile Services does not allow Juvenile Probation Officers to carry firearms.
- C. Law Enforcement Officers/Peace Officers may carry firearms within the facility when responding to an active criminal event (e.g., hostage situation, resident riot/rebellion, escape, etc.).
- D. Juvenile Probation Officers authorized to carry firearms under Section 142.2006 of the Human Resource Code are prohibited from carrying a firearm in the facility or upon the grounds of Brazos County Juvenile Services.
- E. No Brazos County Juvenile Services employee shall use chemical agents such as mace or tear gas, percussion, or electrical shocking devices on any **juvenile resident** at any time while the **juvenile resident** is in their care and custody.
- F. Brazos County Juvenile Service employees are not allowed to carry any weapons while acting in their official capacity and shall under no circumstances be in possession of any type of weapon on county property.

**IV. SECURITY EQUIPMENT & TOOLS PROCEDURES:**

- A. Availability: The availability, control, and use of security equipment shall be the responsibility of the **Shift Detention Supervisor/Manager**. Type and quantity of security equipment shall be based on an analysis of the facility and resident population profile. The Shift Supervisors/Managers, Detention, and Probation Officers shall be the only staff within the facility with access to the security equipment storage area.
- All staff members will be sure that the restraining equipment does not leave the ~~control room detention supervisor's office~~ unless they are being used in transporting residents, or for other security purposes.
- B. Storage of Security Equipment: Detention restraining equipment (handcuffs, ankle cuffs, etc.) are stored in the ~~control room detention supervisor's office~~.
- C. Visitors: At no time shall visitors be in possession of firearms or other weapons, including night sticks, while inside the confines of the facility. Law Enforcement Officers must place weapons in their transporting vehicle or in the locked weapon box in the police sally-port. ~~Law Enforcement Officers entering the Main Detention Door may place their firearms or other weapons in the front lockers or in their vehicle.~~
- ~~D. All tools located in the detention facility shall be maintained in the control room.~~



**Related Standards:**

TJJD

~~E. Tools shall only be used with the permission of the detention supervisor and/or detention manager.~~

~~F. The detention supervisor and/or detention manager shall ensure the tool(s) are secured back into the control room.~~

**GD.** The Detention Supervisor ~~and/or detention~~ Manager shall ensure that there are no loose or misplaced tools left in an area where county maintenance has been working, the area shall be searched prior to having ~~juveniles residents~~ in the area.

**HE.** If at all possible all ~~juvenile residents~~ will be kept out of any area where county maintenance is working.

~~IF.~~ The Detention Supervisor/~~or~~ Manager shall inspect the work area after maintenance has finished to ensure ~~not~~ item(s) or tools have been left prior to any residents being allowed into the area.

**V. MEDICAL EQUIPMENT PROCEDURE:**

**Medical Equipment:** Any medical equipment used in the health appraisal of a resident by the Nurse/Responsible Physician.

- A. There shall be a system of internal accountability governing the control and use of medical equipment
- B. All medical equipment in the medical treatment room will be kept secure at all times. The door to the medical treatment room shall remain locked at all such times the medical staff is not present.
- C. When residents are in the room it is the responsibility of the staff present to maintain visual contact with the child to assure no medical equipment is destroyed or taken back into the detention facility as contraband.
- D. The medical professional on staff will periodically inventory all medical equipment.

**VI. KITCHEN TOOLS PROCEDURES:**

- A. It is the policy of Brazos County Juvenile Services that no ~~juveniles residents~~ shall be allowed to work or be in the kitchen area for any reason.
- B. All knives or other tools with a sharp edge shall be secured in a lock box when not in use.
- C. A monthly inventory shall be taken by the cook and an incident report created if any item(s) are missing.
- D. A prompt search of the facility shall be conducted if an item(s) is found to be missing.
- E. The kitchen shall remain locked at all times.

**VII. ESCAPE/HOSTAGE/RIOT PROCEDURE:**

<b>343.249– Internal Security</b>	
<b>Brazos County Juvenile Services</b>	<b>Page 6 of 7</b>
<b>Related Standards:</b> TJJJ	

The detention center shall have specific procedures for coordination with law enforcement concerning handling escapes, hostage taking, riots, or other event that significantly disrupts the operations or safety and security of the detention facility.

Escape - Any unauthorized absence of a resident from detention.

Hostage- Any person held against their will as security for performance of certain actions.

Riot- The assemblage of seven or more persons resulting in conduct which:

1. Creates an immediate danger of damage to property or to persons;
  2. Substantially obstructs law enforcement or other governmental functions or services; or
  3. By force, threat of force, or physical action deprives any person of a legal right or disturbs any person in the enjoyment of a legal right.
- A. The Detention Supervisor/Manager shall contact law enforcement by dialing 979-361-3888 or and instruct another staff member the control booth operator to initiate a lockdown of the facility and conduct a head count of all residents and staff. and staff. to contact law enforcement by dialing 979-361-3888.
  - B. The person Detention Supervisor/Manager calling 944979-361-3888 shall relay all pertinent information to law enforcement and meet law enforcement at intake.
  - C. The Detention Supervisor and/or the detention Manager shall cooperate and work in tandem with law enforcement responding to an escape, hostage situation, riot or other situation.
  - ~~D. The Detention Supervisor/Manager and/or designee may contact law enforcement for other reasons not cited herein, when they deem their assistance is necessary or when dictated by standards or other departmental policy and procedure.~~
  - ED. In the event of a riot, hostage situation, escape or other situation, the Detention Supervisor/Manager shall call or designate another staff member to call the Detention Superintendent, Assistant Superintendent, Operations Manager, Executive Director and Assistant Director.
  - FE. The Detention Superintendent or designee will complete the Texas Juvenile Probation Commission's Texas Juvenile Justice Department's abuse, neglect, and exploitation incident report form within the required time parameters.
  - GF. The Detention Supervisor/Manager shall contact the Executive Director, Detention Superintendent youth's parent/guardian or CPS Caseworker to notify them of the situation.

## VIII. MAINTENANCE WORKERS

Maintenance workers will not be in the detention center without the knowledge of the control booth operator and on-duty Detention Supervisor/Manager.

1. Maintenance staff will complete the following upon arrival at the facility.



## 343.249– Internal Security

Brazos County Juvenile Services

Page 7 of 7

### Related Standards:

TJJD

- a. Check in at the control booth and sign in.
  - b. Inform the control booth operator of the following: Names of all maintenance staff in the facility, the location where they will be working, what work they will be completing and approximately how long the maintenance will take to complete.
  - c. Check out with the control booth operator and sign out.
  - d. Report all completed work and any unfinished work that will need to be completed at another time to the on-duty Detention Supervisor/Manager and control booth operator.
2. The control booth operator will complete the following:
  - a. Ensure the log is completely filled out by the maintenance staff upon their arrival and exit from the facility.
  - b. Contact the on-duty Detention Supervisor/Manager and notify them of the number of maintenance staff and the location they will be working in.
  - c. Ensure maintenance staff close all doors when going to and from their worksite.
3. The on-duty Detention Supervisor/Manager will complete the following:
  - a. Ensure no juveniles residents are in the intended work area, this may include altering the schedule to allow the maintenance staff the necessary time to complete their work without juveniles residents present. If the work cannot be done safely without juveniles residents present maintenance staff may be requested to come back at another time.
  - b. Check the worksite after the maintenance work is complete to ensure no tools, screws, bolts, wire, etc. is left behind before juveniles residents are permitted access to the area.

### Documentation:

1. The Detention Superintendent or designee shall ensure that the documentation of all special incidents including but not limited to hostages, escapes, riots and assaults is completed before the end of the shift.
2. A copy of the report shall be placed in the permanent file of any resident(s) involved in the incident.
3. Video and audio surveillance shall be used for overall security and facility safety but shall not be used for the required visual observations of the juvenile residents by a juvenile supervision officer.

Effective Date: 01/01/2010

Revised Date: 03/04/2025

Approved by JB:



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: NUMBER:

DATE OF COURT MEETING: 3/28/2025

ITEM: Discuss and approve policy changes in Detention procedure 200.33 - Observation Records and Documentation.

TO: Commissioners Court

DATE: 03/19/2025

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
No Attachments Available		



# BRAZOS COUNTY JUVENILE SERVICES DEPARTMENT

Linda Ricketson, Director  
Melissa White, Assistant Director

## JUVENILE BOARD ORDER

STATE OF TEXAS           §

COUNTY OF BRAZOS       §

**BE IT REMEMBERED**, at a regular meeting of the Juvenile Board of Brazos County, Texas, held on the 28<sup>th</sup> day of March 2025, on motion made by Judge Hilburn, and seconded by Judge Brantley, the following Resolution was adopted:

**WHEREAS**, The Brazos County Juvenile Board is the governing body for the Brazos County Juvenile Services Department.

**WHEREAS**, The Brazos County Juvenile Board shall require the Brazos County Juvenile Services Department to have written policies and procedures governing **Policy 200.33, Observation Records and Documentation**.

**WHEREAS**, The Brazos County Juvenile Services Department has updated and drafted policies and procedures previously approved.

**WHEREAS**, The Brazos County Juvenile Board did review the following policies and procedures with changes in requirements **Policy 200.33, Observation Records and Documentation**.

**WHEREAS**, The changes will take effect immediately and will not require additional funding to implement or otherwise impose any type of hardship on the Juvenile Services Department.

**IT IS THEREFORE ORDERED, ADJUDGED AND DECREED** that the Brazos County Juvenile Board hereby adopts the revised policies and procedures to reflect the changes in **Policy 200.33, Observation Records and Documentation**.

DONE IN OPEN BOARD MEETING this 28<sup>th</sup> day of March 2025.

Recommended by:

Linda Ricketson, Executive Director  
Brazos County Juvenile Services

Approved by:

Judge Duane Peters, Chairman  
Brazos County Juvenile Board



# BRAZOS COUNTY JUVENILE SERVICES DEPARTMENT

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Linda Ricketson, Director  
Melissa White, Assistant Director

Date: September 28, 2025  
To: Brazos County Juvenile Board  
From: Linda Ricketson, Executive Director  
RE: **Addition to Juvenile Justice Policy 200.33 Observation Records & Documentation**

The Texas Juvenile Justice Department requires that new and updated written policies and procedures be approved by the governing juvenile board. The Brazos County Juvenile Services Department shall have and implement a written policy on the Observation and Documentation of records of Residents of the Brazos County Juvenile Detention Center. This policy is specific to the operation of the RFID, a hand-held device to document room checks of residents. We have had the device for a few years but have not written a policy specific to the device. These changes will take effect immediately.

The requested policy and procedure changes require no additional funding to implement or otherwise impose any type of hardship on the juvenile services department or county.

## **RECOMMENDATION:**

I respectfully request the Brazos County Juvenile Board to approve all policy revisions to Juvenile Justice Policy 200.33 Observation Records and Documentation.

Linda Ricketson  
Executive Director

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**R.J. Holmgreen Brazos County Juvenile Justice Center**  
1904 West SH 21 \* Bryan, Texas 77803  
Office (979) 823-3544 \* Fax (979) 823-4211



## 200.33– Observation Records and Documentation

Brazos County Juvenile Services (Detention)

Page 1 of 3

### Related Standards:

TJJD:

343.110, 343.438, 343.422,

## I. POLICY

The Brazos County Juvenile Services Department requires that a juvenile supervision officer observe and record a resident's behavior for any resident that in the following circumstances:

- During non-program hours, whether in a single or multiple occupancy housing unit, or alternate housing assignment;
- During program or non-program hours, while in a single occupancy housing unit for the purposes of disciplinary seclusion, safety-based seclusion, room restriction, resident-initiated separation, protective isolation, medical isolation, or assessment isolation; and
- While classified as moderate or high suicide risk;

## II. DEFINITIONS

**Handheld Device:** Handheld touch screen device utilized to read RFID cards and hard tags throughout the facility using an application;

**Hard Tag:** Stationary passive RFID tags mounted in a specific location;

**POD Location Name:** The single or multiple occupancy housing unit where the resident is housed;

**Juvenile Supervision Officer (JSO):** Any staff who is certified or has met the requirements to supervise residents of the facility;

**Non-Program Hours:** Time period when all scheduled resident activity for the entire resident population in the facility has ceased for the day.

**Observation Portal:** Web application that manage user interface and serves as a repository of all observation information;

**Program Hours:** The time period when the resident population has scheduled activities.

**Radio Frequency Identification (RFID):** A wireless system that uses electromagnetic fields, comprised of two components: tags and readers. The reader is a device that has one or more antennas that emit radio waves and receive signals back from the RFID tag. Tags, which use radio waves to communicate their identity and other information to nearby readers and can be passive or active. Passive RFID tags are powered by the reader and do not have a battery. Active RFID tags are powered by batteries;

Effective Date: 04/01/2025

Approved by JB:



## 200.33– Observation Records and Documentation

Brazos County Juvenile Services (Detention)

Page 2 of 3

### Related Standards:

TJJD:

343.110, 343.438, 343.422,

**Separation Status:** Disciplinary seclusion, safety-based seclusion, room restriction, resident-initiated separation, protective isolation, medical isolation, or assessment isolation;

### III. PROCEDURES

1. All juvenile supervision officers employed by the department shall be issued credentials to access and utilize the observation portal and handheld devices;
2. Staff shall ensure that appropriate actions are taken to prevent damage to, or loss of handheld devices. Any loss, damage or errors with a device shall be reported to the detention superintendent.
3. All residents shall be added to the observation portal upon admissions and removed once released. Information required includes:
  - a. First name;
  - b. Last name;
  - c. Resident ID number;
  - d. Admissions ID number;
  - e. Pod location name; and
  - f. Birth date.
4. Residents pod location shall be updated within the portal to reflect their current housing assignment;
5. All observations shall be documented by the juvenile supervision officer who made the actual observation. The documented observation shall indicate:
  - a. The exact hour and minute of the observation;
  - b. Name of the staff documenting the observation;
  - c. Location of the resident; and
  - d. General description of the resident's behavior or activity;
6. All observations shall be conducted within the appropriate timeframes as outlined by the corresponding department policy;
7. Any resident requiring a documented observation shall be updated within the observation portal, or on the handheld device to reflect their current location;
8. All observations shall be documented using the handheld device, by scanning the corresponding hard tag, and indicating their current behavior and/or activity using the pre-

Effective Date: 04/01/2025

Approved by JB:

## **200.33– Observation Records and Documentation**

**Brazos County Juvenile Services (Detention)**

**Page 3 of 3**

### **Related Standards:**

**TJJD:**

**343.110, 343.438, 343.422,**

defined options. Staff may also include free input notes, photo or video within the user interface of the handheld device application;

9. Upon beginning required observations, staff shall record an observation indicating the reason for the observations. For example, “In Room” indicating the beginning of nonprogram hours observations, “Suicide Watch Placed On”, or “Moved to Room Restriction” indicating they are in separation status;
10. Upon terminating observations, staff shall record an observation indicating that observations are being terminated. For example: “Out of Room” indicating the beginning of program hours, “Suicide Watch Removed From”, or “Moved to Day Area” or “Out of Room” indicating separation status has ended;
11. If the electronic observation recording system were to go offline for any length of time that might disrupt accurate observation, the JSO would revert to recording the information on physical paper.
12. Juvenile supervision officers are not allowed to leave the handheld device unattended.
13. Residents are not allowed to have access to the handheld device.
14. Handheld devices assigned to each individual pod should stay on that assigned pod.
15. The on-duty supervisor/manager should document each handheld device assignment for each shift on the end of shift report.

**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 3/28/2025

ITEM: Discuss and approve policy changes in TAC 343.261 - Resident Supervision.

TO: Commissioners Court

DATE: 03/19/2025

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

### Description

**Type**

No Attachments Available





# BRAZOS COUNTY JUVENILE SERVICES DEPARTMENT

Linda Ricketson, Director  
Melissa White, Assistant Director

## JUVENILE BOARD ORDER

STATE OF TEXAS §

COUNTY OF BRAZOS §

**BE IT REMEMBERED**, at a regular meeting of the Juvenile Board of Brazos County, Texas, held on the 28<sup>th</sup> day of March 2025, on motion made by Judge Hilburn, and seconded by Judge Brick, the following Resolution was adopted:

**WHEREAS**, The Brazos County Juvenile Board is the governing body for the Brazos County Juvenile Services Department.

**WHEREAS**, The Brazos County Juvenile Board shall require the Brazos County Juvenile Services Department to have written policies and procedures governing **Title 37, Part 11, Chapter 343.261, Resident Supervision**.

**WHEREAS**, The Brazos County Juvenile Services Department has updated and drafted policies and procedures previously approved.

**WHEREAS**, The Brazos County Juvenile Board did review the following policies and procedures with changes in requirements **TAC 343.261, Resident Supervision**.

**WHEREAS**, The changes will take effect immediately and will not require additional funding to implement or otherwise impose any type of hardship on the Juvenile Services Department.

**IT IS THEREFORE ORDERED, ADJUDGED AND DECREED** that the Brazos County Juvenile Board hereby adopts the revised policies and procedures to reflect the changes in Title 37, Part 11, Chapter 343.261, Resident Supervision.

DONE IN OPEN BOARD MEETING this 28<sup>th</sup> day of March 2025.

Recommended by:

Linda Ricketson, Executive Director  
Brazos County Juvenile Services

Approved by:

Judge Duane Peters, Chairman  
Brazos County Juvenile Board





## BRAZOS COUNTY JUVENILE SERVICES DEPARTMENT

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Linda Ricketson, Director  
Melissa White, Assistant Director

Date: September 28, 2025

To: Brazos County Juvenile Board

From: Linda Ricketson, Executive Director

**RE: Revision to TAC 343.261- TJJD Standard- Resident Supervision**

The Texas Juvenile Justice Department requires that new and updated written policies and procedures be approved by the governing juvenile board. The Brazos County Juvenile Services Department shall have and implement a written policy on the Supervision of Residents of the Brazos County Juvenile Detention Center based on TJJD standards. Some specific changes in the policy include the absence of any type of window covering obscuring views of juveniles in their cells. It also discusses the discipline of residents and staff that allow the obstruction of windows in resident cells. These changes will take effect immediately.

The requested policy and procedure changes require no additional funding to implement or otherwise impose any type of hardship on the juvenile services department or county.

**RECOMMENDATION:**

I respectfully request the Brazos Count Juvenile Board to approve all policy revisions to TAC 343.261 Resident Supervision.

Linda Ricketson  
Executive Director

## 343.261– Resident Supervision

Brazos County Juvenile Services

Page 1 of 1

Related Standards: TJJJ

### §343.261 Resident Supervision

- (1) When supervision under this chapter is performed through an architectural barrier (e.g. door, window), staff must have the ability to clearly see the resident without having to remove or relocate anything that might be on, covering, or blocking the observation window, regardless of how frequently visual observation recordings are required.
- (2) Facility policy must prohibit staff and residents from using any covering that prevents staff's ability to clearly see the resident without having to remove or relocate anything that might be on, covering, or blocking the observation window. Facility policy must address the actions to be taken if the prohibition is violated.
- (3) The refusal by staff or a resident to remove an item that prevents staff's ability to clearly see the resident is considered a serious threat to facility safety and/or security.
- (4) Nothing in this section requires continuous, uninterrupted visual supervision or constant visual supervision in instances in which such supervision is not required by another section.

#### Procedure:

- (1) When supervision under this chapter is performed through an architectural barrier (e.g. door, window), the Brazos County Juvenile Services Department (BCJSD) staff must have the ability to clearly see the resident without having to remove or relocate anything that might be on, covering, or blocking the observation window, regardless of how frequently visual observation recordings are required.
- (2) BCJSD policy prohibits BCJSD staff and residents from using any covering that prevents BCJSD staff's ability to clearly see the resident without having to remove or relocate anything that might be on, covering, or blocking the observation window. BCJSD policies (See BCJSD P&P 343.275 and 100.039) addresses the actions to be taken if the prohibition is violated.
- (3) The refusal by a Brazos County Juvenile Services staff or a resident to remove an item that prevents BCJSD staff's ability to clearly see the resident is considered a serious threat to facility safety and/or security.
- (4) Nothing in this section requires continuous, uninterrupted visual supervision or constant visual supervision in instances in which such supervision is not required by another section.



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: NUMBER:

DATE OF COURT MEETING: 3/28/2025

ITEM: Discuss and approve policy changes in TAC 341.304 - Requirement to Apply for Diversion Funds.

TO: Commissioners Court

DATE: 03/19/2025

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
No Attachments Available		



# BRAZOS COUNTY JUVENILE SERVICES DEPARTMENT

Linda Ricketson, Director  
Melissa White, Assistant Director

## JUVENILE BOARD ORDER

STATE OF TEXAS §

COUNTY OF BRAZOS §

**BE IT REMEMBERED**, at a regular meeting of the Juvenile Board of Brazos County, Texas, held on the 28<sup>th</sup> day of March 2025, on motion made by Judge Brick, and seconded by Judge Wise, the following Resolution was adopted:

**WHEREAS**, The Brazos County Juvenile Board is the governing body for the Brazos County Juvenile Services Department.

**WHEREAS**, The Brazos County Juvenile Board shall require the Brazos County Juvenile Services Department to have written policies and procedures governing **Title 37, Part 11, Chapter 341.304, Requirement to Apply for Diversion Funds**.

**WHEREAS**, The Brazos County Juvenile Services Department has updated and drafted policies and procedures previously approved.

**WHEREAS**, The Brazos County Juvenile Board did review the following policies and procedures with changes in requirements **TAC 341.304, Requirement to Apply for Diversion Funds**.

**WHEREAS**, The changes will take effect immediately and will not require additional funding to implement or otherwise impose any type of hardship on the Juvenile Services Department.

**IT IS THEREFORE ORDERED, ADJUDGED AND DECREED** that the Brazos County Juvenile Board hereby adopts the revised policies and procedures to reflect the changes in Title 37, Part 11, Chapter 341.304, Requirement to Apply for Diversion Funds.

DONE IN OPEN BOARD MEETING this 28<sup>th</sup> day of March 2025.

Recommended by:

Linda Ricketson, Executive Director  
Brazos County Juvenile Services

Approved by:

Judge Duane Peters, Chairman  
Brazos County Juvenile Board





## BRAZOS COUNTY JUVENILE SERVICES DEPARTMENT

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Linda Ricketson, Director  
Melissa White, Assistant Director

Date: September 28, 2025  
To: Brazos County Juvenile Board  
From: Linda Ricketson, Executive Director

**RE: Revision to TAC 341.304 Requirement to Apply for Diversion Funds**

The Texas Juvenile Justice Department requires that new and updated written policies and procedures be approved by the governing juvenile board. The Brazos County Juvenile Services Department shall have and implement a written policy on the Requirement to Apply for Diversion Funds per TJJD Policy. The policy states that prior to court commitment to TJJD the Chief Administrative Officer or designee must apply for diversion funds to divert a juvenile from commitment. There are also certain conditions where the requirement does not apply that are listed in the policy.

The requested policy and procedure changes require no additional funding to implement or otherwise impose any type of hardship on the juvenile services department or county.

**RECOMMENDATION:**

I respectfully request the Brazos County Juvenile Board to approve all policy revisions to TAC 341.304 Requirement to Apply for Diversion Funds.

Linda Ricketson  
Executive Director

**341.304- Sub-Chapter C.-Chief Administrative Officer Responsibilities**

**Requirement to Apply for Diversion Funds**

**Brazos County Juvenile Services**

**Page 1 of 1**

**Related Standards: TJJD**

**§341.304 Requirement to Apply for Diversion Funds**

- (a) Prior to a court committing a juvenile to TJJD, the chief administrative officer or designee must submit an application for diversion funds to divert a juvenile from commitment to TJJD.
- (b) The requirement in subsection (a) does not apply if:
  - (1) the youth has committed conduct that is eligible for a determinate sentence under §51.031 or §53.045, Family Code, whether or not the petition was approved by the grand jury;
  - (2) the youth has been previously placed and discharged within the last year from a post-adjudication secure juvenile correctional facility;
  - (3) the youth has been previously committed to TJJD;
  - (4) the youth is at least 17 years of age on the date of disposition or modification of disposition; or;
  - (5) a juvenile probation department is not recommending commitment.

**Procedure:**

- (a) Prior to a court committing a juvenile to TJJD, the Brazos County Juvenile Services' chief administrative officer or designee must submit an application for diversion funds to divert a juvenile from commitment to TJJD.
- (b) The requirement in subsection (a) does not apply if:
  - (1) the youth has committed conduct that is eligible for a determinate sentence under §51.031 or §53.045, Family Code, whether or not the petition was approved by the grand jury;
  - (2) the youth has been previously placed and discharged within the last year from a post-adjudication secure juvenile correctional facility;
  - (3) the youth has been previously committed to TJJD;
  - (4) the youth is at least 17 years of age on the date of disposition or modification of disposition; or;
  - (5) Brazos County Juvenile Services is not recommending commitment

Effective Date: 10/15/2024

Approved by JB:



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: NUMBER:

DATE OF COURT MEETING: 3/28/2025

ITEM: Discuss and approve policy changes in TAC 344.804 - Dual Certification.

TO: Commissioners Court

DATE: 03/19/2025

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
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No Attachments Available



# BRAZOS COUNTY JUVENILE SERVICES DEPARTMENT

Linda Ricketson, Director  
Melissa White, Assistant Director

## JUVENILE BOARD ORDER

STATE OF TEXAS           §

COUNTY OF BRAZOS       §

**BE IT REMEMBERED**, at a regular meeting of the Juvenile Board of Brazos County, Texas, held on the 28<sup>th</sup> day of March 2025, on motion made by Judge Brantley, and seconded by Judge Brick, the following Resolution was adopted:

**WHEREAS**, The Brazos County Juvenile Board is the governing body for the Brazos County Juvenile Services Department.

**WHEREAS**, The Brazos County Juvenile Board shall require the Brazos County Juvenile Services Department to have written policies and procedures governing **Title 37, Part 11, Chapter 344.804, Dual Certification**.

**WHEREAS**, The Brazos County Juvenile Services Department has updated and drafted policies and procedures previously approved.

**WHEREAS**, The Brazos County Juvenile Board did review the following policies and procedures with changes in requirements **TAC 344.804, Dual Certification**.

**WHEREAS**, The changes will take effect immediately and will not require additional funding to implement or otherwise impose any type of hardship on the Juvenile Services Department.

**IT IS THEREFORE ORDERED, ADJUDGED AND DECREED** that the Brazos County Juvenile Board hereby adopts the revised policies and procedures to reflect the changes in Title 37, Part 11, Chapter 344.804, Dual Certification.

DONE IN OPEN BOARD MEETING this 28<sup>th</sup> day of March 2025.

Recommended by:

Linda Ricketson, Executive Director  
Brazos County Juvenile Services

Approved by:

Judge Duane Peters, Chairman  
Brazos County Juvenile Board





## BRAZOS COUNTY JUVENILE SERVICES DEPARTMENT

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Linda Ricketson, Director  
Melissa White, Assistant Director

Date: September 28, 2025  
To: Brazos County Juvenile Board  
From: Linda Ricketson, Executive Director  
RE: **Revision to TAC 344.804 Dual Certification**

The Texas Juvenile Justice Department requires that new and updated written policies and procedures be approved by the governing juvenile board. The Brazos County Juvenile Services Department shall have and implement a written policy on the Dual Certification of staff. This policy has to do with staff that are certified as a JPO or JSO and need to become dual certified. According to TJJD standards an individual that has an active certification as a juvenile supervision officer or juvenile probation officer who has previously completed a mandatory topic listed in the mandatory certification requirements is not required to complete that training topic again. However, the person may not receive credit for a second certification for training completed more than 18 months prior to the submission date of the second application.

The requested policy and procedure changes require no additional funding to implement or otherwise impose any type of hardship on the juvenile services department or county.

### **RECOMMENDATION:**

I respectfully request the Brazos County Juvenile Board to approve all policy revisions to TAC 343.804 Dual Certification.

Linda Ricketson  
Executive Director

## §344.804 Dual Certification

Brazos County Juvenile Services

Page 1 of 1

Related Standards: TJJD- Sub-Chapter F: Certification

### §344.804 Dual Certification

- (a) Individuals may hold more than one certification by TJJD if they meet all criteria required for each certification and their job duties are consistent with all certifications held, except as noted in subsection (b) of this section.
- (b) An individual may not hold an active certification as a juvenile supervision officer and as a community activities officer unless the individual is concurrently employed by more than one department or facility.
- (c) Training received may be used for credit toward more than one type of TJJD-issued certification if the topic is relevant to each certification sought or held.
- (d) An individual who has an active certification as a juvenile supervision officer or juvenile probation officer who has previously completed a mandatory training topic listed in §§344.620 or 344.622, as applicable, is not required to complete training in that topic again in order to receive a dual certification as a juvenile supervision officer or juvenile probation officer. However, the person may not receive credit toward the training hours required for the second certification for training completed more than 18 months prior to the date the application for the second certification is submitted to TJJD.

#### Procedure:

- (a) Brazos County Juvenile Services Department (BCJSD) employees may hold more than one certification by TJJD if they meet all criteria required for each certification and their job duties are consistent with all certifications held, except as noted in subsection (b) of this section.
- (b) BCJSD employees shall not hold an active certification as a juvenile supervision officer and as community activities officer unless the employee is concurrently employed by the BCJSD and another department.
- (c) BCJSD employees may receive training credit towards more than one type of TJJD-issued certification if the topic is relevant to each certification sought or held.
- (d) A BCJSD employee who has an active certification as a juvenile supervision officer or juvenile probation officer who has previously completed a mandatory training topic listed in §§344.620 or 344.622, as applicable, is not required to complete training in that topic again in order to receive a dual certification as a juvenile supervision officer or juvenile probation officer. However, the BCJSD employee may not receive credit toward the training hours required for the second certification for training completed more than 18 months prior to the date the application for the second certification is submitted to TJJD.

Effective Date: 2/1/2018

Revised Date: 02/18/2025

Approved by JB:



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT:	NUMBER:
DATE OF COURT MEETING:	3/28/2025
ITEM:	Discuss and approve policy changes in TAC 343.340 - Suicide Prevention Plan.
TO:	Commissioners Court
DATE:	03/19/2025
FISCAL IMPACT:	False
BUDGETED:	False
DOLLAR AMOUNT:	\$0.00

**ATTACHMENTS:**

<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
No Attachments Available		



# BRAZOS COUNTY JUVENILE SERVICES DEPARTMENT

Linda Ricketson, Director  
Melissa White, Assistant Director

## JUVENILE BOARD ORDER

STATE OF TEXAS §

COUNTY OF BRAZOS §

**BE IT REMEMBERED**, at a regular meeting of the Juvenile Board of Brazos County, Texas, held on the 28<sup>th</sup> day of March 2025, on motion made by Judge Hilburn, and seconded by Judge Wise, the following Resolution was adopted:

**WHEREAS**, The Brazos County Juvenile Board is the governing body for the Brazos County Juvenile Services Department.

**WHEREAS**, The Brazos County Juvenile Board shall require the Brazos County Juvenile Services Department to have written policies and procedures governing **Title 37, Part 11, Chapter 343.340, Suicide Prevention Plan**.

**WHEREAS**, The Brazos County Juvenile Services Department has updated and drafted policies and procedures previously approved.

**WHEREAS**, The Brazos County Juvenile Board did review the following policies and procedures with changes in requirements **TAC 343.340, Suicide Prevention Plan**.

**WHEREAS**, The changes will take effect immediately and will not require additional funding to implement or otherwise impose any type of hardship on the Juvenile Services Department.

**IT IS THEREFORE ORDERED, ADJUDGED AND DECREED** that the Brazos County Juvenile Board hereby adopts the revised policies and procedures to reflect the changes in Title 37, Part 11, Chapter 343.340, Suicide Prevention Plan.

DONE IN OPEN BOARD MEETING this 28<sup>th</sup> day of March 2025.

Recommended by:

Approved by:

Linda Ricketson, Executive Director  
Brazos County Juvenile Services

Judge Duane Peters, Chairman  
Brazos County Juvenile Board





# BRAZOS COUNTY JUVENILE SERVICES DEPARTMENT

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Linda Ricketson, Director  
Melissa White, Assistant Director

Date: September 28, 2025  
To: Brazos County Juvenile Board  
From: Linda Ricketson, Executive Director  
**RE: Revision to TAC 343.340 Suicide Prevention Plan**

The Texas Juvenile Justice Department requires that new and updated written policies and procedures be approved by the governing juvenile board. The Brazos County Juvenile Services Department shall have and implement a written policy on the Suicide Prevention Plan for the Juvenile Detention Center per TJJD Policy. The changes in our plan include changes in definitions of health services coordinator and suicide gesture to coincide with what TJJD has in their policy, the definition of facility administrator was changed to match the TJJD definition of the position, a time limit was specified for situations where a detention staff may classify a youth until and evaluation can be completed (30 minutes), moderate suicide classifications have to move to close observation before reclassified to no plan, and removed a maintenance log for COP as this is not required by TJJD. This policy is reviewed annually, and changes are made based on need. These changes will take effect immediately.

The requested policy and procedure changes require no additional funding to implement or otherwise impose any type of hardship on the juvenile services department or county.

## **RECOMMENDATION:**

I respectfully request the Brazos County Juvenile Board to approve all policy revisions to TAC 343.340 Suicide Prevention Plan.

Linda Ricketson  
Executive Director

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**R.J. Holmgreen Brazos County Juvenile Justice Center**  
1904 West SH 21 \* Bryan, Texas 77803  
Office (979) 823-3544 \* Fax (979) 823-4211

## 343.340– Suicide Prevention Plan

Brazos County Juvenile Services

Page 1 of 11

### Related Standards:

#### TJJD:

343.340, 343.342, 343.346, 343.348, 343.350, 343.351, 358.300, 358.600

## I. POLICY

A fundamental objective of Brazos County Juvenile Services Department is to preserve the health, safety, and welfare of the youth we serve. Therefore, all ~~department staff~~ **certified officers (i.e., juvenile probation officers and juvenile supervision officers)** will be familiar with the procedures to assess, prevent, and respond to suicidal ideation and suicide attempts in order to preserve life and prevent harm to the youth we serve.

## II. DEFINITIONS

**Business hours:** hours within Monday to Friday, 8:00a to 5:00p, not including holidays.

**Close observation plan (COP):** suicide risk classification that indicates that the youth is unable to regulate their emotions, and/or has expressed having thoughts of suicide without the realistic plan or intent to act on suicidal thoughts.

**Deputy director of health services (DDHS):** a licensed psychologist who is the department's designee or assigns a mental health professional to act as the department's designee who is responsible for evaluating and assigning classifications for youth at risk of suicide.

**Detention staff:** department personnel that are certified juvenile supervision officers.

**Facility administrator (FA):** ~~the division director or designee who serves as the onsite program director of Detention Services~~ the individual responsible for managing and operating the detention facility.

**Health services coordinator:** nurse or medical personnel that coordinates health care for the juvenile facility.

**High suicide risk (High):** suicide risk classification that indicates that the youth is a high risk to commit suicide as they may have made a recent attempt to commit suicide and/or has made overt action and/or verbally expressed a plausible plan or intent to commit suicide.

**Mental health professional (MHP):** a person licensed or certified in mental health services as listed in Title 37, Texas Administrative Code, Section 343.100

**Moderate suicide risk (Moderate):** suicide risk classification that indicates that the youth is at moderate risk to commit suicide as they may have made statements and/or expressed ~~a desire~~ **intent** to commit suicide, and/or do not have a plausible method of suicide.

**Monitoring:** the frequent, random, and direct visual observation of a youth by facility staff to assure that the youth appears healthy and displays appropriate behavior.

**Non-suicidal self-injury (NSSI):** deliberate, self-inflicted destruction of the body tissue without the intent to die. NSSI includes behaviors such as cutting, burning, biting, scratching, head banging, and eating inedible objects.

**Suicidal ideation:** thoughts of suicide without the realistic plan or intent to act on suicidal thoughts.

**Suicide gesture:** an action that is calculated for rescue by someone else or the youth themselves that could cause harm, injury, or suicide. Suicide gestures include but is not limited to tying a shirt loosely around the neck in the presence of a staff member.

Effective Date: 01/01/2010

Revised Date: 02/04/2025

Approved by JB:

## 343.340– Suicide Prevention Plan

Brazos County Juvenile Services

Page 2 of 11

### Related Standards:

#### TJJD:

343.340, 343.342, 343.346, 343.348, 343.350, 343.351, 358.300, 358.600

**Suicide attempt:** an action taken to voluntarily and intentionally take one's own life.

**Suicide screening:** a screening methodology consisting of an interview in addition to staff observations for the purpose of determining risk of suicide.

### III. PROCEDURES

#### A. Screening Methodology

1. All youth entering the Brazos County Juvenile Detention Center will complete a MAYSI-2 and Health Screening that include suicide-related questions as part of the verbal interview to assess and screen for possible suicide risk, within two (2) hours of admission to the facility.
  - a. Detention staff or designee conducting intake procedures will conduct the MAYSI-2 and Health Screening.
2. If the suicide screening reveals the need for further assessment as evidenced by a high MAYSI score and/or a response of "yes" on any of the mental health items on the Health Screening, detention staff will immediately contact ~~the deputy director of health services (DDHS)~~ or ~~designated mental health professional (MHP)~~ to request a further evaluation of the youth.
  - a. During business hours the DDHS or designated MHP will assess the youth and determine if the youth ~~needs meets requirements~~ to be placed on a suicide watch plan.
  - b. After business hours the detention staff administering the suicide screening should call the on-call MHP to assess the youth via telephone and determine if the youth ~~should meets requirements~~ to be placed on a suicide watch plan.
3. Based on further assessment by the DDHS or designated MHP, the youth will be classified as:
  - a. No ~~identified risk plan~~
  - b. Close observation plan (COP)
  - c. Moderate suicide risk (Moderate)
  - d. High suicide risk (High)
4. The DDHS or designated MHP will notify ~~the intake supervisor detention staff~~ or designee of the classification, and ~~the detention staff or designee~~ will complete documentation using the Major Incident- Suicide Classification Report and send it electronically to the FA, assistant FA, ~~detention managers, detention supervisors, detention managers/supervisors, operations manager, executive director, and assistant director of juvenile services, quality assurance administrator, MHPs, DDHS, and assigned juvenile probation officer (JPO) of youth.~~ youth's juvenile probation officer (JPO). See **Documentation Requirements** for more information.

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5. If a suicide risk classification is identified after admission, the DDHS or a designated MHP will complete a follow-up suicide risk assessment with the youth within 24 hours the next business day to reevaluate youth's level of risk and supervision needs.

4-6. Whenever If a youth refuses or is unable to complete a suicide risk screening, intake staff detention staff or designee will immediately contact the DDHS or designated MHP to complete the youth's evaluation a suicide risk assessment.

7. If attempts to contact the DDHS or designated MHP have been exhausted and unsuccessful after 30 minutes, the youth needing to be assessed should be classified as Moderate until the DDHS or designated MHP can complete an assessment.

8. If detention staff or any staff working in the detention center has concerns about the well-being of a youth at any time that the youth is in the detention facility, the DDHS or MHP should be contacted to complete a verbal interview to assess and screen for possible suicide risk.

### B. Communication

1. Detention staff have the following means of communication available to them, including but not limited to: telephone, voicemail, hand-held radios, cell phones, e-mail, written reports or other written documentation.
2. If any detention staff suspects Any detention staff who suspect a youth of having thoughts of hurting or engaging in non-suicidal self-injurious behaviors should contact the DDHS or designated MHP in-person or by telephone for recommendations regarding classification and supervision of the youth. If the youth has physical injuries, detention staff will contact nursing staff to conduct a medical evaluation.
  - a. After conducting the assessment, the DDHS or designated MHP will notify the on-duty detention manager or supervisor in-person or by telephone of the suicide risk level and electronically send documentation of the recommendation to the Facility Administrator (FA), assistant FA, detention managers, detention/supervisors, operations manager, executive director, assistant director, quality assurance administrator, MHPs, DDHS, and youth's JPO.
  - b. Detention staff will notify the youth of the supervision status. and The DDHS or designated MHP in-person or by telephone that assessed the youth will notify the parent/guardian of the risk status and precautions taken to keep youth safe during business hours. Detention staff will notify the parent/guardian of the risk status and safety measures after business hours.
  - c. The on-duty detention manager or detention supervisor will communicate in-person the youth's risk status and necessary precautions to the detention staff that are responsible for the supervision of the youth. The on-duty detention manager or detention supervisor will complete any required documentation needed to follow detention policies.

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3. Whenever a youth is detained detention staff should review the ~~log~~ youth's juvenile case management system (JCMS) records to determine ~~see~~ if the youth has a prior history of being placed on a suicide watch plan and contact the DDHS or designated MHP with any questions or concerns regarding the youth's history of suicidal behavior in detention.
4. Any staff that have concerns about the safety of a youth while the youth is in the detention facility, even if the youth was previously screened, should contact the DDHS or designated MHPA to conduct a suicide risk assessment.
5. All initial risk level classifications will be documented by the ~~on-duty~~ detention manager/ ~~or detention~~ supervisor on the Major Incident- Suicide Risk Classification Report and will be sent electronically to the ~~facility administrator (FA)~~, assistant FA, detention managers, ~~detention/supervisors~~, operations manager, executive director, assistant director, quality assurance administrator, MHPs, DDHS, and youth's JPO.
6. All initial suicide risk evaluations and reevaluations will be documented in a departmental chronological note and the note will be shared electronically with the ~~Facility Administrator (FA)~~, assistant FA, detention managers, ~~detention/supervisors~~, operations manager, executive director, assistant director, quality assurance administrator, MHPs, DDHS, and youth's JPO.
7. Interdisciplinary team meeting (ITM)
  - a. A meeting will occur once a week to discuss issues pertaining to youth on a suicide risk classification level, as well as youth with emotional, behavioral, intellectual, and medical concerns.
  - b. The FA or designee will lead the meeting. Attendees of the meeting will consist of a representative of mental health, probation, medical, quality assurance, and educational staff at minimum.
  - c. ITM recommendations are documented in writing and promptly forwarded via email to the following individuals at minimum: executive director, assistant director, FA, DDHS, assistant FA, operations manager, detention managers, ~~detention/supervisors~~, quality assurance administrator, deputy directors.

### C. Level of Supervision

1. Basic principles for all youth identified as at risk for suicidal behaviors:
  - a. If detention managers/~~or detention~~ supervisors or FA and the DDHS or designated MHP consult and deem it necessary to ensure safety, a youth on a suicide risk supervision level may be required to wear a "suicide gown" in their room. However, if the youth refuses to wear the "suicide gown," increased observation checks or pat downs may be necessary to ensure their safety.
  - b. While participating in activities with at least one other youth, the youth on suicide supervision will not be required to wear protective clothing specifically designed to reduce the likelihood of self-harm (i.e., suicide gown).

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- c. All youth on a suicide risk supervision level will receive appropriate bedding substitutions.
- d. Detention staff assigned to the control ~~center-booth~~ will not substitute for direct staff supervision.
- e. Audio and/or video monitoring devices will not substitute for direct staff supervision.
- f. Once a risk level is assigned only the DDHS, MHP, or FA may reclassify youth.
  - i. Reevaluation of the youth's level of risk will be ~~within 24 hours the next business day, including Saturdays, unless the youth is classified as High in which reevaluation will be within 24 hours.~~ The method of reevaluation during business hours will be in-person and the method of reevaluation after business hours and during holidays will be up to the discretion of the DDHS or designated MHP.
  - ii. Documentation of the youth's reevaluation will be completed by the DDHS or designated MHP before the end of the next business day.
  - iii. Notification of the youth's reevaluation to the parent will be completed by the DDHS or designated MHP during business hours and completed by the detention staff or designee after business hours.

### 2. Close Observation Plan (COP)

- a. Youth with a history of suicidal ideation or suicide risk may be classified as COP based on suicide screening/assessment and their behavioral history in the detention facility or if a youth has expressed having thoughts of suicide without the realistic plan or intent to act on suicidal thoughts.
- b. Detention staff will implement the following safety measures to assist youth in maintaining safety:
  - i. ~~Youth be observed closely for any signs that would indicate a need for further intervention~~ Close observation of youth.
  - ii. With approval of the FA or designee, detention staff may implement moderate risk supervision safety measures.
- c. Detention staff will document monitoring of youth using the electronic monitoring tool.

### 3. Moderate Suicide Risk (Moderate)

- a. Youth who ~~may make~~ have made statements and/or expressed a desire to commit suicide; however, they have expressed commitment to safety and/or do not have a plausible method of suicide may be classified as Moderate.

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- b. Detention staff ~~may will~~ implement the following safety measures to assist youth in maintaining safety:
  - i. Youth will use a finger toothbrush for dental hygiene.
  - ii. Youth will be in direct supervision when using a comb.
  - iii. Youth will only be allowed to use a spoon when eating meals outside of the youth's room.
  - iv. If required to eat in their room due to being on a qualifying status, youth will be given a "finger food" meal or alternative eating utensils will be provided.
  - v. During non-programing hours or when the youth is in a room, detention staff will observe and document observations at staggered intervals not to exceed 10 minutes. Different staggered interval times (i.e., less than 10 minutes) may be specified by the DDHS or by detention staff if desired.
    - i. Documentation of the observations will include the first and last name of the detention staff documenting observations and providing supervision.
  - vi. ~~The DDHS or designated A~~ MHP will work with the youth to develop a safety plan that includes coping skills to utilize prior to coming off Moderate.
- c. Detention staff will document monitoring of youth using the electronic monitoring tool.
- d. If youth is reclassified while on Moderate, the youth must be reclassified first to COP before taken off suicide supervision.

#### 4. High suicide risk (High)

- a. Youth may ~~be classified as High if they~~ have made a recent attempt to commit suicide and/or ~~has~~ made overt action and/or verbally expressed a ~~plausible~~ plan or intent to commit suicide. ~~The youth may have access to a plausible plan to commit suicide.~~
- b. Detention staff will implement the following safety measures to assist youth in maintaining safety, ~~with the following additions:~~
  - i. Uninterrupted one-on-one visual supervision of ~~a detention staff youth~~ and remain within arm's reach of the detention staff supervising the youth.
    - i. One-to-one detention staff will only engage in programmatic interactions with the youth they are responsible for supervising.
  - ii. No access to writing utensils and eating utensils
  - iii. Youth will use a finger toothbrush for dental hygiene.

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- c. If all safety measures implemented by detention staff and the DDHS or MHP have been deemed as unsuccessful by the DDHS and FA, a referral to an outside mental health agency for ~~outpatient~~ inpatient services may then be implemented.
  - d. Detention staff will document monitoring of youth using the High Suicide Risk Observation Log.
    - i. Detention staff will document behavioral observations at 30-minute intervals ~~not to exceed 30 minutes at all times~~.
    - ii. Documentation will include first and last name of the staff documenting observations and providing supervision, and the time which detention staff changed supervision designees.
  - e. If youth is reclassified while on High, the youth must be reclassified first to Moderate before taken off suicide supervision.
5. Youth placed on disciplinary seclusion, safety-based seclusion, room restriction, medical isolation, or resident-initiated separation and are ~~on~~ receiving suicide supervision should continue precautions that were put in place based on their suicide risk level.

### D. Housing

1. Youth identified at any level of suicide risk will be integrated into the general population.
2. Youth identified at any level of suicide risk ~~on suicide supervision~~ will be housed in their individual rooms unless otherwise directed by the FA.
3. Youth identified at any level of suicide risk will not be housed with one or more residents.
4. Youth at any level of suicide risk will be given one (1) mattress, one (1) pillow, and two (2) suicide blankets.
5. Like other youth in the facility, youth identified at any level of suicide risk will be allowed one religious publication and one book in their room.
6. Other prohibitions and safety measures are listed in the Levels of Supervision section of this policy.

### E. Intervening in Suicide Attempts

1. Any staff in the detention facility that witness or discover a youth attempting suicide will immediately intervene and call for assistance using a radio.
2. If needed, staff that have been trained in and maintain current certification in implementation of medical kits/tools (i.e., suicide kit, first aid kit, and automated external defibrillator (AED)) will initiate medical procedures in accordance with their training until relieved by emergency medical personnel or supervision staff.
3. Medical kits/tools are readily available to staff and located in the control booth, education rooms, intake/medical area, gymnasium, and each active housing pod.

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- a. Staff that have been trained in and maintain current certification ~~to~~ may use ~~to~~ the following medical kits:
    - i. First aid kits:
      - i. First aid kits contain the following items: tape, burn cream, sting/itch cream, gloves, cold compress, antiseptic, kling, bandages, band-aids, sterile gauze, eye wash, eye pads, antibiotic ointment, splinter tweezer, CPR mouth covers, rescue blanket, trauma pads, Q-tips, and cleaning pads.
    - ii. Suicide kits:
      - i. Suicide kits contain the following items: CPR mask, medical scissors, ammonia inhalant, “cut down” knife, and latex gloves.
  - b. Medical kits/tools that include the first aid kits, suicide kits, and AED are all maintained and inspected monthly by the health services coordinator.
4. If immediate medical attention is required through Emergency Medical Services (EMS, 911), the following medical protocol will occur:
- a. Detention staff in the control booth will be responsible for calling 911 and instructing EMS personnel on how to gain access to the facility.
  - b. Detention manager or designee will meet EMS outside the police entry of intake services and escort them to the location of the youth.
5. Detention staff will secure other youth in their rooms until the emergency is controlled.
6. Documentation procedures will include the following:
- a. During business hours the on-duty detention manager or ~~supervisor~~ designee is responsible for the following before the end of their shift:
    - i. Notifying the DDHS and FA of the suicide attempt.
    - ii. Notifying the on-call JPO to accompany the resident while on transport and stay in the medical facility.
    - iii. Notifying TJJD as required.
    - iv. Completing an Incident Report that is then sent to all Brazos County Juvenile Services administrators.
  - b. During business hours the DDHS or ~~designated~~ MHP is responsible for the following before the end of business day:
    - i. Notifying the parent/guardian of the youth regarding the situation.
    - ii. If needed, completing a departmental chronological note.

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- c. After business hours the on-duty detention manager/~~or detention~~ supervisor will complete the same responsibilities as during business hours with the addition of notifying the parent/guardian regarding the situation.
- d. After business hours the DDHS or ~~designated~~ MHP will complete a departmental chronological note, if needed, by the end of the next business day.

7. The FA will contact the ~~executive~~ director of juvenile services.

### F. Release Procedures

1. When a youth is released from detention while on a level of supervision for suicidality a MHP or DDHS will notify the youth's parent/guardian of the youth's status and provide resources for accessing mental health services.

### G. Documentation Requirements

1. Detention staff shall maintain ~~two (2) three (3)~~ separate logs of all residents who are placed on ~~any~~ Moderate or High suicide risk classification. The log shall show in chronological order by date, the following information:
  - a. Name of the youth,
  - b. Date and time the youth was given a suicide ~~risk~~ classification,
  - c. Date and time the youth was removed from the suicide ~~risk~~ classification,
  - d. A brief description of the reason for classifying the youth, and
  - e. A brief description of the reason for removing the youth from the suicide ~~risk~~ classification.
2. The FA will maintain this documentation for a period of one (1) year.
3. Detention staff will maintain information on the total number of youth that were given a suicide ~~risk~~ classification and were placed on disciplinary seclusion and safety-based seclusion.

### H. Reporting Requirements

1. In event of a suicide attempt or death of a youth while in custody, the on-duty ~~detention manager/or-supervisor~~ will immediately report the information to the FA and DDHS.
  - a. The FA will notify the executive and assistant director.
2. As outlined in the AS-901: Reporting of Child Abuse, Neglect, and Exploitation, the ~~detention manager/or-Detention~~ supervisor will contact the Texas Juvenile Justice Department (TJJD) regarding any attempted suicide or a suicide by a youth while in custody.
  - a. A report will be made by phone, fax, or email ~~a completed Incident Report form~~ to TJJD within the required timeframe ~~using the Incident Report form~~. If a report is

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completed by phone, then a completed Incident Report form will be submitted to TJJD within 24 hours of making the report.

### 3. Attempted suicide

- a. An attempt of suicide in the facility must be reported to TJJD within 24 hours of the attempt.
- b. Staff should refer to TAC 358.300: Reporting of Child Abuse, Neglect, and Exploitation for additional requirements.
- c. Attempted Suicide resulting in Serious Injury as defined by TAC 358.100
  - i. ~~All county deputies must be notified. (The executive director, assistant director, deputy directors, FA, assistant FA, quality assurance, operations manager, health services coordinator, and on-call JPO must be notified).~~

### 4. Death of a youth

- a. If a suicide occurs in the facility, local law enforcement agency must be notified immediately by phone, no later than one (1) hour after the discovery or notification of the death, and to TJJD immediately, no later than four (4) hours after the discovery or notification of the death.
- b. Consistent with Article 49.18 (b), Texas Code of Criminal Procedure, if a youth dies while in secure custody in a facility, ~~the Chief Probation Officer-executive director~~ or designee will:
  - i. Investigate the death
  - ii. File a written report of the cause of death with the Office of the Texas Attorney General no later than the 30<sup>th</sup> day after the date on which the youth in custody dies.
  - iii. A copy of the death investigation report must be submitted to TJJD within 10 days after completion.
- c. Death notification:
  - i. Notification, or diligent efforts to notify, must be made to parents/guardians of youth who has died as soon as possible within four (4) hours of knowledge of youth's death.
  - ii. Within 24 hours the ~~county Chiefs~~ executive director shall be notified and ~~county Chiefs~~ must immediately report to the facility.
  - iii. The efforts to notify may be made by phone, in writing, or in-person and must be documented on the TJJD's Incident Report form and in the internal investigation report.

## I. Mortality Review

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1. In the event a suicide or death should occur in the facility or in custody of the detention center, the FA shall organize and facilitate a “mortality review” of the event.
2. Purpose of the Mortality Review is:
  - a. To review the circumstances that occurred before, during, and after the suicide to determine the need to modify policy, procedures, or the physical plant; and
  - b. To provide a separate and distinct investigation within the facility.
3. The review team shall include at the minimum: the FA, quality assurance administrator, detention managers/ ~~or~~ supervisors, ~~and~~ DDHS, and health ~~care designee~~ services coordinator.
4. Mortality review team will submit a written report to the ~~chief JPO~~ executive director documenting their findings and recommendations within 30 days of the incident.
5. The ~~chief juvenile of probation officer~~ executive director or designee will brief the juvenile board on the findings and recommendations of the mortality review team.

### J. Training

1. Prior to working in the detention facility, all staff will be trained on suicide risk and suicide prevention. Training will include, but not limited to:
  - a. Reasons why the environment of secure facilities are conducive to suicide
  - b. Potential predisposing factors for suicide
  - c. High risk suicide periods
  - d. Suicide identification and prevention
  - e. Trauma informed care
  - f. The suicide prevention plan
2. All staff working in the juvenile detention center will review the above training topics annually. In addition, the following topics will be discussed: recent suicides and review of the suicide prevention policy.

### K. Policy Review

1. This policy will be reviewed at least annually, and no later than the day last of the calendar month of the previous year’s review in consultation with the DDHS. Documentation will include the date, name, and title or credentials of the individuals completing the review.