



MINUTES

SEPTEMBER 26, 2025

JUVENILE BOARD MEETING

1. Call to Order

A meeting of the Brazos County Juvenile Board was held on Friday, September 26, 2025 at 12:00 p.m. at the Brazos County Juvenile Justice Center, Bryan, Texas with the following Board members present:

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

The minutes were taken by Aubrey Leggett.

2. Approve Minutes of Previous Juvenile Board Meeting.

The Board voted unanimously to approve the minutes from the special meeting held on August 25, 2025.

Motion: Approve, Moved by Judge Kyle Hawthorne, Seconded by Judge Roy Brantley. Passed. 8-0. Ayes: Brantley, Brick, Densey, Hawthorne, Hilburn, Kacal, Matzke, Wise. The Board voted unanimously to approve the minutes for the meeting held on June 26, 2025.

Motion: Approve, Moved by Judge Roy Brantley, Seconded by Judge George Wise. Passed. 8-0. Ayes: Brantley, Brick, Densey, Hawthorne, Hilburn, Kacal, Matzke, Wise.

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 91 days on average. The facility currently has one juvenile on the waiting list. She stated that Project Manager Trevor Lansdown provided an update on the work being completed on the facility noting, construction has been halted while awaiting code compliance. Ms. Ricketson gave a brief description of the different programs available to the youth. She then noted the audits and inspections performed all came back with no discrepancies or violations.

Ms. Ricketson then shared that she plans to increase the daily rate for housing out of County juveniles to \$200. The Board discussed the rate change.

A copy of the Director's Report is attached.

Motion: Approve, Moved by Judge Kyle Hawthorne, Seconded by Judge Roy Brantley. Passed. 8-0. Ayes: Brantley, Brick, Densey, Hawthorne, Hilburn, Kacal, Matzke, Wise.

4. Discuss and approve the FY 2026 Juvenile Services Department County Budget.

Ms. Ricketson presented the Fiscal Year 2026 Juvenile Services Budget of \$8,836,848. She stated that no additional staff positions were requested however, perimeter fencing was requested and not granted by the Commissioners Court for this budget cycle. The Board entered into discussion on the fencing request and security protocols. They then unanimously voted to approve the FY 2026 Budget.

Motion: Approve, Moved by Judge John Brick, Seconded by Judge Amanda Matzke. Passed. 8-0. Ayes: Brantley, Brick, Densey, Hawthorne, Hilburn, Kacal, Matzke, Wise.

5. Discuss and approve policy additions for TAC 341.306 – Providing Information to TJJD, and 341.308 – Notification to Office of Independent Ombudsman.

Ms. Ricketson discussed the changes made to the policy. A copy of the policy is attached.

Motion: Approve, Moved by Judge Kyle Hawthorne, Seconded by Judge George Wise. Passed. 8-0. Ayes: Brantley, Brick, Densey, Hawthorne, Hilburn, Kacal, Matzke, Wise.

6. Discuss and approve policy revisions for TAC 343.336 – Medication Administration.

Ms. Ricketson explained that the policy revisions are due to the establishment of the new Correctional Medical Department. The Board entered into discussion on the specifics of administering medication to Juveniles.

A copy of the policy is attached.

Motion: Approve, Moved by Judge David Hilburn, Seconded by Judge John Brick. Passed. 8-0. Ayes: Brantley, Brick, Densey, Hawthorne, Hilburn, Kacal, Matzke, Wise.

7. Discuss and approve policy additions for TAC 345 – Code of Ethics.

Ms. Ricketson discussed the changes made to the policy. A copy of the policy is attached.

Motion: Approve, Moved by Judge Kyle Hawthorne, Seconded by Judge George Wise.

Passed. 8-0. Ayes: Brantley, Brick, Densey, Hawthorne, Hilburn, Kacal, Matzke, Wise.

8. Discuss and approve policy additions for TAC 358 – Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents.

Ms. Ricketson discussed the changes made to the policy. Judge Hawthorne questioned the review process for the policy updates and an explanation was provided by Ms. Ricketson and Juvenile Services staff members.
A copy of the policy is attached.

Motion: Approve, Moved by Judge George Wise, Seconded by Judge Roy Brantley.
Passed. 8-0. Ayes: Brantley, Brick, Densey, Hawthorne, Hilburn, Kacal, Matzke, Wise.

9. Discuss and take possible action on contract with Cameron County for placement of their youth in Brazos County Detention Center.

A copy of the contract is attached.

Motion: Approve, Moved by Judge David Hilburn, Seconded by Judge Kyle Hawthorne.
Passed. 8-0. Ayes: Brantley, Brick, Densey, Hawthorne, Hilburn, Kacal, Matzke, Wise.

10. Discuss and take possible action on contract with Bell County for placement of their youth in Brazos County Detention Center.

A copy of the contract is attached.

Motion: Approve, Moved by Judge David Hilburn, Seconded by Judge Kyle Hawthorne.
Passed. 8-0. Ayes: Brantley, Brick, Densey, Hawthorne, Hilburn, Kacal, Matzke, Wise.

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

At this time, Judge Kacal stated that we would take item 12 before performing the Annual Inspection.

The Board then moved back to item 11 to perform the Annual Inspection and Certification of the Brazos County Juvenile Detention Center.

The Board was given a tour of the facility. Upon completion of the facility tour, the Board voted unanimously to approve the certification of the detention center.

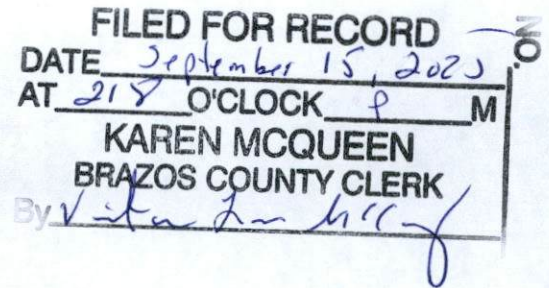
Motion: Approve, Moved by Judge George Wise, Seconded by Judge Roy Brantley.
Passed. 8-0. Ayes: Brantley, Brick, Densey, Hawthorne, Hilburn, Kacal, Matzke, Wise.

12. Citizens Comments.

Patrick Gendron discussed after hours administration of medications to the juveniles, concerns with the perimeter fencing, and a need to increase Court Officers.

Ms. Ricketson announced that Assistant Director Melissa White is retiring. The Board thanked Ms. White for her many years of service to the Brazos County Juvenile Services Department.

13. Adjourn



**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 26, 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. Discuss and approve the FY 2026 Juvenile Services Department County Budget.
 5. Discuss and approve policy additions for TAC 341.306 – Providing Information to TJJD, and 341.308 – Notification to Office of Independent Ombudsman.
 6. Discuss and approve policy revisions for TAC 343.336 – Medication Administration.
 7. Discuss and approve policy additions for TAC 345 – Code of Ethics.
 8. Discuss and approve policy additions for TAC 358 – Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents.
 9. Discuss and take possible action on contract with Cameron County for placement of their youth in Brazos County Detention Center.
 10. Discuss and take possible action on contract with Bell County for placement of their youth in Brazos County Detention Center.
 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.

JUVENILE BOARD MEETING

September 26, 2025

1200 PM

Date and Time

Name

Organization/Department

Sharyl Lowe

Comm Court

Aubrey Loggott

Comm Court

Melissa White

Juvenile Services

Linda Ricketson

Juvenile Services

Artis Whetstone

Juv. Sves

Stacey Kasberg

Juvenile services

Shawn Pennington

Juv Serv

Ray Desir

Juvenile Services

Chris Coffey

Juvenile Services

Gay Bryant

Judge

Artis Swin

Billy Taylor

BCJS

Nathan Wood

PDO

Patrick Green

Certific



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:	NUMBER:
DATE OF COURT MEETING:	9/26/2025
ITEM:	Approve Minutes of Previous Juvenile Board Meeting.
TO:	Commissioners Court
DATE:	09/15/2025
FISCAL IMPACT:	False
BUDGETED:	False
DOLLAR AMOUNT:	\$0.00



MINUTES

AUGUST 25, 2025

JUVENILE BOARD MEETING

1. Call to Order

A meeting of the Brazos County Juvenile Board was held on Monday, August 25, 2025 at 8:30 a.m. at the Brazos County Courthouse, 300 E. 26th Street, 85th District Courtroom, Bryan, Texas with the following Board members present:

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

The minutes were taken by Aubrey Leggett.

2. Discuss and take action on Texas Juvenile Justice Department State Aid and Targeted Grants Contract between TJJD and Brazos County Juvenile Services.

Juvenile Services Director Linda Ricketson explained the TJJD State Aid and Targeted Grants Contract.

Judge Hawthorne made a motion to approve and Judge Hilburn seconded the motion. The Board entered into discussion on the item and audit compliance results. Ms. Ricketson confirmed that the Juvenile Detention Center has passed prior audits. The Board voted unanimously to approve the Texas Juvenile Justice Department State Aid and Targeted Grants Contract between TJJD and Brazos County Juvenile Services.

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

3. Adjourn



MINUTES

JUNE 26, 2025

JUVENILE BOARD MEETING

1. Call to Order

A meeting of the Brazos County Juvenile Board was held on Thursday, June 26, 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, Absent;
Amanda Matzke, County Court at Law No. 1 Judge;
Roy Brantley, County Court at Law No. 2 Judge;
Kyle Hawthorne, 85th District Judge, Presiding;
John Brick, 272nd District Judge;
David Hilburn, 361st District Judge;
George "Jerrell" Wise, 472nd District Judge, Absent;
Chris Densey, Citizen Member.

The minutes were taken by Aubrey Leggett.

2. Approve Minutes of Previous Juvenile Board Meeting.

The Board voted unanimously to approve the minutes for the meeting held on March 28, 2025.

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

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 82 days on average. The facility currently has one juvenile on the waiting list. She provided an update on the work being completed at the facility, noting that the smoke system is being

serviced and additional razor wire and fencing has been added. 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, and Fire Marshall inspection all came back with no discrepancies or violations. Judge Matzke questioned the rates for housing juveniles outside of Brazos County. Ms. Ricketson recommended raising the rates. The Board entered into a brief discussion and Judge Hawthorne asked that an item be added to the next Juvenile Board Meeting Agenda to discuss increasing the rate. A copy of the Director's Report is attached.

4. Annual Review of the Brazos County Juvenile Justice Alternative Education Program and adoption of the Student Code of Conduct.

Ms. Ricketson discussed highlights from the annual review of the Brazos County Juvenile Justice Alternative Education Program. She stated that the Academy had a total of 31 admissions for the 2024-2025 school year with an attendance rate of 92 percent. The Brazos County Juvenile Department received reimbursement from Bryan ISD, College Station ISD, Hearne ISD, Navasota ISD, and TJJD for costs associated with educating the students. They currently have 10 students enrolled in summer school. Judge Matzke commended the staff members for the work they do in making the education program a success. The Board voted unanimously to adopt the Student Code of Conduct.

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

5. Discuss and take possible action on the Juvenile Justice Alternative Education Program's Memorandum of Understanding with Bryan Independent School District for the 2025-2026 School Year.

The Board voted unanimously to approve the Juvenile Justice Alternative Education Program's Memorandum of Understanding with Bryan Independent School District for the 2025-2026 School Year.

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

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

Ms. Ricketson stated that the contract terms for both items 6 and 7 are identical and could be taken as one vote.

The Board voted unanimously to approve item 6, the contract with Liberty County and item 7, the contract Cherokee County for placement of their youth in Brazos County Juvenile Detention.

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

Peters, Wise.

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

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

8. Discuss and take possible action on Contract with Collin County to provide Residential Treatment Services for the youth in Brazos County.

Ms. Ricketson explained that it has been challenging to find placements for youth and the purpose of this contract is to expand placement options. The facility in Collin County is licensed and audited by TJJD. She provided further information on their capabilities and accreditations. Ms. Ricketson stated that an on-site visit was performed and it is staff's recommendation to move forward with the contract.

Judge Brantley asked if Ms. Ricketson believes this will be a safe place for juveniles and that it is her recommendation to approve. Ms. Ricketson confirmed that is correct. The Board voted unanimously to approve the contract.

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

9. Discuss and take possible action on revised Local Wellness Policy.

Ms. Ricketson stated that updates were made to the policy to bring it into compliance. The Board voted unanimously to approve the revised Local Wellness Policy.

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

10. Citizens Comments.

Patrick Gendron spoke about the passing of Deputy Director Joel Hein. He stated that Mr. Hein was committed to the kids, a great leader, role model and public servant. Losing him is a great loss to the community.

Judge Brantley concurred with Mr. Gendron's statements and shared a personal story regarding Mr. Hein.

Ms. Ricketson stated that it has been a tough time for the Juvenile staff members but they have continued to push forward in honor of what Mr. Hein would have wanted them to do. She announced that the position has been filled by Itzel Correa, who was the Unit Supervisor for Mr. Hein's unit.

Judge Hawthorne suggested naming something in Mr. Hein's honor. Ms. Ricketson shared that they plan to name the Juvenile classroom after him and will have a Proclamation read in Commissioners Court at an upcoming meeting. The Board requested that Ms. Ricketson share the meeting date once it has been added to an

agenda.

11. Adjourn



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:	NUMBER:
DATE OF COURT MEETING:	9/26/2025
ITEM:	Director's Report: Facility Statistics and Audits.
TO:	Commissioners Court
DATE:	09/15/2025
FISCAL IMPACT:	False
BUDGETED:	False
DOLLAR AMOUNT:	\$0.00



BRAZOS COUNTY JUVENILE SERVICES DEPARTMENT

Linda Ricketson, Director
Melissa White, Assistant Director

CHAIRMAN OF THE JUVENILE BOARD ACKNOWLEDGEMENT

State of Texas §

County of Brazos §

BE IT REMEMBERED, at a regular meeting of the Juvenile Board of Brazos County, Texas, held on September 26, 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 26th day of September 2025.

Recommended by:

Linda Ricketson
Director of Juvenile Services

Approved by:

Judge Kyle Kacal, Acting Chairman
Brazos County Juvenile Board

September 26, 2025

To: Brazos County Juvenile Board

From: Linda Ricketson

RE: Executive Director's Report

Facility Operations

Counties continue to house residents that have been ordered to TJJD. They are staying an average of 91 days from the time they are being court ordered. As of the week of September 15th there are 155 Juveniles on the waiting list. There is one juvenile in detention that has just been committed and is waiting. He is on determinate sentencing. Reports from the TJJD Director of Stakeholder Relations indicate that the 5 TJJD secure facilities need 911 correctional staff. The facilities have 75% of positions filled. All facilities are over capacity.

Trevor Landsdown provided this update for the work currently being completed in Juvenile Detention:

- Construction is currently halted awaiting a code compliance decision from the Bryan Fire Marshal. Once the current installation of the new smoke evacuation system is approved, construction will resume. Within a couple weeks after that approval, we will be able to reoccupy the Golf and Hotel pods. Once those are re-opened, the contractor will move into Echo and Foxtrot pods to begin the same work in those two pods. With the lessons learned in G & H, it should make the E & F re-work go much smoother and quicker.
- Separately we are working through a code compliance issue with the Kitchen and Electrical Rooms. This issue still needs remediation but does not affect our ability to occupy any of the detention spaces.

There are no dates for finishing this project right now as approvals must come from the Fire Marshall to begin the project again.

Contract Detention

Since our last juvenile board meeting, we have had juveniles from Houston, Colorado, Robertson, Limestone and Waller Counties. Each county is paying \$150.00 per day for a bed in our facility. We billed a total of \$ 52,959.99. This is from June-August.

Presently we are preparing addendums to our detention contracts so we can raise the per day cost to \$200.00 Per day. I figured the cost per day for 2024, and it came out to approximately \$311.00 per day. Currently, \$200.00 per day is fair to assist some of these surrounding counties that don't have detention centers.

Programs

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

1. Art for Life Program-This program continues to develop the talents of the juveniles in art and poetry. This project, held at Bachman skate park finished on August 7, 2025, with an open house at the Southwood Community Center at Bachman Park. We had 11 juveniles complete this program. We want to thank Judge Brick and the Mayor of College Station for supporting the juveniles and attending the open house for this program. The poetry program finished up on August 8th and we had 14 juveniles complete this program. We had our juveniles present their poetry at the JJAEP training room, now known as the Joel M. Hein training room.

2. 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: There are currently 3 juveniles in this program.

3. 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. This program started again, after a summer break, when school started in August, and we have 8 juveniles in this program.

4. 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.

5. Ablaze- This is a faith base nonprofit youth mentoring program in BCS. There are 5 juveniles in this program.

6. Youth Impact- This is a faith base nonprofit youth mentoring program in BCS. There are 10 juveniles in this program.

7. BCS Boxing- This is the boxing gym in downtown Bryan. We have a juvenile attending this program.

The departmental counselors are currently providing groups in detention, drug education groups, anger management groups and aftercare parenting groups. There are 4 juveniles on the wait list for our managing emotions group. There are presently 56 juveniles in counseling that are on probation in the community. There are 7 juveniles in the substance group and 4 parents in the aftercare parent group. We have 8 juveniles in our JJAEP group. The counseling unit has 7 behavioral health assessments pending.

The department participated in the summer backpack program again this summer. It ran from 6/3/25-8/5/25. There were 40 juveniles and their families referred to the program. The recidivism reduction officers and star officers delivered 120 bags of food each week (10 weeks) for a total of 1200 bags of food. If not for this program, we would have some juveniles going without food in the summer.

Inspections/Audits

There was a cash-count audit on 07/08/2025. 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.

There was a load test conducted by Brazos County Maintenance on June 5. All Emergency Life Systems were operating properly. Transfer of power was successful also.

Detention Statistics for	Jun. 2024-Aug 2024	Jun. 2025-Aug. 2025
Admissions	115	91
Releases	115	93
Average Daily Population	28	21
Average Length of Stay	28	19
Escape	00	00
Suicide Attempt	00	03
Suicide Watch	13	27
Physical Abuse	00	00
Emotional Abuse	00	00
Sexual Abuse	00	00
Exploitation	00	00
Physical Restraint	21	12
Mechanical Restraint	06	07
Disciplinary Seclusion	79	33
Safety-based Seclusion	08	00
Medical Confinement	05	03
Resident Grievances (submitted)	03	08
Resident Grievances (confirmed)	01	00
Neglect (supervision)	00	00

The statistics above are for a three-month period.



Office of the Brazos County Auditor

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

Cash Count Report

Date: 7.8.2025

Office Reviewed: Juvenile

Date of Cash Count: 7.8.2025

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

Linda Ricketson

Date 7/9/25



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

6/5/25

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 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>9:00 AM</u>	
<input checked="" type="checkbox"/> Check control panel for any warning alarms	<input type="checkbox"/> Time power was restored: <u>9:12 AM</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

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

N/A
Brazos County Maintenance Department
Facility Services

Brazos County Maintenance Department
Electrician

Brazos County Maintenance Department
Electrician

N/A
Brazos County Maintenance Department
Generator Technician

6/5/25

Date



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:	NUMBER:
DATE OF COURT MEETING:	9/26/2025
ITEM:	Discuss and approve the FY 2026 Juvenile Services Department County Budget.
TO:	Commissioners Court
DATE:	09/15/2025
FISCAL IMPACT:	False
BUDGETED:	False
DOLLAR AMOUNT:	\$0.00

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 26th day of September 2025, on motion made by Judge Brantley, 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 pursuant to Human Resources Code Section 152.0012 and 152.007 is responsible for adopting a budget for the Brazos County Juvenile Services Department.

WHEREAS The Brazos County Juvenile Board has reviewed the proposed FY 2025-26 county budget for the Brazos County Juvenile Services Department.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED THAT the Brazos County Juvenile Board hereby approves the FY 2025-26 annual county budget for Brazos County Juvenile Services Department this 26th day of September 2025.



Linda Ricketson
Director of Juvenile Services


Judge Kyle Kacal, Acting Chairman
Brazos County Juvenile Board

September 26, 2025

To: Brazos County Juvenile Board
Linda Ricketson, Executive Director

RE: FY 2026 Budget

Background

The FY 2026 Juvenile Services Budget was adopted by the Brazos County Commissioners on September 09, 2025. The Brazos County portion of the juvenile services department's overall budget is \$8,836,848.00.

Personnel Summary

The juvenile services department did not request any new staff positions. We asked for a staff position to be moved to a different group and step and that was approved. This does not cost the county any money.

Operational Budget

<u>Cost Center</u>	<u>FY2025</u>	<u>FY2026</u>
Administration	\$ 287,163.00	\$234,679.00
Detention	\$ 505,186.00	\$471,589.00
Academy		
JJAEP	\$ 31,440.00	\$ 30,790.00
Mental Health (C.B)	\$ 13,750.00	\$ 16,650.00
Court Intake	\$ 15,371.00	\$ 20,671.00
Commodities	\$ 7300.00	\$ 7,310.00
Total	\$860,210.00	\$781,689.00

Salary and Benefits

Administration	\$ 1,733,037.00	\$ 1,804,910.00
Detention	\$ 4,016,714.00	\$ 4,057,203.00
Academy	\$ 882,242.00	\$ 920,865.00
JJAEP		
Mental Health (C.B)	\$ 505,632.00	\$ 521,323.00
Court Intake	\$ 728,093.00	\$ 750,858.00
Total	\$7,867,718.00	\$8,055,159.00
Operational + Salary	\$8,727,928.00	\$8,836,848.00

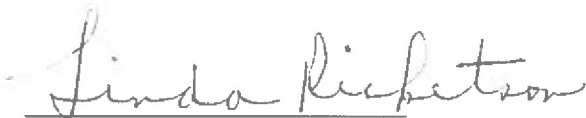
Grant funds-Regionalization	\$18,904.00	-0-
State Financial Assistance	\$1,433,063.00	\$1,481,362.00
Grant Total	<u>\$1,947,109.57</u>	<u>\$2,191,340.00</u>
County + TJJD Funds	\$10,675,037.00	\$11,028,188.00
* State Salary Adjustment	\$495, 142.57	SSA. \$709,978.60

Capital Improvement Request Approvals

The Brazos County Juvenile Services Department requested perimeter fence around our facility, which was moved to next fiscal year.

Recommendation:

I respectfully recommend that the Brazos County Juvenile Board approve the FY 2026 Juvenile Department Budget.



Linda Ricketson
Executive Director

**Brazos County, Texas
Position Control Report
Fiscal Year 2025-2026**

31000100 Juvenile Services - Administration Probation

Proposed Position Control

Position	Job Code	FTE	New Salary Grade	Bi-Weekly / Hourly Rate	Budget Amount
P_B2812-1	B2812 Quality Assurance Administration - Juvenile TYC	1.00	G_B_22-13	3,467.22	90,149
P_B2859-1	B2859 Intake Supervision - TJJD State Aid	1.00	G_B_20-4	2,514.29	65,373
51300000 Salary - Staff		2.00			\$155,522
Bucket - B8887 Juvenile Citizen Board Supplement - Juvenile Administration					600
51420000 Salary - Juvenile Board					\$600
P_B1817-4	B1817 Juvenile Probation Officer I - Juvenile Administration	1.00	G_B_18-10	33.01	68,661
P_B1817-7	B1817 Juvenile Probation Officer I - Juvenile Administration	1.00	G_B_18-13	35.55	73,939
P_B1817-9	B1817 Juvenile Probation Officer I - Juvenile Administration	1.00	G_B_18-13	35.55	73,939
P_B2816-1	B2816 Probation Supervisor - Juvenile Administration	1.00	G_B_20-16	42.28	87,935
51610000 Hourly - Staff		4.00			\$304,474
P_B2865-1	B2865 Secretary - Juvenile TYC	0.75	G_B_11-3	19.65	30,648
51635000 Hourly - Three-Quarter Time		0.75			\$30,648
Total Salary		6.75			\$491,244
P_B1817-4	B1817 Juvenile Probation Officer I - Juvenile Administration				240
P_B1817-7	B1817 Juvenile Probation Officer I - Juvenile Administration				1,800
P_B1817-9	B1817 Juvenile Probation Officer I - Juvenile Administration				1,800
P_B2812-1	B2812 Quality Assurance Administration - Juvenile TYC				1,200
P_B2816-1	B2816 Probation Supervisor - Juvenile Administration				2,400
P_B2859-1	B2859 Intake Supervision - TJJD State Aid				600
51810000 Longevity - County					\$8,040
Total Longevity					\$8,040
51990000 Accrued Salary and Wages					3,856
53100000 Social Security					38,494
53101000 Flex Benefit Administrative Fee Expenditure					462
53200000 Retirement					85,537
53300000 Employee Health Insurance					118,944
53800000 Worker's Compensation					2,590
53990000 Accrued Employer Benefits					1,959
Total Other Compensation					\$251,842
Grand Total					\$751,126

Notes:

Fund 01000
2080 Hours/26 Pay Periods
4% COLA

**Brazos County, Texas
Position Control Report
Fiscal Year 2025-2026**

31000110 Juvenile Services - Administration Court

Proposed Position Control

Position	Job Code	FTE	New Salary Grade	BI-Weekly / Hourly Rate	Budget Amount
P_B1856-1	B1856 Administration Services Manager - Juvenile Administration	1.00	G_B_22-17	3,827.39	99,513
51300000 Salary - Staff		1.00			\$99,513
P_B1861-1	B1861 Secretary I - Juvenile Administration	1.00	G_B_11-13	25.16	52,329
P_B1861-3	B1861 Secretary I - Juvenile Administration	1.00	G_B_11-5	20.64	42,940
P_B1883-1	B1883 Juvenile Probation Officer - Juvenile Administration	1.00	G_B_18-16	38.28	79,628
P_B1883-2	B1883 Juvenile Probation Officer - Juvenile Administration	1.00	G_B_18-9	32.20	66,973
P_B1891-1	B1891 Administrative Assistant - Juvenile Administration	1.00	G_B_14-14	29.91	62,214
P_B2808-1	B2808 Probation Supervisor - Juvenile Services - Court	1.00	G_B_20-15	41.25	85,793
51610000 Hourly - Staff		6.00			\$389,877
Total Salary		7.00			\$489,390
P_B1856-1	B1856 Administration Services Manager - Juvenile Administration				1,800
P_B1861-1	B1861 Secretary I - Juvenile Administration				600
P_B1861-3	B1861 Secretary I - Juvenile Administration				240
P_B1883-1	B1883 Juvenile Probation Officer - Juvenile Administration				2,400
P_B1883-2	B1883 Juvenile Probation Officer - Juvenile Administration				360
P_B1891-1	B1891 Administrative Assistant - Juvenile Administration				3,000
P_B2808-1	B2808 Probation Supervisor - Juvenile Services - Court				1,800
51810000 Longevity - County					\$10,200
Total Longevity					\$10,200
51990000 Accrued Salary and Wages					3,768
53100000 Social Security					38,509
53101000 Flex Benefit Administrative Fee Expenditure					462
53200000 Retirement					85,573
53300000 Employee Health Insurance					118,944
53800000 Worker's Compensation					2,120
53990000 Accrued Employer Benefits					1,892
Total Other Compensation					\$251,268
Grand Total					\$750,858

Notes:

Fund 01000
2080 Hours/26 Pay Periods
4% COLA

**Brazos County, Texas
Position Control Report
Fiscal Year 2025-2026**

31000130 Juvenile Services - Administration Community Based

Proposed Position Control

Position	Job Code	FTE	New Salary Grade	Bi-Weekly / Hourly Rate	Budget Amount
P_B1803-1	B1803 Deputy Director - Juvenile Administration	1.00	G_B_26-11	4,021.05	104,549
51300000 Salary - Staff		1.00			\$104,549
P_B2814-1	B2814 Juvenile Probation Officer I - Juvenile Services - Mental	1.00	G_B_18-9	32.20	66,973
P_B2814-2	B2814 Juvenile Probation Officer I - Juvenile Services - Mental	1.00	G_B_18-8	31.43	65,373
P_B2814-3	B2814 Juvenile Probation Officer I - Juvenile Services - Mental	1.00	G_B_18-10	33.01	68,661
P_B2820-1	B2820 Surveillance Officer	1.00	G_B_14-15	30.65	63,750
P_B2830-1	B2830 Volunteer Coordinator - Juvenile Administration	1.00	G_B_18-12	34.68	72,143
P_B2831-1	B2831 Training Coordinator - Juvenile Administration	1.00	G_B_20-16	42.28	87,935
P_B2856-1	B2856 Probation Supervisor - Juvenile Administration	1.00	G_B_20-15	41.25	85,793
P_B2856-2	B2856 Probation Supervisor - Juvenile Administration	1.00	G_B_20-14	40.24	83,696
51610000 Hourly - Staff		8.00			\$594,324
Total Salary		9.00			\$698,873
P_B1803-1	B1803 Deputy Director - Juvenile Administration				3,600
P_B2814-1	B2814 Juvenile Probation Officer I - Juvenile Services - Mental				360
P_B2814-2	B2814 Juvenile Probation Officer I - Juvenile Services - Mental				600
P_B2814-3	B2814 Juvenile Probation Officer I - Juvenile Services - Mental				480
P_B2820-1	B2820 Surveillance Officer				3,000
P_B2830-1	B2830 Volunteer Coordinator - Juvenile Administration				1,200
P_B2831-1	B2831 Training Coordinator - Juvenile Administration				1,800
P_B2856-1	B2856 Probation Supervisor - Juvenile Administration				600
P_B2856-2	B2856 Probation Supervisor - Juvenile Administration				1,200
51810000 Longevity - County					\$12,840
Total Longevity					\$12,840
51990000 Accrued Salary and Wages					5,380
53100000 Social Security					54,861
53101000 Flex Benefit Administrative Fee Expenditure					594
53200000 Retirement					121,907
53300000 Employee Health Insurance					152,928
53800000 Worker's Compensation					3,827
53990000 Accrued Employer Benefits					2,574
Total Other Compensation					\$342,071
Grand Total					\$1,053,784

Notes:

Fund 01000
2080 Hours/26 Pay Periods
4% COLA

**Brazos County, Texas
Position Control Report
Fiscal Year 2025-2026**

31000140 Juvenile Services - Administration Community Based Mental Health

Proposed Position Control

Position	Job Code	FTE	New Salary Grade	BI-Weekly / Hourly Rate	Budget Amount
P_B1810-1	B1810 Professional Counselor - Juvenile Administration	1.00	G_B_22-8	3,062.88	79,636
P_B1810-2	B1810 Professional Counselor - Juvenile Administration	1.00	G_B_22-11	3,299.40	85,785
P_B1810-3	B1810 Professional Counselor - Juvenile Administration	1.00	G_B_22-7	2,988.30	77,697
P_B1895-1	B1895 Deputy Director of Health Services - Juvenile Administration	1.00	G_B_28-10	4,329.34	112,564
51300000 Salary - Staff		4.00			\$355,882
Total Salary		4.00			\$355,882
P_B1810-1	B1810 Professional Counselor - Juvenile Administration				600
P_B1810-2	B1810 Professional Counselor - Juvenile Administration				1,800
P_B1895-1	B1895 Deputy Director of Health Services - Juvenile Administration				360
51810000 Longevity - County					\$2,760
Total Longevity					\$2,760
51990000 Accrued Salary and Wages					2,737
53100000 Social Security					27,631
53101000 Flex Benefit Administrative Fee Expenditure					264
53200000 Retirement					61,402
53300000 Employee Health Insurance					67,968
53800000 Worker's Compensation					1,654
53990000 Accrued Employer Benefits					1,225
Total Other Compensation					\$162,861
Grand Total					\$521,323

Notes:

Fund 01000
2080 Hours/26 Pay Periods
4% COLA

**Brazos County, Texas
Position Control Report
Fiscal Year 2025-2026**

31000220 Juvenile Services - Detention

Proposed Position Control

Position	Job Code	FTE	New Salary Grade	Bi-Weekly / Hourly Rate	Budget Amount
P_B2802-1	B2802 Assistant Detention Superintendent - Juvenile Detention	1.00	G_B_22-16	3,734.15	97,089
P_B2805-1	B2805 Superintendent - Juvenile Detention	1.00	G_B_26-16	4,548.69	118,267
51300000 Salary - Staff		2.00			\$215,356
P_B1825-1	B1825 Food Services Manager - Juvenile Detention	1.00	G_B_12-12	25.79	53,649
P_B1836-1	B1836 Cook - Juvenile Detention	1.00	G_B_11-4	20.13	41,880
P_B1836-2	B1836 Cook - Juvenile Detention	1.00	G_B_11-3	19.65	40,864
P_B1841-1 (Deleted Position)	B1841 Nurse - Juvenile Detention				
P_B1848-1	B1848 Custodian - Juvenile Detention	1.00	G_B_11-7	21.70	45,147
P_B2804-1	B2804 Lead Juvenile Supervision Officer - Juvenile Detention	1.00	G_B_18-5	29.17	60,679
P_B2804-2 (New Position)	B2804 Lead Juvenile Supervision Officer - Juvenile Detention	1.00	G_B_18-8	31.43	65,373
P_B2809-1	B2809 Detention Manager - Juvenile Detention	1.00	G_B_20-7	33.83	70,370
P_B2809-2	B2809 Detention Manager - Juvenile Detention	1.00	G_B_20-7	33.83	70,370
P_B2809-3	B2809 Detention Manager - Juvenile Detention	1.00	G_B_20-6	33.01	68,661
P_B2815-1	B2815 Detention Supervisor - Juvenile Detention	1.00	G_B_18-10	33.01	68,661
P_B2815-2	B2815 Detention Supervisor - Juvenile Detention	1.00	G_B_18-6	29.91	62,214
P_B2815-3	B2815 Detention Supervisor - Juvenile Detention	1.00	G_B_18-6	29.91	62,214
P_B2815-4	B2815 Detention Supervisor - Juvenile Detention	1.00	G_B_18-5	29.17	60,679
P_B2821-1 (Deleted Position)	B2821 Juvenile Supervision Officer - Juvenile Detention				
P_B2821-2	B2821 Juvenile Supervision Officer - Juvenile Detention	1.00	G_B_14-16	31.43	65,373
P_B2821-3	B2821 Juvenile Supervision Officer - Juvenile Detention	1.00	G_B_14-8	25.79	53,649
P_B2821-4	B2821 Juvenile Supervision Officer - Juvenile Detention	1.00	G_B_14-5	23.94	49,798
P_B2821-5	B2821 Juvenile Supervision Officer - Juvenile Detention	1.00	G_B_14-5	23.94	49,798
P_B2821-6	B2821 Juvenile Supervision Officer - Juvenile Detention	1.00	G_B_14-4	23.36	48,586
P_B2821-7	B2821 Juvenile Supervision Officer - Juvenile Detention	1.00	G_B_14-3	22.79	47,396
P_B2821-8	B2821 Juvenile Supervision Officer - Juvenile Detention	1.00	G_B_14-2	22.25	46,272
P_B2821-9	B2821 Juvenile Supervision Officer - Juvenile Detention	1.00	G_B_14-7	25.16	52,329
P_B2821-10	B2821 Juvenile Supervision Officer - Juvenile Detention	1.00	G_B_14-11	27.78	57,780
P_B2821-11	B2821 Juvenile Supervision Officer - Juvenile Detention	1.00	G_B_14-6	24.53	51,031
P_B2821-12	B2821 Juvenile Supervision Officer - Juvenile Detention	1.00	G_B_14-2	22.25	46,272
P_B2821-13	B2821 Juvenile Supervision Officer - Juvenile Detention	1.00	G_B_14-6	24.53	51,031
P_B2821-14	B2821 Juvenile Supervision Officer - Juvenile Detention	1.00	G_B_14-10	27.09	56,353
P_B2821-15	B2821 Juvenile Supervision Officer - Juvenile Detention	1.00	G_B_14-4	23.36	48,586
P_B2821-16	B2821 Juvenile Supervision Officer - Juvenile Detention	1.00	G_B_14-4	23.36	48,586
P_B2821-17	B2821 Juvenile Supervision Officer - Juvenile Detention	1.00	G_B_14-5	23.94	49,798
P_B2821-18	B2821 Juvenile Supervision Officer - Juvenile Detention	1.00	G_B_14-3	22.79	47,396
P_B2821-19	B2821 Juvenile Supervision Officer - Juvenile Detention	1.00	G_B_14-2	22.25	46,272
P_B2821-20	B2821 Juvenile Supervision Officer - Juvenile Detention	1.00	G_B_14-2	22.25	46,272
P_B2821-21	B2821 Juvenile Supervision Officer - Juvenile Detention	1.00	G_B_14-3	22.79	47,396
P_B2821-22	B2821 Juvenile Supervision Officer - Juvenile Detention	1.00	G_B_14-2	22.25	46,272
P_B2821-23	B2821 Juvenile Supervision Officer - Juvenile Detention	1.00	G_B_14-2	22.25	46,272

**Brazos County, Texas
Position Control Report
Fiscal Year 2025-2026**

31000220 Juvenile Services - Detention

Proposed Position Control

Position	Job Code	FTE	New Salary Grade	Bi-Weekly / Hourly Rate	Budget Amount
P_B2821-17	B2821 Juvenile Supervision Officer - Juvenile Detention				240
P_B2821-18	B2821 Juvenile Supervision Officer - Juvenile Detention				240
P_B2821-21	B2821 Juvenile Supervision Officer - Juvenile Detention				240
P_B2821-24	B2821 Juvenile Supervision Officer - Juvenile Detention				120
P_B2821-25	B2821 Juvenile Supervision Officer - Juvenile Detention				120
P_B2821-26	B2821 Juvenile Supervision Officer - Juvenile Detention				120
P_B2821-27	B2821 Juvenile Supervision Officer - Juvenile Detention				120
P_B2821-28	B2821 Juvenile Supervision Officer - Juvenile Detention				120
P_B2821-29	B2821 Juvenile Supervision Officer - Juvenile Detention				120
51810000 Longevity - County					\$11,400
Total Longevity					\$11,400
51990000 Accrued Salary and Wages					20,680
53100000 Social Security					199,265
53101000 Flex Benefit Administrative Fee Expenditure					2,970
53200000 Retirement					442,769
53300000 Employee Health Insurance					764,640
53800000 Worker's Compensation					31,745
53990000 Accrued Employer Benefits					11,341
Total Other Compensation					\$1,473,410
Grand Total					\$4,057,203

Notes:

Fund 01000
2080 Hours/26 Pay Periods
4% COLA

FY 26 Personnel Changes

Delete B1841-1 Nurse to move under Division Juvenile Correctional Medicine
Delete B2821-1 Juvenile Supervision Officer, Group 14 Step 16, Full-Time Hourly
Create B2804-2 Lead Juvenile Supervision, Group 18 Step 8, Full-Time Hourly

**Brazos County, Texas
Position Control Report
Fiscal Year 2025-2026**

31000330 Academy - Community Based

Proposed Position Control

Position	Job Code	FTE	New Salary Grade	Bi-Weekly / Hourly Rate	Budget Amount
P_B2806-1	B2806 Superintendent - Juvenile Academy	1.00	G_B_23-17	4,021.05	104,549
51300000 Salary - Staff		1.00			\$104,549
P_B2839-1	B2839 Supervision Officer - Juvenile Academy	1.00	G_B_14-11	27.78	57,780
P_B2839-2	B2839 Supervision Officer - Juvenile Academy	1.00	G_B_14-7	25.16	52,329
P_B2839-3	B2839 Supervision Officer - Juvenile Academy	1.00	G_B_14-6	24.53	51,031
P_B2860-1	B2860 Probation Supervisor - Juvenile Academy	1.00	G_B_20-17	43.34	90,141
51610000 Hourly - Staff		4.00			\$251,281
Total Salary		5.00			\$355,630
P_B2806-1	B2806 Superintendent - Juvenile Academy				3,000
P_B2839-1	B2839 Supervision Officer - Juvenile Academy				1,200
P_B2839-2	B2839 Supervision Officer - Juvenile Academy				240
P_B2839-3	B2839 Supervision Officer - Juvenile Academy				240
P_B2860-1	B2860 Probation Supervisor - Juvenile Academy				3,000
51610000 Longevity - County					\$7,680
Total Longevity					\$7,680
51990000 Accrued Salary and Wages					2,740
53100000 Social Security					28,020
53101000 Flex Benefit Administrative Fee Expenditure					330
53200000 Retirement					62,262
53300000 Employee Health Insurance					84,960
53800000 Worker's Compensation					2,212
53990000 Accrued Employer Benefits					1,370
Total Other Compensation					\$181,894
Grand Total					\$545,404

Notes:

Fund 01000
2080 Hours/26 Pay Periods
4% COLA

**Brazos County, Texas
Position Control Report
Fiscal Year 2025-2026**

31040030 JJAEP - Community Based

Proposed Position Control

Position	Job Code	FTE	New Salary Grade	Bi-Weekly / Hourly Rate	Budget Amount
P_B1853-1	B1853 Teacher - Juvenile JJAEP	1.00	G_B_18-10	2,641.28	68,674
P_B1854-1	B1854 Special Education Teacher - Juvenile JJAEP	1.00	G_B_18-15	2,988.30	77,697
51300000 Salary - Staff		2.00			\$146,371
P_B1852-1	B1852 Secretary I - Juvenile JJAEP	1.00	G_B_11-4	20.13	41,880
P_B2850-1	B2850 Supervision Officer - Juvenile JJAEP	1.00	G_B_14-6	24.53	51,031
51810000 Hourly - Staff		2.00			\$92,911
Total Salary		4.00			\$239,282
P_B1852-1	B1852 Secretary I - Juvenile JJAEP				360
P_B1853-1	B1853 Teacher - Juvenile JJAEP				1,200
P_B1854-1	B1854 Special Education Teacher - Juvenile JJAEP				1,200
P_B2850-1	B2850 Supervision Officer - Juvenile JJAEP				600
51810000 Longevity - County					\$3,360
Total Longevity					\$3,360
51990000 Accrued Salary and Wages					1,843
53100000 Social Security					18,704
53101000 Flex Benefit Administrative Fee Expenditure					264
53200000 Retirement					41,563
53300000 Employee Health Insurance					67,968
53800000 Worker's Compensation					1,476
53990000 Accrued Employer Benefits					1,001
Total Other Compensation					\$132,819
Grand Total					\$376,481

Notes:

Fund 01000
2080 Hours/26 Pay Periods
4% COLA

**Brazos County, Texas
Position Control Report
Fiscal Year 2025-2026**

311110 TJJD - Salary Adjustment Basic Probation

Proposed Position Control

Position	Job Code	FTE	New Salary Grade	Bi-Weekly / Hourly Rate	Budget Amount
Bucket - TJJD Salary Supplement					252,408
51670000 Supplement Wages					\$252,408
Total Salary					\$252,408
53100000 Social Security					19,310
53200000 Retirement					42,910
53800000 Worker's Compensation					1,891
Total Other Compensation					\$64,111
Grand Total					\$316,519

Notes:

Fund 30000
2080 Hours/26 Pay Periods

**Brazos County, Texas
Position Control Report
Fiscal Year 2025-2026**

311120 TJJD - Salary Adjustment Pre & Post Adjustment - Detention

Proposed Position Control

Position	Job Code	FTE	New Salary Grade	BI-Weekly / Hourly Rate	Budget Amount
Bucket - TJJD Salary Supplement					291,846
51670000 Supplement Wages					\$291,846
Total Salary					\$291,846
53100000 Social Security					22,327
53200000 Retirement					49,614
53800000 Worker's Compensation					2,187
Total Other Compensation					\$74,128
Grand Total					\$365,974

Notes:

Fund 30000
2080 Hours/26 Pay Periods

**Brazos County, Texas
Position Control Report
Fiscal Year 2025-2026**

311130 TJJD - Salary Adjustment Community Based Programs - Mental Health

Proposed Position Control

Position	Job Code	FTE	New Salary Grade	BI-Weekly / Hourly Rate	Budget Amount
Bucket - TJJD Salary Supplement					47,328
51670000 Supplement Wages					\$47,328
Total Salary					\$47,328
53100000 Social Security					3,621
53200000 Retirement					8,046
53800000 Worker's Compensation					355
Total Other Compensation					\$12,022
Grand Total					\$59,350

Notes:

Fund 30000
2080 Hours/26 Pay Periods

**Brazos County, Texas
Position Control Report
Fiscal Year 2025-2026**

312110 TJJD - SA Basic Probation

Proposed Position Control

Position	Job Code	FTE	New Salary Grade	Bi-Weekly / Hourly Rate	Budget Amount
P_B1868-1	B1868 Juvenile Probation Officer I - TJJD State Aid	1.00	G_B_18-5	29.17	60,679
P_B1877-2	B1877 Juvenile Parole Officer - TJJD State Aid	1.00	G_B_18-7	30.65	63,750
P_B1884-1	B1884 Juvenile Probation Officer - TJJD Grant F	1.00	G_B_18-14	36.45	75,821
P_B1887-1	B1887 Juvenile Probation Officer Title IV - TJJD State Aid	1.00	G_B_18-6	29.91	62,214
P_B2817-1	B2817 Juvenile Probation Officer - TJJD Basic Court	1.00	G_B_18-8	31.43	65,373
P_B2818-1	B1832 Juvenile Probation Officer - TJJD State Aid	1.00	G_B_18-14	36.45	75,821
51610000 Hourly - Staff		6.00			\$403,658
Total Salary		6.00			\$403,658
P_B1868-1	B1868 Juvenile Probation Officer I - TJJD State Aid				360
P_B1877-2	B1877 Juvenile Parole Officer - TJJD State Aid				600
P_B1884-1	B1884 Juvenile Probation Officer - TJJD Grant F				2,400
P_B1887-1	B1887 Juvenile Probation Officer Title IV - TJJD State Aid				1,800
P_B2817-1	B2817 Juvenile Probation Officer - TJJD Basic Court				1,200
P_B2818-1	B1832 Juvenile Probation Officer - TJJD State Aid				1,200
51810000 Longevity - County					\$7,560
Total Longevity					\$7,560
51990000 Accrued Salary and Wages					3,108
53100000 Social Security					31,699
53101000 Flex Benefit Administrative Fee Expenditure					396
53200000 Retirement					70,436
53300000 Employee Health Insurance					101,952
53800000 Worker's Compensation					2,504
53990000 Accrued Employer Benefits					1,595
Total Other Compensation					\$211,690
Grand Total					\$622,908

Notes:

Fund 30000
2080 Hours/26 Pay Periods
4% COLA

**Brazos County, Texas
Position Control Report
Fiscal Year 2025-2026**

312111 TJJD - SA Basic Court

Proposed Position Control

Position	Job Code	FTE	New Salary Grade	Bi-Weekly / Hourly Rate	Budget Amount
P_B1801-1	B1801 Director - Juvenile Administration	1.00	G_B1801-1	6,043.56	157,134
51200000 Salary - Department Heads		1.00			\$167,134
P_B2803-1	B2803 Assistant Director - Juvenile Administration	1.00	G_B_30-15	5,405.88	140,553
P_B2807-1	B2807 Deputy Director - Juvenile Services Court	1.00	G_B_26-13	4,224.23	109,831
51300000 Salary - Staff		2.00			\$280,384
Total Salary		3.00			\$407,818
P_B1801-1	B1801 Director - Juvenile Administration				4,200
P_B2803-1	B2803 Assistant Director - Juvenile Administration				3,000
P_B2807-1	B2807 Deputy Director - Juvenile Services Court				3,600
51810000 Longevity - County					\$10,800
Total Longevity					\$10,800
51990000 Accrued Salary and Wages					3,136
53100000 Social Security					32,243
53101000 Flex Benefit Administrative Fee Expenditure					198
53200000 Retirement					71,648
53300000 Employee Health Insurance					50,976
53800000 Worker's Compensation					1,874
53990000 Accrued Employer Benefits					1,209
Total Other Compensation					\$181,284
Grand Total					\$579,002

Notes:

Fund 30000
2080 Hours/26 Pay Periods
4% COLA

**Brazos County, Texas
Position Control Report
Fiscal Year 2025-2026**

312123 TJJD - SA Community Programs - Community Based

Proposed Position Control

Position	Job Code	FTE	New Salary Grade	Bi-Weekly / Hourly Rate	Budget Amount
P_B2819-1	B2819 Juvenile Probation Officer - TJJD Community Based	1.00	G_B_18-8	31.43	65,373
51810000 Hourly - Staff		1.00			\$65,373
Total Salary		1.00			\$65,373
P_B2819-1	B2819 Juvenile Probation Officer - TJJD Community Based				360
51810000 Longevity - County					\$360
Total Longevity					\$360
51990000 Accrued Salary and Wages					503
53100000 Social Security					5,067
53101000 Flex Benefit Administrative Fee Expenditure					66
53200000 Retirement					11,260
53300000 Employee Health Insurance					16,992
53800000 Worker's Compensation					400
53990000 Accrued Employer Benefits					260
Total Other Compensation					\$34,848
Grand Total					\$100,281

Notes:

Fund 30000
2080 Hours/26 Pay Periods
4% COLA

**Brazos County, Texas
Position Control Report
Fiscal Year 2025-2026**

312132 TJJD - Pre & Post Adjudication - Detention

Proposed Position Control

Position	Job Code	FTE	New Salary Grade	BI-Weekly / Hourly Rate	Budget Amount
P_B2890-1	B2890 Operations Manager - TJJD State Aid	1.00	G_B_22-9	3,139.61	81,631
51300000 Salary - Staff		1.00			\$81,631
P_B2845-1	B2845 Supervision Officer - TJJD State Aid	1.00	G_B_14-4	23.36	48,586
P_B2845-2	B2845 Supervision Officer - TJJD State Aid	1.00	G_B_14-4	23.36	48,586
P_B2895-1	B2895 Detention Manager - TJJD State Aid	1.00	G_B_20-9	35.55	73,939
51610000 Hourly - Staff		3.00			\$171,111
Total Salary		4.00			\$282,742
P_B2845-1	B2845 Supervision Officer - TJJD State Aid				360
P_B2845-2	B2845 Supervision Officer - TJJD State Aid				360
P_B2890-1	B2890 Operations Manager - TJJD State Aid				1,800
P_B2895-1	B2895 Detention Manager - TJJD State Aid				240
51610000 Longevity - County					\$2,760
Total Longevity					\$2,760
51990000 Accrued Salary and Wages					1,945
53100000 Social Security					19,696
53101000 Flex Benefit Administrative Fee Expenditure					264
53200000 Retirement					43,767
53300000 Employee Health Insurance					67,968
53800000 Worker's Compensation					1,165
53990000 Accrued Employer Benefits					1,025
Total Other Compensation					\$135,830
Grand Total					\$391,332

Notes:

Fund 30000
2080 Hours/26 Pay Periods
4% COLA

**Brazos County, Texas
Position Control Report
Fiscal Year 2025-2026**

312143 TJJD - SA Commitment Diversion - Community Based

Proposed Position Control

Position	Job Code	FTE	New Salary Grade	Bi-Weekly / Hourly Rate	Budget Amount
P_B1832-1	B1832 Juvenile Probation Officer - TJJD State Aid	1.00	G_B_18-11	33.83	70,370
P_B1832-2	B1832 Juvenile Probation Officer - TJJD State Aid	1.00	G_B_18-8	31.43	65,373
P_B1834-1	B1834 Prevention Specialist - TJJD State Aid	1.00	G_B_14-4	23.36	48,586
P_B2858-1	B2858 Surveillance Officer - TJJD State Aid	1.00	G_B_14-12	28.46	59,208
51810000 Hourly - Staff		4.00			\$243,537
Total Salary		4.00			\$243,537
P_B1832-1	B1832 Juvenile Probation Officer - TJJD State Aid				3,000
P_B1832-2	B1832 Juvenile Probation Officer - TJJD State Aid				600
P_B1834-1	B1834 Prevention Specialist - TJJD State Aid				360
P_B2858-1	B2858 Surveillance Officer - TJJD State Aid				1,200
51810000 Longevity - County					\$5,160
Total Longevity					\$5,160
51990000 Accrued Salary and Wages					1,875
53100000 Social Security					19,170
53101000 Flex Benefit Administrative Fee Expenditure					264
53200000 Retirement					42,598
53300000 Employee Health Insurance					67,968
53800000 Worker's Compensation					1,514
53990000 Accrued Employer Benefits					1,014
Total Other Compensation					\$134,403
Grand Total					\$383,100

Notes:

Fund 30000
2080 Hours/26 Pay Periods
4% COLA

**Brazos County, Texas
Position Control Report
Fiscal Year 2025-2026**

312154 TJJD - SA Mental Health Services - Community Based Mental Health

Proposed Position Control

Position	Job Code	FTE	New Salary Grade	Bi-Weekly / Hourly Rate	Budget Amount
P_B1878-1	B1878 Professional Counselor - TJJD State Aid	1.00	G_B_22-6	2,915.68	75,809
51300000 Salary - Staff		1.00			\$75,809
Total Salary		1.00			\$75,809
P_B1878-1	B1878 Professional Counselor - TJJD State Aid				120
51810000 Longevity - County					\$120
Total Longevity					\$120
51990000 Accrued Salary and Wages					584
53100000 Social Security					5,854
53101000 Flex Benefit Administrative Fee Expenditure					66
53200000 Retirement					13,007
53300000 Employee Health Insurance					16,992
53800000 Worker's Compensation					108
53990000 Accrued Employer Benefits					278
Total Other Compensation					\$36,889
Grand Total					\$112,818

Notes:

Fund 30000
2080 Hours/26 Pay Periods
4% COLA

**Brazos County, Texas
Position Control Report
Fiscal Year 2025-2026**

312157 TJJD - SA Mental Health Services - Residential Programs

Proposed Position Control

Position	Job Code	FTE	New Salary Grade	BI-Weekly / Hourly Rate	Budget Amount
P_B1890-1	B1890 Professional Counselor - TJJD State Aid	1.00	G_B_24-8	3,382.19	87,938
51300000 Salary - Staff		1.00			\$87,938
Total Salary		1.00			\$87,938
P_B1890-1	B1890 Professional Counselor - TJJD State Aid				600
51810000 Longevity - County					\$600
Total Longevity					\$600
51990000 Accrued Salary and Wages					677
53100000 Social Security					6,825
53101000 Flex Benefit Administrative Fee Expenditure					66
53200000 Retirement					15,167
53300000 Employee Health Insurance					16,992
53800000 Worker's Compensation					539
53990000 Accrued Employer Benefits					305
Total Other Compensation					\$40,671
Grand Total					\$129,109

Notes:

Fund 30000
2080 Hours/26 Pay Periods
4% COLA

BRAZOS COUNTY, TEXAS
FY 26 SALARY SCHEDULE - 4% COLA
(26 Pay Periods/2080 Hours)

STEP	11	12	13	14	15	16	17	18	19	20	
1											1
Hourly Rate	18.70	19.65	20.64	21.70	22.79	23.94	25.16	26.44	27.78	29.17	
Per Pay Rate	1,496.01	1,572.18	1,651.69	1,736.06	1,823.54	1,915.65	2,012.81	2,114.88	2,221.85	2,334.00	
2											2
Hourly Rate	19.18	20.13	21.15	22.25	23.36	24.53	25.79	27.09	28.46	29.91	
Per Pay Rate	1,533.90	1,611.43	1,693.13	1,779.24	1,869.02	1,963.02	2,063.08	2,167.20	2,277.78	2,392.61	
3											3
Hourly Rate	19.65	20.64	21.70	22.79	23.94	25.16	26.44	27.78	29.17	30.65	
Per Pay Rate	1,572.18	1,651.69	1,736.06	1,823.54	1,915.65	2,012.81	2,114.88	2,221.85	2,334.00	2,452.47	
4											4
Hourly Rate	20.13	21.15	22.25	23.36	24.53	25.79	27.09	28.46	29.91	31.43	
Per Pay Rate	1,611.43	1,693.13	1,779.24	1,869.02	1,963.02	2,063.08	2,167.20	2,277.78	2,392.61	2,514.29	
5											5
Hourly Rate	20.64	21.70	22.79	23.94	25.16	26.44	27.78	29.17	30.65	32.20	
Per Pay Rate	1,651.69	1,736.06	1,823.54	1,915.65	2,012.81	2,114.88	2,221.85	2,334.00	2,452.47	2,576.60	
6											6
Hourly Rate	21.15	22.25	23.36	24.53	25.79	27.09	28.46	29.91	31.43	33.01	
Per Pay Rate	1,693.13	1,779.24	1,869.02	1,963.02	2,063.08	2,167.20	2,277.78	2,392.61	2,514.29	2,641.28	
7											7
Hourly Rate	21.70	22.79	23.94	25.16	26.44	27.78	29.17	30.65	32.20	33.83	
Per Pay Rate	1,736.06	1,823.54	1,915.65	2,012.81	2,114.88	2,221.85	2,334.00	2,452.47	2,576.60	2,706.98	
8											8
Hourly Rate	22.25	23.36	24.53	25.79	27.09	28.46	29.91	31.43	33.01	34.68	
Per Pay Rate	1,779.24	1,869.02	1,963.02	2,063.08	2,167.20	2,277.78	2,392.61	2,514.29	2,641.28	2,774.71	
9											9
Hourly Rate	22.79	23.94	25.16	26.44	27.78	29.17	30.65	32.20	33.83	35.55	
Per Pay Rate	1,823.54	1,915.65	2,012.81	2,114.88	2,221.85	2,334.00	2,452.47	2,576.60	2,706.98	2,844.46	
10											10
Hourly Rate	23.36	24.53	25.79	27.09	28.46	29.91	31.43	33.01	34.68	36.45	
Per Pay Rate	1,869.02	1,963.02	2,063.08	2,167.20	2,277.78	2,392.61	2,514.29	2,641.28	2,774.71	2,915.68	
11											11
Hourly Rate	23.94	25.16	26.44	27.78	29.17	30.65	32.20	33.83	35.55	37.35	
Per Pay Rate	1,915.65	2,012.81	2,114.88	2,221.85	2,334.00	2,452.47	2,576.60	2,706.98	2,844.46	2,988.30	
12											12
Hourly Rate	24.53	25.79	27.09	28.46	29.91	31.43	33.01	34.68	36.45	38.28	
Per Pay Rate	1,963.02	2,063.08	2,167.20	2,277.78	2,392.61	2,514.29	2,641.28	2,774.71	2,915.68	3,062.88	
13											13
Hourly Rate	25.16	26.44	27.78	29.17	30.65	32.20	33.83	35.55	37.35	39.25	
Per Pay Rate	2,012.81	2,114.88	2,221.85	2,334.00	2,452.47	2,576.60	2,706.98	2,844.46	2,988.30	3,139.61	
14											14
Hourly Rate	25.79	27.09	28.46	29.91	31.43	33.01	34.68	36.45	38.28	40.24	
Per Pay Rate	2,063.08	2,167.20	2,277.78	2,392.61	2,514.29	2,641.28	2,774.71	2,915.68	3,062.88	3,218.94	
15											15
Hourly Rate	26.44	27.78	29.17	30.65	32.20	33.83	35.55	37.35	39.25	41.25	
Per Pay Rate	2,114.88	2,221.85	2,334.00	2,452.47	2,576.60	2,706.98	2,844.46	2,988.30	3,139.61	3,299.40	
16											16
Hourly Rate	27.09	28.46	29.91	31.43	33.01	34.68	36.45	38.28	40.24	42.28	
Per Pay Rate	2,167.20	2,277.78	2,392.61	2,514.29	2,641.28	2,774.71	2,915.68	3,062.88	3,218.94	3,382.19	
17											17
Hourly Rate	27.78	29.17	30.65	32.20	33.83	35.55	37.35	39.25	41.25	43.34	
Per Pay Rate	2,221.85	2,334.00	2,452.47	2,576.60	2,706.98	2,844.46	2,988.30	3,139.61	3,299.40	3,467.22	
18											18
Hourly Rate	28.46	29.91	31.43	33.01	34.68	36.45	38.28	40.24	42.28	44.42	
Per Pay Rate	2,277.78	2,392.61	2,514.29	2,641.28	2,774.71	2,915.68	3,062.88	3,218.94	3,382.19	3,554.04	
19											19
Hourly Rate	29.17	30.65	32.20	33.83	35.55	37.35	39.25	41.25	43.34	45.54	
Per Pay Rate	2,334.00	2,452.47	2,576.60	2,706.98	2,844.46	2,988.30	3,139.61	3,299.40	3,467.22	3,643.01	
20											20
Hourly Rate	29.91	31.43	33.01	34.68	36.45	38.28	40.24	42.28	44.42	46.68	
Per Pay Rate	2,392.61	2,514.29	2,641.28	2,774.71	2,915.68	3,062.88	3,218.94	3,382.19	3,554.04	3,734.15	
STEP	11	12	13	14	15	16	17	18	19	20	

BRAZOS COUNTY, TEXAS
FY 26 SALARY SCHEDULE - 4% COLA
(26 Pay Periods/2080 Hours)

STEP	21	22	23	24	25	26	27	28	29	30	
1											1
Hourly Rate	30.65	32.20	33.83	35.55	37.35	39.25	41.25	43.34	45.54	47.85	
Per Pay Rate	2,452.47	2,576.60	2,706.98	2,844.46	2,988.30	3,139.61	3,299.40	3,467.22	3,643.01	3,827.39	
2											2
Hourly Rate	31.43	33.01	34.68	36.45	38.28	40.24	42.28	44.42	46.68	49.04	
Per Pay Rate	2,514.29	2,641.28	2,774.71	2,915.68	3,062.88	3,218.94	3,382.19	3,554.04	3,734.15	3,922.99	
3											3
Hourly Rate	32.20	33.83	35.55	37.35	39.25	41.25	43.34	45.54	47.85	50.25	
Per Pay Rate	2,576.60	2,706.98	2,844.46	2,988.30	3,139.61	3,299.40	3,467.22	3,643.01	3,827.39	4,021.05	
4											4
Hourly Rate	33.01	34.68	36.45	38.28	40.24	42.28	44.42	46.68	49.04	51.51	
Per Pay Rate	2,641.28	2,774.71	2,915.68	3,062.88	3,218.94	3,382.19	3,554.04	3,734.15	3,922.99	4,121.12	
5											5
Hourly Rate	33.83	35.55	37.35	39.25	41.25	43.34	45.54	47.85	50.25	52.80	
Per Pay Rate	2,706.98	2,844.46	2,988.30	3,139.61	3,299.40	3,467.22	3,643.01	3,827.39	4,021.05	4,224.23	
6											6
Hourly Rate	34.68	36.45	38.28	40.24	42.28	44.42	46.68	49.04	51.51	54.11	
Per Pay Rate	2,774.71	2,915.68	3,062.88	3,218.94	3,382.19	3,554.04	3,734.15	3,922.99	4,121.12	4,329.34	
7											7
Hourly Rate	35.55	37.35	39.25	41.25	43.34	45.54	47.85	50.25	52.80	55.47	
Per Pay Rate	2,844.46	2,988.30	3,139.61	3,299.40	3,467.22	3,643.01	3,827.39	4,021.05	4,224.23	4,437.80	
8											8
Hourly Rate	36.45	38.28	40.24	42.28	44.42	46.68	49.04	51.51	54.11	56.86	
Per Pay Rate	2,915.68	3,062.88	3,218.94	3,382.19	3,554.04	3,734.15	3,922.99	4,121.12	4,329.34	4,548.69	
9											9
Hourly Rate	37.35	39.25	41.25	43.34	45.54	47.85	50.25	52.80	55.47	58.28	
Per Pay Rate	2,988.30	3,139.61	3,299.40	3,467.22	3,643.01	3,827.39	4,021.05	4,224.23	4,437.80	4,662.91	
10											
Hourly Rate	38.28	40.24	42.28	44.42	46.68	49.04	51.51	54.11	56.86	59.75	
Per Pay Rate	3,062.88	3,218.94	3,382.19	3,554.04	3,734.15	3,922.99	4,121.12	4,329.34	4,548.69	4,779.32	
11											
Hourly Rate	39.25	41.25	43.34	45.54	47.85	50.25	52.80	55.47	58.28	61.21	
Per Pay Rate	3,139.61	3,299.40	3,467.22	3,643.01	3,827.39	4,021.05	4,224.23	4,437.80	4,662.91	4,898.44	
12											
Hourly Rate	40.24	42.28	44.42	46.68	49.04	51.51	54.11	56.86	59.75	62.75	
Per Pay Rate	3,218.94	3,382.19	3,554.04	3,734.15	3,922.99	4,121.12	4,329.34	4,548.69	4,779.32	5,020.76	
13											1
Hourly Rate	41.25	43.34	45.54	47.85	50.25	52.80	55.47	58.28	61.21	64.33	
Per Pay Rate	3,299.40	3,467.22	3,643.01	3,827.39	4,021.05	4,224.23	4,437.80	4,662.91	4,898.44	5,146.36	
14											14
Hourly Rate	42.28	44.42	46.68	49.04	51.51	54.11	56.86	59.75	62.75	65.94	
Per Pay Rate	3,382.19	3,554.04	3,734.15	3,922.99	4,121.12	4,329.34	4,548.69	4,779.32	5,020.76	5,274.92	
15											15
Hourly Rate	43.34	45.54	47.85	50.25	52.80	55.47	58.28	61.21	64.33	67.56	
Per Pay Rate	3,467.22	3,643.01	3,827.39	4,021.05	4,224.23	4,437.80	4,662.91	4,898.44	5,146.36	5,405.88	
16											16
Hourly Rate	44.42	46.68	49.04	51.51	54.11	56.86	59.75	62.75	65.94	69.25	
Per Pay Rate	3,554.04	3,734.15	3,922.99	4,121.12	4,329.34	4,548.69	4,779.32	5,020.76	5,274.92	5,541.33	
17											17
Hourly Rate	45.54	47.85	50.25	52.80	55.47	58.28	61.21	64.33	67.56	71.00	
Per Pay Rate	3,643.01	3,827.39	4,021.05	4,224.23	4,437.80	4,662.91	4,898.44	5,146.36	5,405.88	5,680.23	
18											18
Hourly Rate	46.68	49.04	51.51	54.11	56.86	59.75	62.75	65.94	69.25	72.77	
Per Pay Rate	3,734.15	3,922.99	4,121.12	4,329.34	4,548.69	4,779.32	5,020.76	5,274.92	5,541.33	5,821.55	
19											19
Hourly Rate	47.85	50.25	52.80	55.47	58.28	61.21	64.33	67.56	71.00	74.59	
Per Pay Rate	3,827.39	4,021.05	4,224.23	4,437.80	4,662.91	4,898.44	5,146.36	5,405.88	5,680.23	5,966.89	
20											20
Hourly Rate	49.04	51.51	54.11	56.86	59.75	62.75	65.94	69.25	72.77	76.46	
Per Pay Rate	3,922.99	4,121.12	4,329.34	4,548.69	4,779.32	5,020.76	5,274.92	5,541.33	5,821.55	6,116.95	
STEP	21	22	23	24	25	26	27	28	29	30	

BRAZOS COUNTY, TEXAS
FY 26 SALARY SCHEDULE - 4% COLA
(26 Pay Periods/2080 Hours)

STEP	31	32	33	34	35	36	
1							1
Hourly Rate	50.25	52.80	55.47	58.28	61.21	64.33	
Per Pay Rate	4,021.05	4,224.23	4,437.80	4,662.91	4,898.44	5,146.36	
2							2
Hourly Rate	51.51	54.11	56.86	59.75	62.75	65.94	
Per Pay Rate	4,121.12	4,329.34	4,548.69	4,779.32	5,020.76	5,274.92	
3							3
Hourly Rate	52.80	55.47	58.28	61.21	64.33	67.56	
Per Pay Rate	4,224.23	4,437.80	4,662.91	4,898.44	5,146.36	5,405.88	
4							4
Hourly Rate	54.11	56.86	59.75	62.75	65.94	69.25	
Per Pay Rate	4,329.34	4,548.69	4,779.32	5,020.76	5,274.92	5,541.33	
5							5
Hourly Rate	55.47	58.28	61.21	64.33	67.56	71.00	
Per Pay Rate	4,437.80	4,662.91	4,898.44	5,146.36	5,405.88	5,680.23	
6							6
Hourly Rate	56.86	59.75	62.75	65.94	69.25	72.77	
Per Pay Rate	4,548.69	4,779.32	5,020.76	5,274.92	5,541.33	5,821.55	
7							7
Hourly Rate	58.28	61.21	64.33	67.56	71.00	74.59	
Per Pay Rate	4,662.91	4,898.44	5,146.36	5,405.88	5,680.23	5,966.89	
8							8
Hourly Rate	59.75	62.75	65.94	69.25	72.77	76.46	
Per Pay Rate	4,779.32	5,020.76	5,274.92	5,541.33	5,821.55	6,116.95	
9							9
Hourly Rate	61.21	64.33	67.56	71.00	74.59	78.36	
Per Pay Rate	4,898.44	5,146.36	5,405.88	5,680.23	5,966.89	6,269.12	
10							10
Hourly Rate	62.75	65.94	69.25	72.77	76.46	80.33	
Per Pay Rate	5,020.76	5,274.92	5,541.33	5,821.55	6,116.95	6,426.08	
11							11
Hourly Rate	64.33	67.56	71.00	74.59	78.36	82.33	
Per Pay Rate	5,146.36	5,405.88	5,680.23	5,966.89	6,269.12	6,586.51	
12							12
Hourly Rate	65.94	69.25	72.77	76.46	80.33	84.39	
Per Pay Rate	5,274.92	5,541.33	5,821.55	6,116.95	6,426.08	6,751.27	
13							13
Hourly Rate	67.56	71.00	74.59	78.36	82.33	86.50	
Per Pay Rate	5,405.88	5,680.23	5,966.89	6,269.12	6,586.51	6,920.08	
14							14
Hourly Rate	69.25	72.77	76.46	80.33	84.39	88.67	
Per Pay Rate	5,541.33	5,821.55	6,116.95	6,426.08	6,751.27	7,093.41	
15							15
Hourly Rate	71.00	74.59	78.36	82.33	86.50	90.88	
Per Pay Rate	5,680.23	5,966.89	6,269.12	6,586.51	6,920.08	7,270.07	
16							16
Hourly Rate	72.77	76.46	80.33	84.39	88.67	93.13	
Per Pay Rate	5,821.55	6,116.95	6,426.08	6,751.27	7,093.41	7,451.79	
17							17
Hourly Rate	74.59	78.36	82.33	86.50	90.88	95.48	
Per Pay Rate	5,966.89	6,269.12	6,586.51	6,920.08	7,270.07	7,638.08	
18							18
Hourly Rate	76.46	80.33	84.39	88.67	93.13	97.85	
Per Pay Rate	6,116.95	6,426.08	6,751.27	7,093.41	7,451.79	7,828.81	
19							19
Hourly Rate	78.36	82.33	86.50	90.88	95.48	100.31	
Per Pay Rate	6,269.12	6,586.51	6,920.08	7,270.07	7,638.08	8,024.92	
20							20
Hourly Rate	80.33	84.39	88.67	93.13	97.85	102.81	
Per Pay Rate	6,426.08	6,751.27	7,093.41	7,451.79	7,828.81	8,225.07	
STEP	31	32	33	34	35	36	

Brazos County, Texas
Budget Worksheet - Proposed
Fiscal Year 2025-2026

31000006 Juvenile Services - Non Capital

Base Operating Budget

Account Title	2025-2026 Working Budget	Increases / Decreases	Budget Justification (NOTES)
65052000 Carpentry & Building Repair	35,100	35,100	Carpet replacement for the detention day area and A, B, C, & D Pods, quoted at \$35,090.48 from Zwernemann Flooring -15-20 Years old
Repairs and Maintenance	35,100	35,100	Carpet replacement for the detention day area and A, B, C, & D Pods, quoted at \$35,090.48 from Zwernemann Flooring -15-20 Years old
Total	\$35,100	\$35,100	

**Brazos County, Texas
Budget Worksheet - Proposed
Fiscal Year 2025-2026**

31000100 Juvenile Services - Administration Probation

Base Operating Budget

Account Title	2024-2025 Adopted Budget	2024-2025 Actual Expenditures To Date	Percent Spent	2025-2026 Working Budget	Increases / Decreases	Budget Justification (NOTES)
51300000 Salary - Staff	149,540.00	113,964.75	76.21%	155,522	5,982 -	
51420000 Salary - Juvenile Board	600.00	500.00	83.33%	600	0 -	
51610000 Hourly - Staff	292,746.00	203,768.83	69.61%	304,474	11,728 -	
51635000 Hourly - Three-Quarter Time	29,469.00	6,507.43	22.08%	30,648	1,179 -	
51810000 Longevity - County	7,320.00	7,320.00	100.00%	8,040	720 -	
51910000 Vacation Pay	-	18,934.31	-	-	-	
51920000 Sick Pay	-	8,945.47	-	-	-	
51921000 Clinic Visit Leave Pay	-	84.90	-	-	-	
51930000 Holiday Pay	-	12,527.64	-	-	-	
51940000 Compensated Leave Pay	-	768.10	-	-	-	
51950000 Funeral Leave Pay	-	1,077.46	-	-	-	
51970000 Administrative Leave with Pay	-	5,073.17	-	-	-	
51990000 Accrued Salary and Wages	1,856.00	-	-	3,856	2,000 -	
Salaries and Wages	481,531.00	379,392.06	78.79%	503,140	21,609 -	
53100000 Social Security	36,839.00	27,277.61	74.05%	38,494	1,655 -	
53101000 Flex Benefit Administrative Fee Expenditure	462.00	121.00	26.19%	462	0 -	
53200000 Retirement	81,863.00	64,412.01	78.68%	85,537	3,674 -	
53300000 Employee Health Insurance	118,944.00	90,613.70	76.18%	118,944	0 -	
53800000 Worker's Compensation	1,232.00	1,713.81	139.11%	2,590	1,358 -	
53990000 Accrued Employer Benefits	955.00	-	-	1,959	1,004 -	
Benefits	240,295.00	184,138.13	76.63%	247,986	7,691 -	
60020000 Bank Service Charges	130.00	-	-	-	(130) -	
60080000 Clothing/Uniforms	650.00	679.39	104.37%	290	(360)	Requesting new deputy badge, quoted at \$133.40 from Galls Restock on JPO handcuffs, badge holders, etc so ongoing of \$150
60170000 Copier/Printer/Fax Supplies	5,000.00	3,527.98	70.56%	6,000	1,000	Costs of printer cartridges have increased, especially for color printers
60350000 Food and Food Supplements	3,000.00	1,599.02	53.30%	3,200	200	Costs of food catering has increased
60360000 Furniture Expense	3,850.00	3,826.36	99.39%	2,040	(1,810)	Purchase of 4 office chairs to replace old, worn out chairs located in our Admin meeting area, quoted \$404.96 total for 4 chairs at \$101.24 each from Wiltons Purchase of new office desk for staff, quoted at \$1,279.81
60380000 Health Supplies	500.00	426.10	85.22%	500	0 -	
60440000 Janitorial Supplies	250.00	56.64	22.66%	250	0 -	
60500000 Equipment & I.T. Enhancement	4,000.00	1,338.15	33.45%	4,000	0 -	
60600000 Office Supplies	4,500.00	3,369.98	74.89%	4,500	0 -	
61040000 Awards & Recognitions	1,800.00	94.00	5.22%	1,500	(300) -	
61060000 Bonds	142.00	71.00	50.00%	142	0 -	
61110000 Conference & Seminar Fees	6,400.00	1,980.00	30.94%	4,000	(2,400)	decreased from \$6,400 to \$4,000 per conversation with department on 6/17/25 - NP
61240000 Drug Testing	4,000.00	2,794.96	69.87%	4,000	0 -	
61295000 Employment Investigations	200.00	-	-	200	0 -	
61395000 Inmate - Health Care	1,000.00	-	-	500	(500) -	
61465000 Polygraph Tests	6,875.00	4,125.00	60.00%	6,875	0 -	
61470000 Prescriptions	8,000.00	4,835.32	60.44%	8,000	0 -	
61500000 Printing	1,050.00	770.00	73.33%	900	(150)	Increased costs for printing departmental forms
61680000 Training	3,900.00	1,870.00	47.95%	3,900	0 -	
61750000 Telephone/Data - Cellular	13,000.00	10,394.52	79.96%	13,000	0 -	
61801000 Travel	7,200.00	7,275.38	101.05%	8,000	800	Cost of travel has increased
Supplies and Other Charges	75,447.00	49,032.80	64.99%	71,767	(3,680)	
65050000 Building Maintenance	300.00	-	-	300	0 -	
65320000 Equipment Maintenance	1,000.00	-	-	1,000	0 -	
65350000 Gasoline Expenditure	11,000.00	7,644.66	69.50%	11,000	0 -	
65540000 Copier/Printer/Fax Maintenance	2,000.00	697.82	34.89%	2,000	0 -	
65950000 Vehicle Maintenance	550.00	382.00	69.45%	550	0 -	

**Brazos County, Texas
Budget Worksheet - Proposed
Fiscal Year 2025-2026**

31000100 Juvenile Services - Administration Probation

Base Operating Budget

Account Title	2024-2025 Adopted Budget	2024-2025 Actual Expenditures To Date	Percent Spent	2025-2026 Working Budget	Increases / Decreases	Budget Justification (NOTES)
Repairs and Maintenance	14,850.00	8,724.48	58.75%	14,850	0 -	
71025000 Contract Services	886.00	632.50	71.39%	886	0 -	
71500000 Rental - Equipment	60,000.00	41,390.52	68.98%	60,000	0 -	
Contractual Services	60,886.00	42,023.02	69.02%	60,886	0 -	
72090000 Auditor - External	11,000.00	10,950.00	99.55%	11,000	0 -	
72209000 Court Appointed Interpreter	3,000.00	-	-	1,000	(2,000) -	
72270000 Dental Services	2,700.00	1,900.00	70.37%	2,700	0 -	
72380000 Hospital Services	2,000.00	1,575.27	78.76%	3,000	1,000	More juveniles in placement and we have had 2 youth with ER visits this FY so need to be able to cover unexpected costs for juveniles in placement
72440000 Lab & X-Ray	3,000.00	464.54	15.48%	3,000	0 -	
72540000 Physician Services	2,500.00	1,146.00	45.84%	2,500	0 -	
72660000 Psychiatric Services	7,500.00	6,965.70	92.88%	8,500	1,000	More juveniles in placement and most have monthly psychiatric visits
72670000 Psychological Services	100,000.00	2,100.00	2.10%	50,000	(50,000) -	
Professional Services	131,700.00	25,101.51	19.06%	81,700	(50,000)	
73650000 Regional Radio System	580.00	579.22	99.87%	576	(4)	Updated FY 26 amount based on BVWACS 5.8.25 - NP
Community Contracts	580.00	579.22	99.87%	576	(4)	Updated FY 26 amount based on BVWACS 5.8.25 - NP
Total	\$1,005,289.00	\$688,991.22		\$980,905	(\$24,384)	

**Brazos County, Texas
Budget Worksheet - Proposed
Fiscal Year 2025-2026**

31000110 Juvenile Services - Administration Court

Base Operating Budget

Account Title	2024-2025 Adopted Budget	2024-2025 Actual Expenditures To Date	Percent Spent	2025-2026 Working Budget	Increases / Decreases	Budget Justification (NOTES)
51300000 Salary - Staff	93,355.00	73,075.21	78.28%	99,513	6,158	-
51610000 Hourly - Staff	382,382.00	246,920.08	64.57%	389,877	7,495	-
51670000 Supplement Wages	-	{0.01}	-	-	-	-
51810000 Longevity - County	9,120.00	9,360.00	102.63%	10,200	1,080	-
51910000 Vacation Pay	-	24,563.49	-	-	-	-
51920000 Sick Pay	-	17,055.14	-	-	-	-
51921000 Clinic Visit Leave Pay	-	240.91	-	-	-	-
51930000 Holiday Pay	-	15,581.28	-	-	-	-
51940000 Compensated Leave Pay	-	681.38	-	-	-	-
51950000 Funeral Leave Pay	-	5,762.39	-	-	-	-
51970000 Administrative Leave with Pay	-	5,866.55	-	-	-	-
51990000 Accrued Salary and Wages	1,834.00	-	-	3,768	1,934	-
Salaries and Wages	486,691.00	399,106.42	82.00%	503,358	16,667	-
53100000 Social Security	37,234.00	28,802.01	77.35%	38,509	1,275	-
53101000 Flex Benefit Administrative Fee Expenditure	462.00	60.50	13.10%	462	0	-
53200000 Retirement	82,740.00	67,848.51	82.00%	85,573	2,833	-
53300000 Employee Health Insurance	118,944.00	99,828.00	83.93%	118,944	0	-
53800000 Worker's Compensation	1,093.00	1,441.51	131.89%	2,120	1,027	-
53990000 Accrued Employer Benefits	929.00	-	-	1,892	963	-
Benefits	241,402.00	197,980.53	82.01%	247,500	6,098	-
60170000 Copier/Printer/Fax Supplies	700.00	325.52	46.50%	700	0	-
60600000 Office Supplies	1,000.00	-	-	1,000	0	-
61060000 Bonds	71.00	-	-	71	0	-
61110000 Conference & Seminar Fees	600.00	100.00	16.67%	600	0	-
61740000 Telephone	13,000.00	14,240.11	109.54%	18,300	5,300	\$1,520/month for 12 months=\$18,240 so requesting \$18,300 per Auditor's Office We had a shortage of \$4,837.35 in FY25 for increased tariff rates, went from \$24 per month to \$34 per month, so requesting an additional \$5,000
Supplies and Other Charges	15,371.00	14,665.63	95.41%	20,671	5,300	\$1,520/month for 12 months=\$18,240 so requesting \$18,300 per Auditor's Office We had a shortage of \$4,837.35 in FY25 for increased tariff rates, went from \$24 per month to \$34 per month, so requesting an additional \$5,000
Total	\$743,464.00	\$611,752.58		\$771,529	\$28,065	

**Brazos County, Texas
Budget Worksheet - Proposed
Fiscal Year 2025-2026**

31000130 Juvenile Services - Administration Community Based

Base Operating Budget

Account Title	2024-2025 Adopted Budget	2024-2025 Actual Expenditures To Date	Percent Spent	2025-2026 Working Budget	Increases / Decreases	Budget Justification (NOTES)
51300000 Salary - Staff	100,527.00	49,271.98	49.01%	104,549	4,022 -	
51610000 Hourly - Staff	571,473.00	376,331.20	65.85%	594,324	22,851 -	
51810000 Longevity - County	11,040.00	11,400.00	103.26%	12,840	1,800 -	
51910000 Vacation Pay	-	37,902.64	-	-	-	
51920000 Sick Pay	-	15,998.56	-	-	-	
51921000 Clinic Visit Leave Pay	-	90.67	-	-	-	
51930000 Holiday Pay	-	23,193.03	-	-	-	
51940000 Compensated Leave Pay	-	606.85	-	-	-	
51950000 Funeral Leave Pay	-	4,254.77	-	-	-	
51970000 Administrative Leave with Pay	-	7,374.79	-	-	-	
51990000 Accrued Salary and Wages	2,588.00	-	-	5,380	2,792 -	
Salaries and Wages	685,628.00	526,424.49	76.78%	717,093	31,465 -	
53100000 Social Security	52,455.00	38,968.18	74.29%	54,861	2,406 -	
53101000 Flex Benefit Administrative Fee Expenditure	594.00	121.00	20.37%	594	0 -	
53200000 Retirement	116,559.00	89,492.66	76.78%	121,907	5,348 -	
53300000 Employee Health Insurance	152,928.00	116,112.00	75.93%	152,928	0 -	
53800000 Worker's Compensation	1,795.00	2,447.64	136.36%	3,827	2,032 -	
53990000 Accrued Employer Benefits	1,252.00	-	-	2,574	1,322 -	
Benefits	325,583.00	247,141.48	75.91%	336,691	11,108 -	
60170000 Copier/Printer/Fax Supplies	2,000.00	1,735.42	86.77%	3,200	1,200	We have 2 color printers in this division and those cartridges cost a lot more - \$277 per color cartridge
60500000 Equipment & I.T. Enhancement	500.00	-	-	500	0 -	
60600000 Office Supplies	800.00	267.86	33.48%	800	0 -	
61040000 Awards & Recognitions	200.00	-	-	200	0	Star Program
61110000 Conference & Seminar Fees	200.00	150.00	75.00%	200	0 -	
Supplies and Other Charges	3,700.00	2,153.28	58.20%	4,900	1,200	
Total	\$1,014,911.00	\$775,719.25		\$1,058,684	\$43,773	

**Brazos County, Texas
Budget Worksheet - Proposed
Fiscal Year 2025-2026**

31000140 Juvenile Services - Administration Community Based Mental Health

Base Operating Budget

Account Title	2024-2025 Adopted Budget	2024-2025 Actual Expenditures To Date	Percent Spent	2025-2026 Working Budget	Increases / Decreases	Budget Justification (NOTES)
51300000 Salary - Staff	345,784.00	246,748.85	71.36%	355,682	9,898 -	
51810000 Longevity - County	2,640.00	2,640.00	100.00%	2,760	120 -	
51910000 Vacation Pay	-	9,995.05	-	-	-	
51920000 Sick Pay	-	6,725.14	-	-	-	
51940000 Compensated Leave Pay	-	358.14	-	-	-	
51950000 Funeral Leave Pay	-	1,029.51	-	-	-	
51970000 Administrative Leave with Pay	-	4,603.71	-	-	-	
51990000 Accrued Salary and Wages	1,332.00	-	-	2,737	1,405 -	
Salaries and Wages	349,756.00	272,110.40	77.80%	361,179	11,423 -	
53100000 Social Security	26,759.00	20,515.49	76.67%	27,631	872 -	
53101000 Flex Benefit Administrative Fee Expenditure	264.00	38.50	14.58%	264	0 -	
53200000 Retirement	59,460.00	46,258.74	77.80%	61,402	1,942 -	
53300000 Employee Health Insurance	67,968.00	53,808.00	79.17%	67,968	0 -	
53800000 Worker's Compensation	826.00	1,094.35	132.49%	1,654	828 -	
53990000 Accrued Employer Benefits	599.00	-	-	1,225	626 -	
Benefits	155,876.00	121,715.08	78.08%	160,144	4,268 -	
60170000 Copier/Printer/Fax Supplies	1,000.00	890.24	89.02%	2,000	1,000	New color printer requested for deputy so requesting more funds for cartridges since color cartridges cost more
60200000 Counseling Supplies	1,200.00	1,213.18	101.10%	1,200	0 -	
60350000 Food and Food Supplements	100.00	90.62	90.62%	250	150	Snacks provided for youth during counseling group programs (up to 8 programs per year)
60500000 Equipment & I.T. Enhancement	-	-	-	750	750	1 new color printer for deputy director quoted at \$715
60600000 Office Supplies	500.00	376.31	75.26%	500	0 -	
61110000 Conference & Seminar Fees	1,800.00	1,525.00	84.72%	2,800	1,000	Counselors are required CEU training hours to renew their license each year and we currently have 6 counselors
61500000 Printing	100.00	160.00	160.00%	100	0 -	
61530000 Psychological Test Supply	2,500.00	2,525.32	101.01%	2,500	0 -	
61680000 Training	250.00	247.00	98.80%	250	0 -	
61801000 Travel	6,300.00	3,060.48	48.58%	6,300	0 -	
Supplies and Other Charges	13,750.00	10,088.15	73.37%	16,650	2,900	
Total	\$519,382.00	\$403,913.63		\$537,973	\$18,591	

**Brazos County, Texas
Budget Worksheet - Proposed
Fiscal Year 2025-2026**

31000220 Juvenile Services - Detention (220)

Base Operating Budget

Account Title	2024-2025 Adopted Budget	2024-2025 Actual Expenditures To Date	Percent Spent	2025-2026 Working Budget	Increases / Decreases	Budget Justification (NOTES)
51200000 Salary - Department Heads	-	2 822.82	-	-	-	
51300000 Salary - Staff	207,074.00	157 518.93	76.07%	215 356	8 282	-
51610000 Hourly - Staff	2 223 397.00	1 317 196.30	59.24%	2,243 455	20 058	-
51615000 Hourly - Law Enforcement	-	547.76	-	-	-	-
51630000 Hourly - Part Time	109 203.00	51 231.24	46.91%	113 582	4,379	-
51670000 Supplement Wages	-	0.01	-	-	-	-
51810000 Longevity - County	15,000.00	12 840.00	85.60%	11 400	(3 600)	-
51910000 Vacation Pay	-	62 305.58	-	-	-	-
51920000 Sick Pay	-	57 116.40	-	-	-	-
51924500 Sick Leave Pool	-	5 607.80	-	-	-	-
51930000 Holiday Pay	-	71 951.72	-	-	-	-
51940000 Compensated Leave Pay	-	101 407.55	-	-	-	-
51950000 Funeral Leave Pay	-	2 088.71	-	-	-	-
51970000 Administrative Leave with Pay	-	3 367.13	-	-	-	-
51990000 Accrued Salary and Wages	10,006.00	-	-	20 680	10 674	-
Salaries and Wages	2 564,880.00	1,846,001.95	71.98%	2,604,473	39,793	-
53100000 Social Security	196 215.00	136 321.22	69.48%	199 265	3,050	-
53101000 Flex Benefit Administrative Fee Expenditure	3 036.00	225.50	7.43%	2 970	(66)	-
53200000 Retirement	436 010.00	313 822.20	71.98%	442 769	6,759	-
53300000 Employee Health Insurance	781 632.00	489 421.56	62.62%	764 640	(16 992)	-
53800000 Worker's Compensation	29 565.00	18 068.89	61.12%	31 745	2 180	-
53990000 Accrued Employer Benefits	5 576.00	-	-	11 341	5,765	-
Benefits	1,452,034.00	957,859.37	65.97%	1,452,730	696	-
60010000 Donated Property - No Tag	-	777.80	-	-	-	-
60080000 Clothing/Uniforms	5 600.00	5 546.00	99.04%	5 500	(100)	-
60170000 Copier/Printer/Fax Supplies	5,000.00	4 349.53	86.99%	5 000	0	-
60200000 Counseling Supplies	400.00	391.12	97.78%	400	0	-
60240000 Detention Supplies	17,500.00	10 014.81	57.23%	16 000	(1,500)	-
60260000 Education Supplies	650.00	376.04	57.85%	650	0	-
60287000 Equipment - Radio	38 550.00	30 822.85	79.96%	-	(38,550)	-
60350000 Food and Food Supplements	180 000.00	109 651.58	60.92%	180 000	0	-
60360000 Furniture Expense	10 600.00	10 696.60	100.91%	1,000	(9 600)	-
60440000 Janitorial Supplies	15 000.00	9 462.80	63.09%	15 000	0	-
60500000 Equipment & I.T. Enhancement	4 620.00	3 045.26	65.91%	6 340	1,720	Requests 2 more laundry carts for the detention pods, currently quoted at \$229.95 each by ICS Jail Supplies Requesting 2 replacement TV's for detention pods when they are broken/damaged by youth, quote from IT estimated at \$1 680 total
60600000 Office Supplies	2,000.00	752.90	37.65%	1 500	(500)	-
61040000 Awards & Recognitions	500.00	47.64	9.53%	500	0	-
61060000 Bonds	497.00	213.00	42.86%	639	142	2 detention staff's notaries will renew in FY26 so an additional \$142 was added
61110000 Conference & Seminar Fees	2,500.00	1 425.00	57.00%	2 500	0	-
61235000 Donations - Other	-	200.00	-	-	-	-
61240000 Drug Testing	3,000.00	2 100.00	70.00%	3 000	0	-
61390000 Inmate - Clothing	9 000.00	4 927.01	54.74%	9 000	0	-
61395000 Inmate - Health Care	8,000.00	3 528.83	44.11%	-	(8,000)	-
61470000 Prescriptions	13,000.00	3 321.42	25.55%	-	(13 000)	-
61500000 Printing	500.00	40.00	8.00%	500	0	-
61680000 Training	5,360.00	1 870.00	34.89%	4 160	(1,200)	-
61801000 Travel	4,200.00	5 402.21	128.62%	5 500	1,300	Budget shortage of \$1 202.21 in FY25 so requesting \$5 500 total so staff can continue to attend trainings out of town to improve their job skills.
61880000 Utilities Expenditure	150,000.00	120 001.52	80.00%	150,000	0	-
Supplies and Other Charges	476,477.00	328,963.92	69.04%	407,189	(69,288)	-
65320000 Equipment Maintenance	1,500.00	-	-	1,500	0	-

**Brazos County, Texas
Budget Worksheet - Proposed
Fiscal Year 2025-2026**

31000220 Juvenile Services - Detention (220)

Base Operating Budget

Account Title	2024-2025 Adopted Budget	2024-2025 Actual Expenditures To Date	Percent Spent	2025-2026 Working Budget	Increases / Decreases	Budget Justification (NOTES)
65400000 Grounds Maintenance	-	9,645.77	-	-	-	
65540000 Copier/Printer/Fax Maintenance	609.00	982.00	161.25%	900	291	
65550000 Radio Maintenance	3,000.00	1,322.07	44.07%	5,800	2,800	Per IT, a new Motorola SLR 5700 repeater is needing to be installed in FY26, quoted at \$4,221.72 by Texas Communications \$3,000 for ongoing maintenance costs for repairs on radios, batteries, etc.
Repairs and Maintenance	5,109.00	11,949.84	233.90%	8,200	3,091	Per IT, a new Motorola SLR 5700 repeater is needing to be installed in FY26, quoted at \$4,221.72 by Texas Communications \$3,000 for ongoing maintenance costs for repairs on radios, batteries, etc.
71020010 SBITA - Principal	19,000.00	18,795.00	98.92%	19,000	0	
Contractual Services	19,000.00	18,795.00	98.92%	19,000	0	
72440000 Lab & X-Ray	2,500.00	665.48	26.62%	-	(2,500)	
72590000 Professional Fees - Other	2,100.00	1,909.62	90.93%	2,100	0	
Professional Services	4,600.00	2,575.10	55.98%	2,100	(2,500)	
Total	\$4,521,900.00	\$3,166,145.18		\$4,493,692	(\$28,208)	

**Brazos County, Texas
Budget Worksheet - Proposed
Fiscal Year 2025-2026**

31000330 Academy - Community Based

Base Operating Budget

Account Title	2024-2025 Adopted Budget	2024-2025 Actual Expenditures To Date	Percent Spent	2025-2026 Working Budget	Increases / Decreases	Budget Justification (NOTES)
51300000 Salary - Staff	100,527.00	74,552.30	74.16%	104,549	4,022 -	
51610000 Hourly - Staff	241,642.00	167,704.76	69.40%	251,281	9,639 -	
51810000 Longevity - County	6,240.00	6,240.00	100.00%	7,680	1,440 +	
51910000 Vacation Pay	-	19,728.09	-	-	- -	
51920000 Sick Pay	-	7,700.47	-	-	- -	
51921000 Clinic Visit Leave Pay	-	48.33	-	-	- -	
51930000 Holiday Pay	-	10,069.84	-	-	- -	
51940000 Compensated Leave Pay	-	60.16	-	-	- -	
51950000 Funeral Leave Pay	-	651.04	-	-	- -	
51970000 Administrative Leave with Pay	-	3,958.31	-	-	- -	
51990000 Accrued Salary and Wages	1,318.00	-	-	2,740	1,422 -	
Salaries and Wages	349,727.00	290,713.30	83.13%	366,250	16,523 -	
53100000 Social Security	26,756.00	21,103.05	78.87%	28,020	1,264 -	
53101000 Flex Benefit Administrative Fee Expenditure	330.00	-	-	330	0 -	
53200000 Retirement	59,455.00	49,421.61	83.12%	62,262	2,807 -	
53300000 Employee Health Insurance	84,960.00	59,472.00	70.00%	84,960	0 -	
53800000 Worker's Compensation	1,002.00	1,491.77	148.88%	2,212	1,210 -	
53990000 Accrued Employer Benefits	666.00	-	-	1,370	704 -	
Benefits	173,169.00	131,488.43	75.93%	179,154	5,985 -	
60080000 Clothing/Uniforms	1,500.00	506.00	33.73%	1,500	0 -	
60170000 Copier/Printer/Fax Supplies	1,200.00	1,230.40	102.53%	1,200	0 -	
60240000 Detention Supplies	700.00	618.80	88.40%	700	0 -	
60260000 Education Supplies	2,000.00	1,345.93	67.30%	2,000	0 -	
60440000 Janitorial Supplies	500.00	-	-	-	(500) -	
60500000 Equipment & I.T. Enhancement	500.00	-	-	500	0 -	
60600000 Office Supplies	1,000.00	26.35	2.64%	1,000	0 -	
61040000 Awards & Recognitions	700.00	699.11	99.87%	700	0 -	
61110000 Conference & Seminar Fees	400.00	-	-	400	0 -	
61390000 Inmate - Clothing	1,500.00	585.00	39.00%	1,500	0 -	
61500000 Printing	400.00	595.00	148.75%	600	200 -	Staff use the required program/referral forms daily for the JJAEP Program so they need to be ordered more often
61620000 Subscriptions & Publications	15,400.00	12,800.00	83.12%	16,000	600 -	Odysseyware K-12 Comprehensive Concurrent User, quoted at \$15,000 from Imagine Learning
61801000 Travel	880.00	-	-	880	0 -	
Supplies and Other Charges	26,680.00	18,406.59	68.99%	26,980	300 -	
65320000 Equipment Maintenance	950.00	-	-	-	(950) -	
65540000 Copier/Printer/Fax Maintenance	500.00	720.00	144.00%	500	0 -	
Repairs and Maintenance	1,450.00	720.00	49.66%	500	(950) -	
71025000 Contract Services	2,500.00	-	-	2,500	0 -	Sub Teachers
Contractual Services	2,500.00	-	-	2,500	0 -	Sub Teachers
Total	\$553,526.00	\$441,328.32		\$575,384	\$21,858	

Brazos County, Texas
Budget Worksheet - Proposed
Fiscal Year 2025-2026

31040030 JJAEP - Community Based

Base Operating Budget

Account Title	2024-2025 Adopted Budget	2024-2025 Actual Expenditures To Date	Percent Spent	2025-2026 Working Budget	Increases / Decreases	Budget Justification (NOTES)
51300000 Salary - Staff	140,742.00	105,452.87	74.93%	146,371	5,629 -	
51610000 Hourly - Staff	89,349.00	65,651.58	73.48%	92,911	3,562 -	
51810000 Longevity - County	3,240.00	3,240.00	100.00%	3,360	120 -	
51910000 Vacation Pay	-	10,800.48	-	-	- -	
51920000 Sick Pay	-	4,355.67	-	-	- -	
51930000 Holiday Pay	-	3,779.60	-	-	- -	
51940000 Compensated Leave Pay	-	154.88	-	-	- -	
51950000 Funeral Leave Pay	-	442.45	-	-	- -	
51970000 Administrative Leave with Pay	-	2,778.36	-	-	- -	
51990000 Accrued Salary and Wages	886.00	-	-	1,843	957 -	
Salaries and Wages	234,217.00	196,655.89	83.96%	244,485	10,268 -	
53100000 Social Security	17,919.00	13,540.28	75.56%	18,704	785 -	
53101000 Flex Benefit Administrative Fee Expenditure	264.00	60.50	22.92%	264	0 -	
53200000 Retirement	39,818.00	33,431.65	83.96%	41,563	1,745 -	
53300000 Employee Health Insurance	67,968.00	59,472.00	87.50%	67,968	0 -	
53800000 Worker's Compensation	671.00	1,011.45	150.74%	1,476	805 -	
53990000 Accrued Employer Benefits	489.00	-	-	1,001	512 -	
Benefits	127,129.00	107,515.88	84.57%	130,976	3,847 -	
60260000 Education Supplies	810.00	-	-	810	0 -	
Supplies and Other Charges	810.00	-	-	810	0 -	
Total	\$362,156.00	\$304,171.77		\$376,271	\$14,115	

Brazos County, Texas
Budget Worksheet - Proposed
Fiscal Year 2025-2026

311110 TJJD - Salary Adjustment Basic Probation

Base Operating Budget

Account Title	2024-2025 Adopted Budget	2024-2025 Actual Expenditures To Date	Percent Spent	2025-2026 Working Budget	Increases / Decreases	Budget Justification (NOTES)
51670000 Supplement Wages	251,690.00	181,540.44	72.13%	252,408	718 -	
Salaries and Wages	251,690.00	181,540.44	72.13%	252,408	718 -	
53100000 Social Security	19,255.00	13,169.66	68.40%	19,310	55 -	
53200000 Retirement	42,788.00	30,859.72	72.12%	42,910	122 -	
53800000 Worker's Compensation	1,511.00	879.75	58.22%	1,891	380 -	
Benefits	63,554.00	44,909.13	70.66%	64,111	557 -	
Total	\$315,244.00	\$226,449.57		\$316,519	\$1,275	

Brazos County, Texas
Budget Worksheet - Proposed
Fiscal Year 2025-2026

311120 TJJD - Salary Adjustment Pre & Post Adjudication - Detention

Base Operating Budget

Account Title	2024-2025 Adopted Budget	2024-2025 Actual Expenditures To Date	Percent Spent	2025-2026 Working Budget	Increases / Decreases	Budget Justification (NOTES)
51670000 Supplement Wages	167,794.00	198,095.12	118.06%	291,846	124,052 -	
Salaries and Wages	167,794.00	198,095.12	118.06%	291,846	124,052 -	
53100000 Social Security	12,837.00	14,623.74	113.92%	22,327	9,490 -	
53200000 Retirement	28,525.00	33,673.39	118.05%	49,614	21,089 -	
53800000 Worker's Compensation	1,007.00	1,949.82	193.63%	2,187	1,180 -	
Benefits	42,369.00	50,246.95	118.59%	74,128	31,759 -	
Total	\$210,163.00	\$248,342.07		\$365,974	\$155,811	

Brazos County, Texas
Budget Worksheet - Proposed
Fiscal Year 2025-2026

311130 TJJD - Salary Adjustment Community Based Programs - Mental Health

Base Operating Budget

Account Title	2025-2026 Working Budget	Increases / Decreases	Budget Justification (NOTES)
51670000 Supplement Wages	47,328	47,328 -	
Salaries and Wages	47,328	47,328 -	
53100000 Social Security	3,621	3,621 -	
53200000 Retirement	8,046	8,046 -	
53800000 Worker's Compensation	355	355 -	
Benefits	12,022	12,022 -	
Total	\$59,350	\$59,350	

**Brazos County, Texas
Budget Worksheet - Proposed
Fiscal Year 2025-2026**

312110 TJJD - SA Basic Probation

Base Operating Budget

Account Title	2024-2025 Adopted Budget	2024-2025 Actual Expenditures To Date	Percent Spent	2025-2026 Working Budget	Increases / Decreases	Budget Justification (NOTES)
51610000 Hourly - Staff	388,125.00	273,250.66	70.40%	403,658	15,533	
51810000 Longevity - County	7,440.00	7,440.00	100.00%	7,560	120	
51910000 Vacation Pay	-	21,279.56	-	-	-	
51920000 Sick Pay	-	8,563.76	-	-	-	
51921000 Clinic Visit Leave Pay	-	219.03	-	-	-	
51930000 Holiday Pay	-	16,420.80	-	-	-	
51940000 Compensated Leave Pay	-	14.38	-	-	-	
51950000 Funeral Leave Pay	-	1,953.23	-	-	-	
51970000 Administrative Leave with Pay	-	4,583.16	-	-	-	
51990000 Accrued Salary and Wages	1,496.00	-	-	3,108	1,612	
Salaries and Wages	397,061.00	333,724.58	84.05%	414,326	17,265	
53100000 Social Security	30,378.00	23,939.81	78.81%	31,699	1,321	
53101000 Flex Benefit Administrative Fee Expenditure	396.00	181.50	45.83%	396	0	
53200000 Retirement	67,500.00	56,733.46	84.05%	70,436	2,936	
53300000 Employee Health Insurance	101,952.00	89,208.00	87.50%	101,952	0	
53800000 Worker's Compensation	1,136.00	1,712.54	150.75%	2,504	1,368	
53990000 Accrued Employer Benefits	777.00	-	-	1,595	818	
Benefits	202,139.00	171,775.31	84.98%	208,582	6,443	
Total	\$599,200.00	\$505,499.89		\$622,908	\$23,708	

**Brazos County, Texas
Budget Worksheet - Proposed
Fiscal Year 2025-2026**

312111 TJJD - SA Basic Court

Base Operating Budget

Account Title	2024-2025 Adopted Budget	2024-2025 Actual Expenditures To Date	Percent Spent	2025-2026 Working Budget	Increases / Decreases	Budget Justification (NOTES)
51200000 Salary - Department Heads	151,090.00	110,045.42	72.83%	157,134	6,044 -	
51300000 Salary - Staff	240,754.00	180,384.91	74.92%	250,384	9,630 -	
51810000 Longevity - County	10,800.00	10,800.00	100.00%	10,800	0 -	
51910000 Vacation Pay	-	18,435.53	-	-	-	
51920000 Sick Pay	-	12,871.75	-	-	-	
51921000 Clinic Visit Leave Pay	-	36.32	-	-	-	
51950000 Funeral Leave Pay	-	3,628.40	-	-	-	
51970000 Administrative Leave with Pay	-	4,003.18	-	-	-	
51990000 Accrued Salary and Wages	1,509.00	-	-	3,136	1,627 +	
Salaries and Wages	404,153.00	340,205.51	84.18%	421,454	17,301 -	
53100000 Social Security	30,920.00	25,113.21	81.22%	32,243	1,323 -	
53101000 Flex Benefit Administrative Fee Expenditure	198.00	121.00	61.11%	198	0 -	
53200000 Retirement	68,707.00	57,835.10	84.18%	71,648	2,941 -	
53300000 Employee Health Insurance	50,976.00	44,580.91	87.45%	50,976	0 -	
53800000 Worker's Compensation	933.00	1,298.71	139.20%	1,874	941 -	
53990000 Accrued Employer Benefits	585.00	-	-	1,209	624 +	
Benefits	152,319.00	128,948.93	84.66%	158,148	5,829 -	
Total	\$556,472.00	\$469,154.44		\$579,602	\$23,130	

**Brazos County, Texas
Budget Worksheet - Proposed
Fiscal Year 2025-2026**

312123 TJJD - SA Community Programs - Community Based

Base Operating Budget

Account Title	2024-2025 Adopted Budget	2024-2025 Actual Expenditures To Date	Percent Spent	2025-2026 Working Budget	Increases / Decreases	Budget Justification (NOTES)
51610000 Hourly - Staff	64,487.00	44,245.20	68.70%	65,373	966	
51810000 Longevity - County	248.88	240.00	100.00%	360	120	
51910000 Vacation Pay	-	1,362.86	-	-	-	
51920000 Sick Pay	-	560.42	-	-	-	
51930000 Holiday Pay	-	2,530.88	-	-	-	
51940000 Compensated Leave Pay	-	474.55	-	-	-	
51950000 Funeral Leave Pay	-	115.04	-	-	-	
51970000 Administrative Leave with Pay	-	920.32	-	-	-	
51990000 Accrued Salary and Wages	248.00	-	-	503	255	
Salaries and Wages	64,895.00	50,449.27	77.74%	66,236	1,341	
53100000 Social Security	4,965.00	3,219.53	64.84%	5,067	102	
53101000 Flex Benefit Administrative Fee Expenditure	66.00	-	-	66	0	
53200000 Retirement	11,032.00	8,576.47	77.74%	11,260	228	
53300000 Employee Health Insurance	16,992.00	14,868.00	87.50%	16,992	0	
53800000 Worker's Compensation	186.00	261.09	140.37%	400	214	
53990000 Accrued Employer Benefits	128.00	-	-	260	132	
Benefits	33,369.00	26,925.09	80.69%	34,045	676	
Total	\$98,264.00	\$77,374.36		\$100,281	\$2,017	

Brazos County, Texas
Budget Worksheet - Proposed
Fiscal Year

312130 TJJD - SA Pre & Post Adjudication

Base Operating Budget

Account Title	2024-2025 Actual Expenditures To Date	Budget Justification (NOTES)
65050000 Building Maintenance	3,150.00	-
Repairs and Maintenance	3,150.00	-
Total	\$3,150.00	

**Brazos County, Texas
Budget Worksheet - Proposed
Fiscal Year 2025-2026**

312132 TJJD - Pre & Post Adjudication - Detention

Base Operating Budget

Account Title	2024-2025 Adopted Budget	2024-2025 Actual Expenditures To Date	Percent Spent	2025-2026 Working Budget	Increases / Decreases	Budget Justification (NOTES)
51300000 Salary - Staff	78,491.00	59,504.97	75.81%	81,631	3,140 -	
51610000 Hourly - Staff	164,524.00	112,282.58	68.25%	171,111	6,587 -	
51810000 Longevity - County	2,400.00	1,800.00	75.00%	2,760	360 +	
51910000 Vacation Pay	-	6,912.79	-	-	- +	
51920000 Sick Pay	-	2,695.40	-	-	- +	
51930000 Holiday Pay	-	5,575.04	-	-	- +	
51940000 Compensated Leave Pay	-	12,007.20	-	-	- +	
51950000 Funeral Leave Pay	-	150.94	-	-	- +	
51970000 Administrative Leave with Pay	-	789.67	-	-	- +	
51990000 Accrued Salary and Wages	936.00	-	-	1,945	1,009 -	
Salaries and Wages	246,351.00	201,718.59	81.88%	257,447	11,096 +	
53100000 Social Security	18,848.00	14,704.98	78.02%	19,696	848 -	
53101000 Flex Benefit Administrative Fee Expenditure	264.00	88.00	33.33%	264	0 -	
53200000 Retirement	41,881.00	34,292.39	81.88%	43,767	1,886 -	
53300000 Employee Health Insurance	67,968.00	56,640.00	83.33%	67,968	0 -	
53800000 Worker's Compensation	576.00	788.75	136.94%	1,165	589 -	
53990000 Accrued Employer Benefits	499.00	-	-	1,025	526 -	
Benefits	130,036.00	106,514.12	81.91%	133,885	3,849 -	
Total	\$376,387.00	\$308,232.71		\$391,332	\$14,945	

**Brazos County, Texas
Budget Worksheet - Proposed
Fiscal Year 2025-2026**

312143 TJJD - SA Commitment Diversion - Community Based

Base Operating Budget

Account Title	2024-2025 Adopted Budget	2024-2025 Actual Expenditures To Date	Percent Spent	2025-2026 Working Budget	Increases / Decreases	Budget Justification (NOTES)
51510000 Hourly - Staff	232,622.00	165,081.47	70.97%	243,537	10,915	
51670000 Supplement Wages	-	(0.01)	-	-	-	
51810000 Longevity - County	1,560.00	1,920.00	107.89%	5,150	600	
51910000 Vacation Pay	-	11,763.75	-	-	-	
51920000 Sick Pay	-	5,879.34	-	-	-	
51930000 Holiday Pay	-	10,109.14	-	-	-	
51940000 Compensated Leave Pay	-	133.58	-	-	-	
51950000 Funeral Leave Pay	-	450.32	-	-	-	
51970000 Administrative Leave with Pay	-	3,327.24	-	-	-	
51990000 Accrued Salary and Wages	896.00	-	-	1,875	979	
Salaries and Wages	238,078.00	201,664.83	84.71%	250,572	12,494	
53100000 Social Security	18,215.00	15,069.69	82.73%	19,170	955	
53101000 Flex Benefit Administrative Fee Expenditure	264.00	104.50	39.58%	264	0	
53200000 Retirement	40,475.00	34,283.29	84.70%	42,598	2,123	
53300000 Employee Health Insurance	67,968.00	44,604.00	65.63%	67,968	0	
53800000 Worker's Compensation	682.00	1,033.89	151.60%	1,514	832	
53990000 Accrued Employer Benefits	492.00	-	-	1,014	522	
Benefits	128,096.00	95,095.37	74.24%	132,528	4,432	
Total	\$366,174.00	\$296,760.20		\$383,100	\$16,926	

Brazos County, Texas
Budget Worksheet - Proposed
Fiscal Year 2025-2026

312154 TJJD - SA Mental Health Services - Community Based Mental Health

Base Operating Budget

Account Title	2024-2025 Adopted Budget	2024-2025 Actual Expenditures To Date	Percent Spent	2025-2026 Working Budget	Increases / Decreases	Budget Justification (NOTES)
51300000 Salary - Staff	72,894.00	55,129.72	75.63%	75,809	2,915 -	
51810000 Longevity - County	-	-	-	120	120 -	
51910000 Vacation Pay	-	1,467.40	-	-	- -	
51920000 Sick Pay	-	583.62	-	-	- -	
51950000 Funeral Leave Pay	-	133.40	-	-	- -	
51970000 Administrative Leave with Pay	-	1,000.50	-	-	- -	
51990000 Accrued Salary and Wages	281.00	-	-	584	303 -	
Salaries and Wages	73,175.00	58,314.64	79.83%	76,513	3,338 -	
53100000 Social Security	5,598.00	4,343.81	77.60%	5,854	256 -	
53101000 Flex Benefit Administrative Fee Expenditure	66.00	-	-	66	0 -	
53200000 Retirement	12,440.00	9,913.52	79.69%	13,007	567 -	
53300000 Employee Health Insurance	16,992.00	14,868.00	87.50%	16,992	0 -	
53800000 Worker's Compensation	92.00	79.29	86.18%	108	16 -	
53990000 Accrued Employer Benefits	136.00	-	-	278	142 -	
Benefits	35,324.00	29,204.62	82.68%	36,305	981 -	
Total	\$108,499.00	\$87,519.26		\$112,818	\$4,319	

**Brazos County, Texas
Budget Worksheet - Proposed
Fiscal Year 2025-2026**

312157 TJJD - SA Mental Health Services - Residential Programs

Base Operating Budget

Account Title	2024-2025 Adopted Budget	2024-2025 Actual Expenditures To Date	Percent Spent	2025-2026 Working Budget	Increases / Decreases	Budget Justification (NOTES)
51300000 Salary - Staff	84,556.00	58,732.87	69.46%	87,938	3,382 -	
51810000 Longevity - County	600.00	600.00	100.00%	600	0 -	
51910000 Vacation Pay	-	4,507.27	-	-	- -	
51920000 Sick Pay	-	2,611.50	-	-	- -	
51940000 Compensated Leave Pay	-	309.51	-	-	- -	
51950000 Funeral Leave Pay	-	154.76	-	-	- -	
51970000 Administrative Leave with Pay	-	1,334.78	-	-	- -	
51990000 Accrued Salary and Wages	326.00	-	-	677	351 -	
Salaries and Wages	85,482.00	68,250.69	79.84%	89,215	3,733 -	
53100000 Social Security	6,540.00	4,564.85	69.80%	6,825	285 -	
53101000 Flex Benefit Administrative Fee Expenditure	66.00	-	-	66	0 -	
53200000 Retirement	14,532.00	11,602.58	79.84%	15,167	635 -	
53300000 Employee Health Insurance	16,992.00	14,868.00	87.50%	16,992	0 -	
53800000 Worker's Compensation	245.00	352.22	143.76%	539	294 -	
53990000 Accrued Employer Benefits	148.00	-	-	305	157 -	
Benefits	38,523.00	31,387.65	81.48%	39,894	1,371 -	
Total	\$124,005.00	\$99,638.34		\$129,109	\$5,104	

Brazos County, Texas
Budget Worksheet - Proposed
Fiscal Year 2025-2026

31900000 Juvenile Services - Commodities

Base Operating Budget

Account Title	2024-2025 Adopted Budget	2024-2025 Actual Expenditures To Date	Percent Spent	2025-2026 Working Budget	Increases / Decreases	Budget Justification (NOTES)
60350000 Food and Food Supplements	7,300.00	6,746.10	92.41%	7,310	10	Commodities Entitlement for FY26 is \$7,302.22
Supplies and Other Charges	7,300.00	6,746.10	92.41%	7,310	10	Commodities Entitlement for FY26 is \$7,302.22
Total	\$7,300.00	\$6,746.10		\$7,310	\$10	

Brazos County, Texas
Budget Worksheet - Proposed
Fiscal Year

319200 TEA - Education Materials

Base Operating Budget

Account Title	2024-2025 Actual Expenditures To Date	Budget Justification (NOTES)
60260000 Education Supplies	2,902.89	-
Supplies and Other Charges	2,902.89	-
Total	\$2,902.89	



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:	NUMBER:
DATE OF COURT MEETING:	9/26/2025
ITEM:	Discuss and approve policy additions for TAC 341.306 – Providing Information to TJJD, and 341.308 – Notification to Office of Independent Ombudsman.
TO:	Commissioners Court
DATE:	09/15/2025
FISCAL IMPACT:	False
BUDGETED:	False
DOLLAR AMOUNT:	\$0.00



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 26th day of September 2025, on motion made by Judge Hawthorne, 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, Texas Administrative Code Chapter 341 General Standards for Juvenile Probation Departments.**

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 for TAC 341.306 – Providing Information to TJJD and 341.308 – Notification to Office of Independent Ombudsman.

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 policies and procedures to reflect the additions in Title 37, Texas Administrative Code; Chapter 341.306 – Providing Information to TJJD and 341.308 – Notification to Office of Independent Ombudsman.

DONE IN OPEN BOARD MEETING this 26th day of September 2025.

Recommended by:

Linda Ricketson, Executive Director
Brazos County Juvenile Services

Approved by:

Kyle Kacal, Acting County Judge and
Brazos County Juvenile Board Chairman

341.306- Sub-Chapter C.-Chief Administrative Officer Responsibilities

Providing Information to TJJD

Brazos County Juvenile Services

Page 1 of 1

Related Standards: TJJD

§341.306 Providing Information to TJJD

- (a) The chief administrative officer or designee must annually provide TJJD with information on gaps in resources, programs, and services for juveniles served by the juvenile probation department.
- (b) The information must include a description of the needs of juveniles committed to TJJD that were not met with community resources and information on the types of resources, programs, and services that, if available in the community, might have allowed the juveniles to remain in the community as an alternative to commitment to TJJD.
- (c) The information shall be provided in the format and by the deadline established by TJJD.

Procedure:

- (a) The Brazos County Juvenile Services' chief administrative officer or designee must annually provide TJJD with information on gaps in resources, programs, and services for juveniles served by the juvenile probation department.
- (b) The information must include a description of the needs of juveniles committed to TJJD that were not met with community resources and information on the types of resources, programs, and services that, if available in the community, might have allowed the juveniles to remain in the community as an alternative to commitment to TJJD.
- (c) The information shall be provided in the format and by the deadline established by TJJD.

341.308- Sub-Chapter C.-Chief Administrative Officer Responsibilities

Notification to Office of Independent Ombudsman

Brazos County Juvenile Services

Page 1 of 1

Related Standards: TJJJ

§341.308 Notification to the Office of Independent Ombudsman

- (a) The chief administrative officer or designee must notify the Office of Independent Ombudsman when a juvenile is placed in a non-juvenile justice contract facility. The notification must be made no later than 10 days after the juvenile's placement and must be made via email to the Office of Independent Ombudsman.
- (b) The chief administrative officer or designee must notify the Office of Independent Ombudsman when a juvenile who was placed in a non-juvenile justice contract facility has been removed from the facility for any reason. The notification must be made no later than 10 days after the juvenile's removal and must be made via email to the Office of Independent Ombudsman.

Procedure:

- (a) The Brazos County Juvenile Services' chief administrative officer or designee must notify the Office of Independent Ombudsman when a juvenile is placed in a non-juvenile justice contract facility. The notification must be made no later than 10 days after the juvenile's placement and must be made via email to the Office of Independent Ombudsman.
- (b) The Brazos County Juvenile Services' chief administrative officer or designee must notify the Office of Independent Ombudsman when a juvenile who was placed in a non-juvenile justice contract facility has been removed from the facility for any reason. The notification must be made no later than 10 days after the juvenile's removal and must be made via email to the Office of Independent Ombudsman.



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:	NUMBER:
DATE OF COURT MEETING:	9/26/2025
ITEM:	Discuss and approve policy revisions for TAC 343.336 – Medication Administration.
TO:	Commissioners Court
DATE:	09/15/2025
FISCAL IMPACT:	False
BUDGETED:	False
DOLLAR AMOUNT:	\$0.00



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 26th day of September 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, Texas Administrative Code Chapter 343 Standards for Secure Juvenile Pre-Adjudication Detention and Post-Adjudication Correctional Facilities**.

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 for TAC 343.336 – Medication Administration.

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, Texas Administrative Code; Chapter 343.336 Medication Administration.

DONE IN OPEN BOARD MEETING this 26th day of September 2025.

Recommended by:

Linda Ricketson, Executive Director
Brazos County Juvenile Services

Approved by:

Kyle Kacal, Acting County Judge and
Brazos County Juvenile Board Chairman

§343.336– Medication Administration		
Brazos County Juvenile Services		Page 1 of 6
Related Standards:	TJJD	

§343.336. Medication Administration

1. No stimulant, tranquilizer, or psychotropic drug shall be administered to residents without an order from a physician, physician assistant, dentist, or nurse practitioner.
2. The governing board of the facility shall adopt a policy concerning the administration of medication to residents. The policy shall include:
 - a. A listing of which facility personnel are authorized to administer medication to residents;
 - b. A requirement that, for any medication brought to the facility by the resident's parent, guardian, or custodian:
 - i. The facility administrator shall have a written request from the parent, guardian, or custodian to administer medication; and
 - ii. The medication shall be in the original, properly labeled container;
 - c. A requirement that all medication prescribed to the resident during the resident's stay is administered; and
 - d. A requirement to document each administration or non-administration of medication.
3. Only staff who have had appropriate training in the administration of medication shall administer non-prescription medication (i.e., over-the-counter medication). The medication shall be administered according to the product instructions unless:
 - a. The health services coordinator instructs otherwise;
 - b. The health services coordinator is a health care professional; and
 - c. The deviation from the product's instruction and the reason for it is documented.

I. Purpose:

1. The Brazos County Juvenile Detention Center's goal in dispensing medications will be to ascertain that the prescribed drugs use is based on an immediate need of the resident by conducting a thorough investigation of the prescription, including its origin, and a conversation with the prescribing physician and/or parent.
2. A resident shall not be administered a stimulant, tranquilizer, or psychotropic drug except upon the order of a licensed physician, physician assistant, dentist, or nurse practitioner. The facility shall not dispense any prescription medication to a resident unless the medication is ordered by a licensed physician or other legally authorized individual.
3. Dispensing of such medication will be done according to procedures and directions of a physician's order by detention staff designated by the Juvenile Board and trained to properly administer medication. The Brazos County Juvenile Board has approved/authorized all ~~Certified Juvenile Probation Officers (JPJs)~~, all properly trained Detention Supervisors/Detention Managers, the Health Service Authority, the Health Service Coordinator (Detention LVN), any licensed LVN/RN, and Correctional Healthcare Professionals (CHPs) who works for Brazos County, ~~and the Deputy Director of Health Service with~~ the authority to pass out medication to residents. Brazos County Juvenile Board has adopted the following Medication Administration policy.

II. Training:

Approved by JB: 9/2025
 Approved by Medical Authority: 8/26/2025
 Effective Date: 9/2025

§343.336– Medication Administration

Brazos County Juvenile Services

Page 2 of 6

Related Standards:

TJJD

1. The Health Service Coordinator shall identify and train annually, or as needed, all staff designated in the administration of medication to residents. This training shall include, but is not limited to, the following:
 - a. How to properly administer medications
 - b. How to administer physician prescribed medication
 - c. How to administer over-the-counter medications
 - d. Instructions and procedures on how to follow approved medical and medication protocols
 - e. Procedures on how to instruct and supervise residents that self-administer medication, i.e., insulin, suppositories
 - f. How to properly complete the electronic Medication Administration Record, eMAR, and document any forms pertaining to medical and medication procedures.
 - g. How to document if a resident refuses his/her medication
 - h. How to properly admit or refuse prescribed medication
 - i. How to properly store prescribed and over-the-counter medication

III. Medication Administration

1. Prescriptions shall be administered in accordance with physician or other legally authorized individual's directions.
 - a. All staff administering medication will be properly trained under the supervision of the Health Service Authority and/or Health Service Coordinator.
 - i. **The only detention staff who shall be designated to administer medication and who are required to receive annual training in the proper administration of medication prior to being designated are:**
 1. Health Service Authority;
 2. Health Service Coordinator;
 3. Licensed LVN/RN employed by Brazos County
 4. ~~Deputy Director of Health Service~~; Correctional Healthcare Professionals;
 5. Detention Superintendent;
 6. Assistant Superintendent;
 7. ~~Detention Managers~~; Operations Manager;
 8. ~~Detention Shift Supervisors~~; Detention Managers;
 9. ~~Certified Juvenile Probation Officers~~; Detention Shift Supervisors;
2. All medical and medication records shall be stored in the secured and HIPAA compliant EMR (electronic medical record). Each resident receiving medication shall have an eMAR (electronic medication administration record) listing each current medication and kept in the resident's EMR.
 - a. All entries are documented on the eMAR when residents are on medication as ordered by a licensed physician, physician assistant, dentist, or nurse practitioner. The Health Service Authority and/or Health Service Coordinator have approved this record.
 - b. The eMAR shall include, but are not limited to, the following:
 - i. Resident's name
 - ii. Prescription drug name

Approved by JB: 9/2025
Approved by Medical Authority: 8/26/2025
Effective Date: 9/2025

§343.336 – Medication Administration

Brazos County Juvenile Services

Page 3 of 6

Related Standards:

TJJD

- iii. Food/Drug Allergies
- iv. Dosage
- v. Strength
- vi. Frequency of administration
- vii. Route of administration
- viii. Date/Time of administration
- ix. Discontinue date if applicable
- x. Blood Sugar reading if applicable

3. The approved, designated staff are accountable for administering medications according to the physician's orders.
 - a. Prescribed medication administered by the designated, trained staff shall be administered from the original container, original multi-dose packets or original bottles which are clearly marked with the patient's name, medication name, dosage, dosage time and directions for administering.
 - b. Prescribed medication may be administered by the designated, trained staff from pre-stocked, multi-dose cards according to administration instructions on the eMAR. Pre-stocked, multi-dose cards shall be clearly labeled "Stock Medication" along with the medication name, dosage, and expiration date.
 - c. All medication shall be administered at the prescribed times, unless otherwise instructed by the Health Service Authority.
 - d. All medication administration shall be documented on the eMAR in the EMR. Documentation must occur immediately after medication is offered.
 - e. All medication administration, including over the counter medication, shall adhere to the following:
 - i. Administer medication one resident at a time.
 - ii. Check the container label twice and check the eMAR twice-once initially and once just before giving the medication to ensure correct resident and correct dosage.
 - iii. Withhold medication and call the Detention LVN, physician or nurse practitioner immediately if any orders are not clear or if you have questions.
 - iv. Administer medication in the presence of two detention staff at all times, if possible
 - v. Place pill(s) in resident's hand.
 - vi. Have resident place pill(s) in mouth, have resident show pill(s) are in their mouth.
 - vii. Staff will have resident show their hands and spread their fingers.
 - viii. Have resident drink the entire cup of water, then cough.
 - ix. Staff will check under resident's tongue, between gums and cheeks and lower/upper lips.
 1. If the resident is suspected of hiding their medication, a strip search shall be performed in adherence to TAC §343.260 Resident Searches.
 - x. Immediately document on the eMAR all administered and non-administered medication. For non-administered medication, documentation must include the reasoning why the medication was not given (i.e., refused, PRN/not needed, medication not available, etc.).

Approved by JB: 9/2025

Approved by Medical Authority: 8/26/2025

Effective Date: 9/2025

§343.336– Medication Administration

Brazos County Juvenile Services

Page 4 of 6

Related Standards:

TJJD

1. If a resident refuses his/her medication, a notation shall be made in the eMAR in addition to notifying the Detention Nurse or other Medical Authority, Assigned Juvenile Probation Officer, and the resident's parent/guardian/custodian that same day. Documentation must occur immediately after medication is offered along with an explanation of why the medication was not administered.
4. A resident may take or use non-prescription medication and topical preparations as directed on the label or by the Health Services Authority in accordance with Medical Protocols.
 - a. Over the counter medications shall only be administered to a resident when approved by the Health Service Authority and/or the Health Service Coordinator
 - b. Medication shall be administered per label instructions from single-dose packets or pre-stocked multi-dose cards unless:
 - i. Otherwise instructed by the Health Service Coordinator;
 - ii. The Health Service Coordinator is a health care professional; and
 - iii. The deviation from the product's instructions and the reason for it is documented.
 - c. Staff shall document any deviation from the label instructions and the reason on the resident's eMAR.
5. Over the counter medications may include, but are not limited to, the following:
 - a. Acetaminophen
 - b. Calamine Lotion
 - c. Sudafed
 - d. Ibuprofen
 - e. Antibiotic Ointment
 - f. Pepto-Bismol/Milk of Magnesia
 - g. Robitussin
 - h. Tinactin/Lotrimin
 - i. Antacids
6. If a resident is approved for self-administration of insulin the following procedures shall be followed under the guidance of the Detention LVN:
 - a. The Detention LVN shall document an individualized treatment plan with instruction for each resident on the eMAR and in the resident's chart within the EMR.
 - b. Any insulin in vials shall be labeled with the resident information and physician orders.
 - c. Resident's self-administration of insulin shall be supervised at all times by approved, designated staff. The date, time, drug name, dosage, route, and area of the body administered will be recorded on the eMAR.
 - d. Syringes shall be discarded uncapped and placed in the syringe/needle container (sharps container) kept in the secured medical treatment room.
 - e. The Detention LVN, CHP, or the physician shall be called immediately if the resident refuses insulin, resident's behavior seems inappropriate to staff, or problems develop with the treatment plan instructions.
 1. When a resident refuses to self-administer insulin, the on call Correctional Healthcare Professional, Health Service Coordinator or Health Service Authority shall be available to administer insulin or medication.

Approved by JB: 9/2025

Approved by Medical Authority: 8/26/2025

Effective Date: 9/2025

§343.336 – Medication Administration

Brazos County Juvenile Services

Page 5 of 6

Related Standards:

TJJD

- f. Suppositories will be dispensed to residents by the approved, designated staff for self-administration in the medical exam room. Resident will be instructed in the proper use of the medication beforehand by the Detention LVN and/or Health Service Authority

IV. Admittance, Storage, Changes, Discontinuation and Disposal of Medication:

1. Approved, designated staff are responsible for ensuring the following steps are followed in reference to accepting medication from an outside source.
 - a. Medications brought to the facility by the resident's parent/guardian/custodian will not be admitted into the facility without prior approval by the Health Service Coordinator or the Health Service Authority.
 - i. For each medication brought to the facility, a Verification of Prescribed Medication Form will be completed by Detention Staff and the parent/guardian/custodian. The Verification of Prescribed Medication Form shall include no less than the following:
 1. Date/Time the form is being completed
 2. Resident's Name
 3. Pharmacy Name/Phone Number/Address where medication was filled
 4. Prescription Number
 5. Prescribing Physician's Name
 6. Medication Name
 7. Medication Dosage
 8. Medication Administration instructions
 9. Date Filled
 10. Number of refills remaining
 - b. The parent/guardian/custodian shall sign the Verification of Prescribed Medication Form, which includes authorization to administer medication to the resident.
 - c. Parent/guardian/custodian must provide the original, properly labeled container or written prescription in order to complete the Verification of Prescribed Medication Form.
 - d. If the resident or parent states that medication is administered differently than stated on prescription label or written prescription, the parent/guardian/custodian shall be asked to provide revised written directions directly from a physician.
 - e. Medication Verification Forms will immediately be sent to the Health Service Authority and/or designee, upon completion to ensure timely ordering of medication from facility pharmacy.
2. Prescription medication will be kept in the locked medication cart in detention-designated area.
 - a. All narcotic medications shall be stored under double lock at all times.
3. Any medication requiring refrigeration shall be stored by the Detention LVN in a refrigerator located in an area inaccessible to residents or unauthorized staff.
4. The facility LVN will conduct an inventory of any syringes and needles located in the secure lock box and log the inventory count in the resident's EMR.
5. Any special directions and/or changes by the Health Service Authority will be communicated to

Approved by JB: 9/2025

Approved by Medical Authority: 8/26/2025

Effective Date: 9/2025

§343.336– Medication Administration

Brazos County Juvenile Services

Page 6 of 6

Related Standards:

TJJD

staff via email and/or via the eMAR.

6. Resident's parent, guardian, or custodian shall provide the department, in writing via a physician's note, when a resident's medication is changed or discontinued. Medications shall not be changed or discontinued without prior authorization from a physician, physician assistant, dentist, or nurse practitioner.
7. The Health Service Coordinator shall be responsible for any disposal of all unused, discontinued, or damaged medication.
 - a. In the instance of medication discontinued by the facility Health Service Authority, the resident's parent/guardian/custodian shall be notified. Any medication not retrieved from the facility within 2 business days of parent/guardian/custodian notification will be disposed of.
 - b. The Health Service Coordinator shall dispose of any discontinued or damaged medication in the presence of no less than 1 other approved, designated staff member. The Health Service Coordinator and Facility Administrator or designee, will sign and document the disposal on a Medication Disposal Log.
 - a. Any damaged medication shall be placed in a labeled plastic storage bag with the resident's name, name of the medication and dosage information and returned to the Health Service Coordinator with a completed Medication Error Form.



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:	NUMBER:
DATE OF COURT MEETING:	9/26/2025
ITEM:	Discuss and approve policy additions for TAC 345 – Code of Ethics.
TO:	Commissioners Court
DATE:	09/15/2025
FISCAL IMPACT:	False
BUDGETED:	False
DOLLAR AMOUNT:	\$0.00



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 26th day of September 2025, on motion made by Judge Hawthorne, 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, Texas Administrative Code Chapter 345 Juvenile Justice Professional Code of Ethics for Certified Officers**.

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 the additions of TAC 345 – Juvenile Justice Professional Code of Ethics for Certified Officers, specifically 345.100 through 345.310.

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 policies and procedures to reflect the additions in Title 37, Texas Administrative Code; Chapter 345 – Juvenile Justice Professional Code of Ethics for Certified Officers, specifically 345.100 through 345.310.

DONE IN OPEN BOARD MEETING this 26th day of September 2025.

Recommended by:

Linda Ricketson, Executive Director
Brazos County Juvenile Services

Approved by:

Kyle Kacal, Acting County Judge and
Brazos County Juvenile Board Chairman

345.100 – Juvenile Justice Professional Code of Ethics for Certified Officers

Subchapter A- Definitions

Brazos County Juvenile Services

Page 1 of 1

Related Standards:

TJJD

§345.100 Definitions:

The following terms, as used in this chapter, have the following meanings unless otherwise expressly defined within the chapter.

- (1) **Juvenile**--A person who is under the jurisdiction of the juvenile court, confined in a juvenile justice facility, or participating in a juvenile justice program, including a prevention and intervention program, regardless of age.
- (2) **Juvenile Justice Facility ("facility")**--A facility that is registered by TJJD pursuant to Sections 51.12, 51.125, or 51.126, Family Code.
- (3) **Juvenile Justice Professional**--A person who is:
 - (A) certified by TJJD as a juvenile probation officer, community activities officer, or juvenile supervision officer; or
 - (B) employed by, contracting with, or volunteering with a department, program, or facility or a non-juvenile justice contract family.
- (4) **Juvenile Justice Program ("program")**--Has the meaning assigned by §344.100 of this title.
- (5) **Juvenile Probation Department ("department")**--Has the meaning assigned by §344.100 of this title.
- (6) **Non-Juvenile Justice Contract Facility**--A facility in which a juvenile is placed pursuant to a contract with a department, program, facility, or juvenile board, other than a facility registered with TJJD.
- (7) **TJJD**--The Texas Juvenile Justice Department.

345.110 – Juvenile Justice Professional Code of Ethics for Certified Officers

Subchapter A- Applicability

Brazos County Juvenile Services

Page 1 of 1

Related Standards:

TJJD

§345.110 Applicability:

- (a) Unless otherwise noted, this code of ethics applies to all juvenile justice professionals.
- (b) The code of ethics is intended to ensure that juvenile justice professionals adhere to the level of professionalism required by TJJD as the licensing agency issuing the certification.

345.200 – Juvenile Justice Professional Code of Ethics for Certified Officers

Subchapter B- Policy and Procedure

Brazos County Juvenile Services

Page 1 of 1

Related Standards:

TJJD

§345.200 Policy and Procedure:

Department, programs, and facilities must adopt and implement written policies and procedures to ensure that all code of ethics violations are reported to:

- (1) the administration of the department, program, or facility; and
- (2) TJJD.

345.300 – Juvenile Justice Professional Code of Ethics for Certified Officers

Subchapter C- Code of Ethics-Adherence and Reporting Violations

Brazos County Juvenile Services

Page 1 of 1

Related Standards:

TJJD

§345.300 Adherence and Reporting Violations:

- (a) To ensure the safety, protection, and welfare of the juveniles and families served by the juvenile justice system, juvenile justice professionals must adhere to the code of ethics set forth in this chapter.
- (b) Juvenile justice professionals must report any unethical behavior or violations of the code of ethics to TJJD and the administration of the department, program, facility, or non-juvenile justice contract facility where the juvenile justice professional is an employee, volunteer, or contractor.

345.310 – Juvenile Justice Professional Code of Ethics for Certified Officers

Subchapter C- Code of Ethics

Brazos County Juvenile Services

Page 1 of 2

Related Standards:

TJJD

§345.310 Code of Ethics:

- (a) The people of Texas expect juvenile justice professionals to exhibit honesty and respect for the dignity and individuality of human beings and display a commitment to professional and compassionate service
- (b) In accordance with Chapter 349 of this title, TJJD may take disciplinary action against a certification of or deny a certification to a juvenile justice professional who is found by TJJD to have violated the code of ethics.
- (c) Juvenile justice professionals must adhere to the following code of ethics principles:
 - (1) Juvenile justice professionals must:
 - (A) abide by all federal laws, federal guidelines and rules, state laws, and TJJD administrative rules;
 - (B) respect the authority and follow the directives of the juvenile court and governing juvenile board;
 - (C) respect and protect the legal rights of all juveniles and their parents and/or guardians;
 - (D) serve each child with concern for the child's welfare and with no expectation of personal gain;
 - (E) respect the significance of all elements of the justice and human services systems and cultivate professional cooperation with each segment;
 - (F) respect and consider the right of the public to be safeguarded from the effects of juvenile delinquency;
 - (G) be diligent in their responsibility to record and make available for review any and all information that could contribute to sound decisions affecting a child or public safety;
 - (H) report without reservation any corrupt or unethical behavior that could affect a juvenile or the integrity of the juvenile justice system;
 - (I) maintain the integrity and confidentiality of juvenile information, not seek more information than needed to perform their duties, and not reveal information to any person who does not have authorized access to the information for a proper, professional use; and
 - (J) treat all juveniles and their families with courtesy, consideration, and dignity.
 - (2) Juvenile justice professionals must not:
 - (A) use their official position to secure privileges or advantages;
 - (B) permit personal interest to impair the impartial and objective exercise of professional responsibilities;
 - (C) accept gifts, favors, or other advantages that could give the appearance of impropriety or impair the impartial and objective exercise of professional responsibilities;

Effective Date: 09/01/2025

JJB Approval Date: 9/2025

Revised Date: 9/11/2025

345.310 – Juvenile Justice Professional Code of Ethics for Certified Officers

Subchapter C- Code of Ethics

Brazos County Juvenile Services

Page 2 of 2

Related Standards:

TJJJ

- (D) maintain or give the appearance of maintaining an inappropriate relationship with a juvenile, including, but not limited to, bribery or solicitation or acceptance of gifts, favors, or services from juveniles or their families;
- (E) discriminate against any employee, juvenile, parent, or guardian on the basis of race, ethnicity, gender, disability, national origin, religion, sexual orientation, political belief, or socioeconomic status;
- (F) misuse government property or resources or use personal property or funds belonging to a juvenile;
- (G) engage in conduct constituting abuse, neglect, or exploitation as provided by Chapter 358 of this title and Chapter 261, Family Code;
- (H) interfere with or hinder any investigation, including a criminal investigation conducted by law enforcement or an investigation conducted under Chapter 350 and Chapter 358 of this title or Chapter 261, Family Code;
- (I) deliver into or remove from the grounds of a juvenile facility, program, or department any item of contraband or possess or control any item of contraband beyond the time period required to immediately report and deliver the item to the proper authority within the facility, program, or department;
- (J) use violence or unnecessary force and must use only the amount and type of force reasonably necessary and appropriate when justified to ensure the security of juveniles or of the facility, program, or department; or
- (K) falsify or make material omissions to governmental records.



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:	NUMBER:
DATE OF COURT MEETING:	9/26/2025
ITEM:	Discuss and approve policy additions for TAC 358 – Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents.
TO:	Commissioners Court
DATE:	09/15/2025
FISCAL IMPACT:	False
BUDGETED:	False
DOLLAR AMOUNT:	\$0.00



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 26th day of September 2025, on motion made by Judge Wise, 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 **Title 37, Texas Administrative Code Chapter 358 Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents.**

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 the additions of TAC Chapter 358 - Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents; specifically, 358.100 through 358.460.

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 policies and procedures to reflect the additions of Title 37, Texas Administrative Code; Chapter 358 - Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents; specifically, 358.100 through 358.460.



BRAZOS COUNTY JUVENILE SERVICES DEPARTMENT

Linda Ricketson, Director
Melissa White, Assistant Director

DONE IN OPEN BOARD MEETING this 26th day of September 2025.

Recommended by:

Linda Ricketson, Executive Director
Brazos County Juvenile Services

Approved by:

Judge Kyle Kacal, Acting County Judge and
Brazos County Juvenile Board Chairman

358.100 – Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents

Subchapter A-Definitions, Applicability, and General Requirements- Definitions

Brazos County Juvenile Services

Page 1 of 5

Related Standards:

TJJD

§358.100 Definitions:

Terms used in this chapter shall have the following meanings unless otherwise expressly defined within the chapter.

- (1) Abuse--an intentional, knowing, or reckless act or omission by an employee, volunteer, or other individual working under the auspices of a facility or program that causes or may cause emotional harm or physical injury to, or the death of, a juvenile served by the juvenile justice facility or program. Abuse also includes the definition in Section 261.001, Family Code.
- (2) Administrator--the chief administrative officer of a juvenile probation department, juvenile justice program, juvenile justice facility, or non-juvenile justice contract facility.
- (3) Administrative Designee--the role assigned to the administrator when a preponderance of evidence determines that the proximate cause of the abuse, neglect, or exploitation was based on policies and procedures under the direct control of the administrator.
- (4) Department--a juvenile probation department.
- (5) Emotional harm--an impairment in the juvenile's growth, development, or psychological functioning that normally requires evaluation or treatment by a trained mental health or health care professional, regardless of whether evaluation or treatment is actually received. Sexual conduct between employees, volunteers, or contractors and juveniles is presumed to cause substantial emotional harm.
- (6) Exploitation--the illegal or improper use of a juvenile or the resources of a juvenile for monetary or personal benefit, profit, or gain by an employee, volunteer, or other individual working under the auspices of a facility or program.
- (7) Incident Report Form--the form used to report to TJJD allegations of abuse, neglect, or exploitation, the death of a juvenile, and serious incidents.
- (8) Internal Investigation--a formalized and systematic inquiry conducted in response to an allegation of abuse, neglect, or exploitation or the death of a juvenile.
- (9) Internal Investigative Report--the written report submitted to TJJD that summarizes the steps taken and the evidence collected during an internal investigation of alleged abuse, neglect, or exploitation or the death of a juvenile.
- (10) Investigative Report--the written report prepared by TJJD detailing its investigation and findings.
- (11) Juvenile--a person who is under the jurisdiction of the juvenile court, confined in a juvenile justice facility, housed in a non-juvenile justice contract facility pursuant to an order of the juvenile court, or

Effective Date: 09/01/2009

Revised Date: 09/12/2025

JB Approval Date: 09/26/2025

358.100 – Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents

Subchapter A-Definitions, Applicability, and General Requirements- Definitions

Brazos County Juvenile Services

Page 2 of 5

Related Standards:

TJJD

participating in a juvenile justice program, including a prevention and intervention program, regardless of age.

(12) Juvenile Justice Facility ("facility")--a facility that is registered by TJJD pursuant to Sections 51.12, 51.125, or 51.126, Family Code.

(13) Juvenile Justice Program ("program")--a program or department that:

(A) serves juveniles under juvenile court or juvenile board jurisdiction; or

(B) is operated wholly or partly by the juvenile board or by a private vendor under a contract with the juvenile board. The term includes:

(i) a juvenile justice alternative education program;

(ii) a non-residential program that serves juvenile offenders under the jurisdiction of the juvenile court or juvenile board; and

(iii) a juvenile probation department.

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

(15) Neglect--a negligent act or omission by an employee, volunteer, or other individual working under the auspices of a facility or program, including failure to comply with an individual treatment plan, plan of care, or individualized service plan, that causes or may cause substantial emotional harm or physical injury to, or the death of, a juvenile served by the facility or program. Neglect also includes the definition in Section 261.001, Family Code.

(16) Non-Juvenile Justice Contract Facility--a facility in which a juvenile is placed pursuant to a contract with a department, program, facility, or juvenile board, other than a facility registered with TJJD.

(17) Physical Injury--an injury that normally requires examination or treatment by a trained health care professional, regardless of whether examination or treatment is actually received.

(18) Preponderance of the Evidence--a standard of proof meaning the credible and reliable evidence establishes that it is more likely than not that conduct meeting the definition of abuse, neglect, or exploitation occurred.

358.100 – Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents

Subchapter A-Definitions, Applicability, and General Requirements- Definitions

Brazos County Juvenile Services

Page 3 of 5

Related Standards:

TJJD

- (19) Reasonable Cause to Believe--a reasonable ground to suspect that a juvenile has been or may be abused, neglected, or exploited or that a juvenile's physical or mental health or welfare has been adversely affected by abuse or neglect.
- (20) Report--formal notification to TJJD of alleged abuse, neglect, or exploitation, the death of a juvenile, or a serious incident.
- (21) Serious Incident--an incident that meets one of the following definitions:
 - (A) escape--the unauthorized departure of a juvenile who is in custody or the failure of a juvenile to return to custody following an authorized temporary leave for a specific purpose or specific, limited time period;
 - (B) attempted escape--committing an act that amounts to more than mere planning but that fails to effect an escape;
 - (C) abscond from a nonsecure facility--the unauthorized departure of a juvenile who has been placed in a nonsecure facility by the juvenile court or the failure of a juvenile to return to a nonsecure facility following an authorized temporary leave for a specific purpose or specific, limited time period;
 - (D) attempted suicide--any voluntary and intentional action that could likely result in taking one's own life;
 - (E) reportable injury--any physical injury sustained by a juvenile accidentally, intentionally, recklessly, or otherwise that:
 - (i) does not result from a personal, mechanical, or chemical restraint and requires medical treatment; or
 - (ii) results from a personal, mechanical, or chemical restraint and is a substantial injury.
- (22) Serious Physical Abuse--bodily harm or a condition that:
 - (A) resulted directly or indirectly from the conduct that formed the basis of an allegation of abuse, neglect, or exploitation; and
 - (B) requires medical treatment.
- (23) Sexual Abuse--includes sexual abuse (by contact or by non-contact) of a juvenile by an employee, contractor, or volunteer or by another juvenile.

358.100 – Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents

Subchapter A-Definitions, Applicability, and General Requirements- Definitions

Brazos County Juvenile Services

Page 4 of 5

Related Standards:

TJJD

- (24) Sexual Abuse by Contact (employee, volunteer, or contractor)--any physical contact between an employee, contractor, or volunteer and a juvenile, with or without the consent of the juvenile that includes:
- (A) contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
 - (B) contact between the mouth and the penis, vulva, or anus;
 - (C) contact between the mouth and any body part where the employee, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
 - (D) penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the employee, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
 - (E) any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the actor has the intent to abuse, arouse, or gratify sexual desire; and
 - (F) any attempt by an employee, contractor, or volunteer to engage in the activities described in subparagraphs (a) – (e) of this paragraph.
- (25) Sexual Abuse by Contact (by another juvenile)--any of the following acts between juveniles, if the victim does not consent, is coerced into the act by overt or implied threats of violence, or is unable to consent or refuse, either actually or legally:
- (A) contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
 - (B) contact between the mouth and the penis, vulva, or anus;
 - (C) penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
 - (D) any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.
- (26) Sexual Abuse by Non-Contact (by employee, volunteer, or contractor)--any sexual behavior, conduct, harassment, or actions by an employee, contractor, or volunteer, which are exhibited, performed, or simulated in the presence of a juvenile or with reckless disregard for the presence of a juvenile but do not meet the definition of sexual abuse by contact, including but not limited to:

358.100 – Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents

Subchapter A-Definitions, Applicability, and General Requirements- Definitions

Brazos County Juvenile Services

Page 5 of 5

Related Standards:

TJJD

- (A) any threat or request for a juvenile to engage in the activities described in paragraph (24) of this section;
 - (B) any display of uncovered genitalia, buttocks, or breasts in the presence of a juvenile;
 - (C) voyeurism, which means an invasion of privacy of a juvenile for reasons unrelated to official duties, such as peering at a juvenile who is using a toilet to perform bodily functions; requiring a juvenile to expose his or her buttocks, genitals, or breasts; or taking images of all or part of a juvenile's naked body or of a juvenile performing bodily functions; and
 - (D) sexual harassment.
- (27) Sexual Harassment (by employee, contractor, or volunteer)--repeated verbal comments or gestures of a sexual nature to a juvenile, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.
- (28) Sexual Harassment (by another juvenile)--any of the following directed by one juvenile to another juvenile: repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one juvenile directed toward another.
- (29) Substantial Injury--an injury that is significant in size, degree, or severity.
- (30) Subject--a person alleged or found to be responsible for the abuse, neglect, or exploitation of a juvenile through the person's actions or failure to act.
- (31) TJJD OIG--TJJD Office of Inspector General.
- (32) Victim--a juvenile who is alleged or found to be a victim of abuse, neglect, or exploitation.

358.110 – Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents

Subchapter A-Definitions, Applicability, and General Requirements- Interpretation

Brazos County Juvenile Services

Page 1 of 1

Related Standards:

TJJD

§358.110 Interpretation:

(a) Headings.

The headings in this chapter are for convenience only and are not intended as a guide to the interpretation of the standards herein.

(b) Including.

Unless the context clearly indicates otherwise, the words "include," "includes," and "including," when following a general statement or term, are to be understood as introducing a non-exhaustive list.

(c) Time.

Any period of days set forth in this chapter is computed as set forth in Section 311.014, Government Code. Unless otherwise specified, a period of "days" means "calendar days." When this chapter requires or allows an act by any party other than TJJD to be done at or within a specified time period, the executive director or Board may, for good cause shown, order the period extended or permit the act to be done after the expiration of the specified period.

358.120 – Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents

Subchapter A-Definitions, Applicability, and General Requirements- Applicability

Brazos County Juvenile Services

Page 1 of 1

Related Standards:

TJJD

§358.120 Applicability:

(a) Unless otherwise expressly stated, this chapter applies to:

(1) allegations of abuse, neglect, or exploitation involving a juvenile and an employee, volunteer, or other individual working under the auspices of a facility, program, or non-juvenile justice contract facility, regardless of the physical location of the alleged abuse, neglect, or exploitation;

(2) serious incidents involving a juvenile that:

(A) occur on the premises of a program, facility, or non-juvenile justice contract facility; or

(B) regardless of the physical location, occur while in the presence of an employee, volunteer, or other individual working under the auspices of a facility, program, or non-juvenile justice contract facility; and

(3) a death of a juvenile that:

(A) occurs on the premises of a program, facility, or non-juvenile justice contract facility;

(B) results from an illness, incident, or injury that occurred, was discovered, or was reported on the premises of a program, facility, or non-juvenile justice contract facility; or

(C) regardless of the physical location, occurs while in the presence of an employee, volunteer, or other individual working under the auspices of a facility, program, or non-juvenile justice contract facility.

(b) For purposes of this chapter, "working under the auspices of a facility, program, or non-juvenile justice contract facility" includes providing a service to juveniles when that service is authorized by the juvenile board or pursuant to a contract for placement.

358.130 – Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents

Subchapter A-Definitions, Applicability, and General Requirements- Toll-Free Call Center

Brazos County Juvenile Services

Page 1 of 1

Related Standards:

TJJD

§358.130 Toll-Free Call Center:

TJJD maintains a staffed incident reporting center with a toll-free number to facilitate the reporting of alleged abuse, neglect, exploitation, death, and serious incidents. Additionally, TJJD maintains alternative forms of contact for the continuity of operations, including email and secondary phone numbers.

358.200 Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents

Subchapter B- Responsibilities of Departments, Programs, and facilities- Policy and Procedure

Brazos County Juvenile Services

Page 1 of 1

Related Standards:

TJJD

§358.200 Policy and Procedure:

- (a) Departments, programs, and facilities shall have written policies and procedures that require, in accordance with this chapter:
 - (1) reporting allegations of abuse, neglect, or exploitation of a juvenile to local law enforcement, TJJD, and other appropriate governmental units when there is reasonable cause to believe that abuse, neglect, or exploitation has occurred;
 - (2) reporting death of a juvenile to local law enforcement and TJJD;
 - (3) and reporting serious incidents to TJJD.
- (b) Departments, programs, and facilities shall include the following in all contracts with non-juvenile justice contract facility:
 - (1) a requirement for the non-juvenile justice contract facility to report allegations of abuse, neglect, exploitation, the death of a juvenile, or a serious incident to the department, program, or facility and to TJJD in accordance with this chapter;
 - (2) a requirement for the non-juvenile justice contract facility to conduct an internal investigation or allow the department, program, or facility to do so and to cooperate with such investigation; and
 - (3) a requirement to cooperate with TJJD with any assessment or investigation.

358.210 Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents

Subchapter B- Responsibilities of Departments, Programs, and facilities- Information on Reporting

Brazos County Juvenile Services

Page 1 of 1

Related Standards:

TJJD

§358.210 Information on Reporting:

- (a) As soon as practicable after a child is taken into custody or placed in a facility or program, the facility or program shall provide the child's parents with:
 - (1) information regarding the reporting of suspected abuse, neglect, or exploitation of a juvenile in a facility or program to TJJD; and
 - (2) the TJJD toll-free number for this reporting.
- (b) Departments, programs, and facilities must prominently display signage provided by TJJD regarding a zero-tolerance policy concerning abuse of juveniles. The signage must be in English and Spanish and be displayed in each of the following places:
 - (1) lobby or visitation areas of the department, program, or facility to which the public has access;
 - (2) juvenile housing and common areas;
 - (3) common medical treatment areas;
 - (4) common educational areas; and
 - (5) other common areas.

358.220 Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents

Subchapter B- Responsibilities of Departments, Programs, and facilities- Data Reconciliation

Brazos County Juvenile Services

Page 1 of 1

Related Standards:

TJJD

§358.220 Data Reconciliation:

- (a) For all allegations of abuse, neglect, or exploitation, the death of a juvenile, and serious incidents occurring within the reporting period, the department or facility must provide the data listed in subsection (b) to TJJD in the electronic format requested or supplied by TJJD.
- (b) The data must include:
 - (1) name and Personal Identification Number (PID) of each alleged victim;
 - (2) name and date of birth of each subject of investigation;
 - (3) date and time of alleged incident;
 - (4) date the alleged incident was reported to TJJD;
 - (5) type of alleged incident (i.e., abuse, neglect, exploitation, death, or serious incident);
 - (6) type of injury, if applicable;
 - (7) whether the alleged incident was restraint-related and, if so, what type of restraint was involved (i.e., personal, mechanical, or chemical);
 - (8) disposition of internal investigation (i.e., founded, unfounded, or inconclusive); and
 - (9) county-generated case identification number, the TJJD toll-free number for this reporting.
- (c) The data must be supplied at least annually or more frequently if required by TJJD. The data must include any additional information not listed in this section if specifically requested by TJJD.

358.230 Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents

Subchapter B- Responsibilities of Departments, Programs, and facilities- Reporting Abuse, Neglect, and Exploitation

Brazos County Juvenile Services

Page 1 of 2

Related Standards:

TJJD

§358.230 Reporting Abuse, Neglect, and Exploitation:

(a) Duty to Report.

An employee, volunteer, or other individual working under the auspices of a facility, program, or nonjuvenile justice contract facility must report an allegation of abuse, neglect, or exploitation to TJJD and local law enforcement if the person has reasonable cause to believe a juvenile has been or may be abused, neglected, or exploited or that a juvenile's physical or mental health or welfare has been adversely affected by abuse or neglect.

(b) Non-Delegation of Duty to Report.

In accordance with Chapter 261, Family Code, the duty to report cannot be delegated to another person.

(c) Other than Sexual Abuse or Serious Physical Abuse.

(1) Time Frames for Reporting.

A report of alleged abuse, neglect, or exploitation other than allegations involving sexual abuse or serious physical abuse must be made no later than 24 hours after the time the person gains knowledge of or has reasonable cause to believe that abuse, neglect, or exploitation has occurred.

(2) Methods for Reporting

(A) The report to TJJD may be made by phone or by emailing a completed Incident Report Form.

(B) If the report to TJJD is made by phone, a completed Incident Report Form must be submitted by email within 24 hours after the phone report.

(C) The report to law enforcement must be made by phone.

(d) Sexual Abuse or Serious Physical Abuse.

(1) Time Frames for Reporting.

(A) A report of alleged sexual abuse or serious physical abuse must be made to local law enforcement immediately, but no later than one hour after the time a person gains knowledge of or has a reasonable belief that alleged sexual abuse or serious physical abuse has occurred.

358.230 Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents

Subchapter B- Responsibilities of Departments, Programs, and facilities- Reporting Abuse, Neglect, and Exploitation

Brazos County Juvenile Services

Page 2 of 2

Related Standards:

TJJD

- (B) A report of alleged sexual abuse or serious physical abuse must be made to TJJD immediately, but no later than four hours, after the time a person gains knowledge of or has a reasonable belief that alleged sexual abuse or serious physical abuse has occurred.

(2) Methods for Reporting.

- (A) The initial report to TJJD must be made by phone using the toll-free number as designated by TJJD.
- (B) Within 24 hours after the initial phone report to TJJD, the completed Incident Report Form must be submitted to TJJD by email.
- (C) The initial report to law enforcement must be made by phone.

358.240 Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents

Subchapter B- Responsibilities of Departments, Programs, and facilities- Reporting Serious Incidents

Brazos County Juvenile Services

Page 1 of 1

Related Standards:

TJJD

§358.240 Reporting Serious Incidents:

(a) Duty to Report.

An employee, volunteer, or other individual working under the auspices of a facility, program, or nonjuvenile justice contract facility must report a serious incident to TJJD if the person:

- (1) witnesses, learns of, or receives an oral or written statement from a juvenile or other person with knowledge of a serious incident; or
- (2) has reasonable cause to believe that a serious incident has occurred.

(b) Time Frame for Reporting.

A report of a serious incident must be made within 24 hours from the time a person gains knowledge of or has reasonable cause to believe that a serious incident occurred.

(c) Methods for Reporting Serious Incidents.

- (1) The report may be made by phone or by emailing a completed Incident Report Form to TJJD.
 - (2) If the report is made by phone, a completed Incident Report Form must be submitted to TJJD by email within 24 hours after the phone report.
- (d)** A treatment discharge form or other medical documentation that contains evidence of medical treatment pertinent to the reported incident must be submitted to TJJD within 24 hours after receipt by the department, program, facility, or non-juvenile justice contract facility.

358.250 Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents

Subchapter B- Responsibilities of Departments, Programs, and facilities- Reporting Deaths

Brazos County Juvenile Services

Page 1 of 2

Related Standards:

TJJD

§358.250 Reporting Deaths:

(a) Duty to Report.

An employee, volunteer, or other individual working under the auspices of a facility, program, or nonjuvenile justice contract facility must report to local law enforcement and to TJJD OIG if the person has reasonable cause to believe a juvenile has died and the death:

- (1) occurred on the premises of a program, facility, or non-juvenile justice contract facility; has reasonable cause to believe that a serious incident has occurred.
- (2) resulted from an illness, incident, or injury that occurred, was discovered, or was reported on the premises of a program, facility, or non-juvenile justice contract facility; or
- (3) occurred while in the presence of an employee, volunteer, or other individual working under the auspices of a facility, program, or non-juvenile justice contract facility, regardless of where the death occurred.

(b) Time Frame for Reporting.

- (1) A report of a death must be made to local law enforcement immediately upon, and no later than one hour after, the discovery or notification of the death.
- (2) A report of a death must be made to TJJD OIG immediately upon, and no later than four hours after, the discovery or notification of the death.
- (3) A written report of the cause of death must be submitted to the Office of the Attorney General no later than 30 days after the juvenile's death if required by Article 49.18, Code of Criminal Procedure.
- (4) A copy of the death investigative report must be submitted to TJJD no later than 10 days after completion

(c) Methods for Reporting.

- (1) The initial report to TJJD must be made by phone using the toll-free number as designated by TJJD.

358.250 Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents

Subchapter B- Responsibilities of Departments, Programs, and facilities- Reporting Deaths

Brazos County Juvenile Services

Page 2 of 2

Related Standards:

TJJD

- (2) Within 24 hours after the phone report to TJJD, the completed Incident Report Form must be submitted to TJJD OIG by email.
- (3) The initial report to law enforcement must be made by phone.

358.260 Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents

Subchapter B- Responsibilities of Departments, Programs, and facilities- Parental Notification

Brazos County Juvenile Services

Page 1 of 1

Related Standards:

TJJD

§358.260 Parental Notification:

(a) Requirement to Notify.

Notification, or diligent efforts to notify, must be made to the parent(s), guardian(s), and custodian(s) of a juvenile who has died or who is the alleged victim of abuse, neglect, or exploitation or was involved in a serious incident.

(b) Time of Notification.

The notice or efforts to notify required by subsection (a) of this section must be made as soon as possible, but no later than 24 hours, from the time a person gains knowledge of or has a reasonable belief that the allegation of abuse, neglect, or exploitation or the death of a juvenile occurred or that a serious incident has occurred.

(c) Methods of Notification.

The notice or efforts to notify required by subsection (a) of this section may be made by phone, in writing, or in person.

(d) Documentation of Notification.

The notice or efforts to notify required by subsection (a) of this section must be documented on TJJD's Incident Report Form and in the internal investigative report.

358.270 Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents

Subchapter B- Responsibilities of Departments, Programs, and facilities- Reporting of Allegations by Juveniles

Brazos County Juvenile Services

Page 1 of 1

Related Standards:

TJJD

§358.270 Reporting of Allegations by Juveniles:

(a) Right to Report.

Juveniles have the right to report to TJJD allegations of abuse, neglect, or exploitation and the death of a juvenile. During orientation to a facility or program, juveniles must be advised in writing of:

- (1) their right to report allegations under this subsection;
- (2) and TJJD's toll-free number available for reporting allegations under this subsection.

(b) Policy and Procedure.

Departments, programs, and facilities must have written policies and procedures that provide a juvenile with reasonable, free, and confidential access to telephones for reporting allegations to TJJD.

(c) Access to TJJD.

Upon the request of a juvenile, staff must facilitate the juvenile's reasonable, free, and confidential access to a telephone for reporting allegations to TJJD.

358.280 Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents

Subchapter B- Responsibilities of Departments, Programs, and facilities- Internal Investigation

Brazos County Juvenile Services

Page 1 of 2

Related Standards:

TJJD

§358.280 Internal Investigation:

(a) Investigation Requirement.

In every case in which a report of the death of a juvenile or of an allegation of abuse, neglect, or exploitation has occurred, an internal investigation must be conducted. The investigation must be conducted by a person qualified by experience or training to conduct a comprehensive investigation.

(b) Initiation of Investigation.

The internal investigation must be initiated immediately upon the chief administrative officer or the private facility administrator or their respective designees gaining knowledge of the death of a juvenile or the allegation of abuse, neglect, or exploitation. However, the initiation of the internal investigation will be postponed if:

- (1) directed by local law enforcement;
- (2) requested by TJJD OIG; or
- (3) after consultation with local law enforcement or TJJD OIG, it is determined that the integrity of potential evidence could be compromised.

(c) Burden of Proof.

The burden of proof in an internal investigation is preponderance of the evidence. A higher or lower burden of proof may not be implemented.

(d) Policy and Procedure.

Departments, programs, and facilities must have written policies and procedures for conducting internal investigations under this chapter. The internal investigation must be conducted in accordance with the policies and procedures of the department, program, or facility. The policies and procedures must be provided to TJJD upon request.

(e) Juvenile Board Responsibilities.

If the chief administrative officer or the private facility administrator is the person alleged to have abused, neglected, or exploited a juvenile, the juvenile board chair must:

358.280 Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents

Subchapter B- Responsibilities of Departments, Programs, and facilities- Internal Investigation

Brazos County Juvenile Services

Page 2 of 2

Related Standards:

TJJD

- (1) conduct the internal investigation; or
- (2) appoint an individual to conduct the internal investigation who is not one of the following:
 - (A) the person alleged to have abused, neglected, or exploited the juvenile(s);
 - (B) a subordinate of the person alleged to have abused, neglected, or exploited the juvenile(s); or
 - (C) a law enforcement officer currently acting in the capacity as a criminal investigator for the alleged abuse, neglect, or exploitation of the juvenile(s).

(f) Time Frame for Internal Investigation.

The internal investigation must be completed within 30 business days after the initial report to TJJD. TJJD may extend this time frame upon request. TJJD may require submission of all information compiled to date or a statement of the status of the investigation when determining whether or not to grant an extension or after granting an extension.

(g) Written and Electronically Recorded Statements.

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

358.290 Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents

Subchapter B- Responsibilities of Departments, Programs, and facilities- Corrective Measures

Brazos County Juvenile Services

Page 1 of 1

Related Standards:

TJJD

§358.290 Corrective Measures:

Corrective measures must be taken at the conclusion of the internal investigation, if warranted, that may include:

- (1) a review of the policies and procedures pertinent to the alleged incident;
- (2) revision of any policies or procedures as needed;
- (3) administrative disciplinary action or appropriate personnel actions against all persons found to have abused, neglected, or exploited a juvenile or to have otherwise engaged in misconduct; and
- (4) the provision of additional training for all appropriate persons to ensure the safety of the juveniles, employees, and others.

358.300- IDENTIFYING, REPORTING, AND INVESTIGATING ABUSE, NEGLECT, EXPLOITATION, DEATH, AND SERIOUS INCIDENTS

Subchapter B – Responsibilities of Departments, Programs, and Facilities - 358.300 – Internal Investigative Report

Brazos County Juvenile Service

Page 1 of 3

Related Standards: TJJJ

§358.300 Internal Investigative Report

- a) An internal investigative report must be completed at the conclusion of each internal investigation resulting from an allegation of abuse, neglect, or exploitation or the death of a juvenile.
- b) The internal investigative report must include:
 - (1) the date the internal investigation was initiated;
 - (2) the date the internal investigation was completed;
 - (3) the date the alleged victim's parent, guardian, or custodian was notified of the allegation, or documentation that diligent efforts to provide the notification were made;
 - (4) a summary of the original allegation;
 - (5) relevant policies and procedures related to the incident;
 - (6) a summary or listing of the steps taken during the internal investigation;
 - (7) a written summary of the content of all oral interviews conducted;
 - (8) a listing of all evidence collected during the internal investigation, including all audio and/or video recordings and polygraph examinations;
 - (9) relevant findings of the investigation that support the disposition;
 - (10) one of the following dispositions:
 - (A) founded, which means the evidence indicates that it is more likely than not that the conduct that formed the basis of an allegation of abuse, neglect, or exploitation occurred or that other conduct constituting abuse, neglect, or exploitation occurred;
 - (B) unfounded, which means the evidence indicates the conduct that formed the basis of an allegation of abuse, neglect, or exploitation did not occur and no other conduct constituting abuse, neglect, or exploitation occurred; or
 - (C) inconclusive, which means the evidence does not clearly indicate whether or not the conduct that formed the basis of an allegation of abuse, neglect, or exploitation occurred or other conduct constituting abuse, neglect, or exploitation occurred.
 - (11) the date the internal investigative report was completed;

358.300- IDENTIFYING, REPORTING, AND INVESTIGATING ABUSE, NEGLECT, EXPLOITATION, DEATH, AND SERIOUS INCIDENTS

Subchapter B – Responsibilities of Departments, Programs, and Facilities - 358.300 – Internal Investigative Report

Brazos County Juvenile Service

Page 2 of 3

Related Standards: TJJJ

- (12) the names of all persons who participated in conducting the internal investigation;
 - (13) the name and signature of the person who submitted the internal investigative report; and
 - (14) the administrative action, disciplinary action, or corrective measures taken to date, if applicable (e.g., terminated, suspended, retrained, returned to duty, or none).
- c) If disciplinary action is imposed after the submission of the internal investigative report, the administrator or designee must notify TJJJ of the disciplinary action no later than five calendar days after the disciplinary action is imposed.

Procedure:

The Executive Director or designee will ensure an investigative report is completed at the conclusion of each internal investigation resulting from an allegation of abuse, neglect, or exploitation or the death of a juvenile. The investigator will include the following information, but is not limited to:

- (1) the date the internal investigation was initiated;
- (2) the date the internal investigation was completed;
- (3) the date the alleged victim's parent, guardian, or custodian was notified of the allegation, or documentation that diligent efforts to provide the notification were made;
- (4) a summary of the original allegation;
- (5) relevant policies and procedures related to the incident;
- (6) a summary or listing of the steps taken during the internal investigation;
- (7) a written summary of the content of all oral interviews conducted;
- (8) a listing of all evidence collected during the internal investigation, including all audio and/or video recordings and polygraph examinations;
- (9) relevant findings of the investigation that support the disposition;
- (10) one of the following dispositions:
 - a) founded, which means the evidence indicates that it is more likely than not that the conduct that formed the basis of an allegation of abuse, neglect, or exploitation occurred or that other conduct constituting abuse, neglect, or exploitation occurred;
 - b) unfounded, which means the evidence indicates the conduct that formed the basis of an allegation of abuse, neglect, or exploitation did not occur and no other conduct constituting abuse, neglect, or exploitation occurred; or

358.300- IDENTIFYING, REPORTING, AND INVESTIGATING ABUSE, NEGLECT, EXPLOITATION, DEATH, AND SERIOUS INCIDENTS

Subchapter B – Responsibilities of Departments, Programs, and Facilities - 358.300 – Internal Investigative Report

Brazos County Juvenile Service

Page 3 of 3

Related Standards: TJJJ

- c) inconclusive, which means the evidence does not clearly indicate whether or not the conduct that formed the basis of an allegation of abuse, neglect, or exploitation occurred or other conduct constituting abuse, neglect, or exploitation occurred.
- (11) the date the internal investigative report was completed;
- (12) the names of all persons who participated in conducting the internal investigation;
- (13) the name and signature of the person who submitted the internal investigative report; and
- (14) the administrative action, disciplinary action, or corrective measures taken to date, if applicable (e.g., terminated, suspended, retrained, returned to duty, or none).

If disciplinary action is imposed after the submission of the internal investigative report, the Executive Director or designee will notify TJJJ of the disciplinary action no later than five calendar days after the disciplinary action is imposed.

358.310- IDENTIFYING, REPORTING, AND INVESTIGATING ABUSE, NEGLECT, EXPLOITATION, DEATH, AND SERIOUS INCIDENTS

Subchapter B – Responsibilities of Departments, Programs, and Facilities - 358.310 – Submission of Internal Investigative Report

Brazos County Juvenile Service

Page 1 of 1

Related Standards: TJJD

§358.310 Submission of Internal Investigative Report

- a) A copy of the internal investigative report must be submitted to TJJD no later than five calendar days following its completion.
- b) The following documentation collected during the internal investigation must be submitted to TJJD with the internal investigative report:
 - (1) written statements;
 - (2) relevant medical documentation;
 - (3) training records, if applicable; and
 - (4) any other documentation used to reach the disposition of the internal investigation

Procedure:

A copy of the internal investigative report will be submitted to TJJD no later than five calendar days following its completion by the Executive Director or designee.

The following documentation collected during the internal investigation will be submitted to TJJD with the internal investigative report:

- a) written statements;
- b) relevant medical documentation;
- c) training records, if applicable; and
- d) any other documentation used to reach the disposition of the internal investigation

358.320- IDENTIFYING, REPORTING, AND INVESTIGATING ABUSE, NEGLECT, EXPLOITATION, DEATH, AND SERIOUS INCIDENTS

Subchapter B – Responsibilities of Departments, Programs, and Facilities - 358.320 – Reassignment or Administrative Leave During the Internal Investigation

Brazos County Juvenile Service

Page 1 of 2

Related Standards: TJJJ

§358.320 Reassignment or Administrative Leave During the Internal Investigation

- a) Upon gaining knowledge of an allegation of abuse, neglect, or exploitation, and until the finding of the internal investigation is determined, the person alleged to have abused, neglected, or exploited a juvenile must be placed on administrative leave or reassigned to a position having no contact with the alleged victim, relatives of the alleged victim, or other juveniles.
- b) If the chief administrative officer or the private facility administrator is the person alleged to have abused, neglected, or exploited a juvenile, the juvenile board chair must immediately place the chief administrative officer or private facility administrator on administrative leave or reassign that person to a position having no contact with the alleged victim, relatives of the alleged victim, or other juveniles.
- c) If, during the internal investigation, the subject of the investigation resigns or is terminated from employment, the department or facility must notify TJJJ no later than the second business day after the resignation or termination.
- d) If a subject of investigation obtains employment in another jurisdiction before the disposition of the internal investigation has been finalized, the person may not be placed in a position having any contact with any juveniles until the disposition of the internal investigation is finalized in the county of previous employment.

Procedure:

Immediately upon knowledge of an allegation of abuse, neglect, or exploitation, and until the finding of the internal investigation is determined, the person alleged to have abused, neglected, or exploited a juvenile will be placed on administrative leave or reassigned to a position having no contact with the alleged victim, relatives of the alleged victim, or other juveniles.

In the event the Executive Director is the person alleged to have abused, neglected, or exploited a juvenile, the Juvenile Board Chair will immediately place the chief administrative officer on administrative leave or reassign him or her to a position having no contact with the alleged victim, relatives of the alleged victim, or other juveniles.

In the event the subject of the investigation resigns or is terminated from employment, the Executive Director or designee will notify TJJJ no later than the second business day after the resignation or termination.

In the event the subject obtains employment in another jurisdiction before the disposition of the internal investigation has been finalized, the person will not be placed in a position having any contact with any

358.320- IDENTIFYING, REPORTING, AND INVESTIGATING ABUSE, NEGLECT, EXPLOITATION, DEATH, AND SERIOUS INCIDENTS

Subchapter B – Responsibilities of Departments, Programs, and Facilities - 358.320 – Reassignment or Administrative Leave During the Internal Investigation

Brazos County Juvenile Service

Page 2 of 2

Related Standards: TJJD

juveniles until the disposition of the internal investigation is finalized in the county of previous employment.

358.330- IDENTIFYING, REPORTING, AND INVESTIGATING ABUSE, NEGLECT, EXPLOITATION, DEATH, AND SERIOUS INCIDENTS

Subchapter B – Responsibilities of Departments, Programs, and Facilities - 358.330 – Cooperation with TJJD Investigation

Brazos County Juvenile Service

Page 1 of 1

Related Standards: TJJD

§358.330 Cooperation with TJJD Investigation

- a) All persons must fully cooperate with any investigation of an allegation of abuse, neglect, or exploitation, the death of a juvenile, or a serious incident. A failure to do so may result in an action involving the person's certification or provisional certification pursuant to Chapter 349 of this title.
- b) A diligent effort must be made to identify and make available for questioning all persons with knowledge of an allegation of abuse, neglect, or exploitation, serious incident, or the death of a juvenile that is the subject of a TJJD investigation.
- c) Upon request by TJJD, all evidence must be provided to TJJD in the format requested.

Procedure:

All persons will fully cooperate with any investigation of an allegation of abuse, neglect, or exploitation, the death of a juvenile, or a serious incident. Failure to do so will result in an action involving the person's certification or provisional certification pursuant to Chapter 349 of this title.

Diligent efforts will be made to identify and make available for questioning all persons with knowledge of an allegation of abuse, neglect, or exploitation, serious incident, or the death of a juvenile that is the subject of a TJJD investigation.

Upon request by TJJD, all evidence will be provided to TJJD in the format requested.

358.340- IDENTIFYING, REPORTING, AND INVESTIGATING ABUSE, NEGLECT, EXPLOITATION, DEATH, AND SERIOUS INCIDENTS

Subchapter B – Responsibilities of Departments, Programs, and Facilities - 358.340 – Cooperation with Other Agencies

Brazos County Juvenile Service

Page 1 of 1

Related Standards: TJJJ

§358.340 Cooperation with Other Agencies

All persons must fully cooperate with any investigation of alleged abuse, neglect, or exploitation, serious incident, or death of a juvenile by another state agency or licensing entity with authority to investigate, such as an agency that holds the occupational license of a person who is the subject of the investigation.

Procedure:

Brazos County Juvenile Services staff will fully cooperate with any investigation of alleged abuse, neglect, or exploitation, serious incident, or death of a juvenile by another state agency or licensing entity with authority to investigate, such as an agency that holds the occupational license of a person who is the subject of the investigation.

358.400- IDENTIFYING, REPORTING, AND INVESTIGATING ABUSE, NEGLECT, EXPLOITATION, DEATH, AND SERIOUS INCIDENTS

Subchapter C - TJJD Assessment and Investigation- 358.400 – TJJD Assessment and Referral

Brazos County Juvenile Service

Page 1 of 1

Related Standards: TJJD

§358.400 TJJD Assessment and Referral

- a) TJJD OIG will complete an assessment on all reports of alleged abuse, neglect, or exploitation of a juvenile, the death of a juvenile, or serious incidents. TJJD may conduct an assessment when there is reasonable cause to believe that one is warranted.
- b) The purpose of an assessment is to determine if conduct or alleged conduct falls under:
 - (1) TJJD's investigative authority and, if so, if an investigation is necessary; or
 - (2) TJJD's other regulatory authority and, if so, if other action is warranted.
- c) TJJD may request information from the juvenile probation department or facility making the report or where the alleged incident occurred, which may include requests for records, digital media, video, audio, and other related information or items. The entity to which the request is made must provide the requested information or, if it does not exist, an explanation that it does not exist, no later than two business days after the request is made unless a later time is agreed upon between TJJD and the entity.
- d) After assessment, TJJD OIG will conduct an investigation if it determines the matter is within TJJD OIG's jurisdiction to investigate or will refer the matter as appropriate to another TJJD division, the appropriate juvenile probation department or facility, or another governmental entity.

Procedure:

All reports of Abuse, Neglect, Exploitation, Death and Serious Incidents will be provided to TJJD for assessment and investigation.

358.410- IDENTIFYING, REPORTING, AND INVESTIGATING ABUSE, NEGLECT, EXPLOITATION, DEATH, AND SERIOUS INCIDENTS

Subchapter C – TJJD Assessment and Investigation - 358.410 - TJJD Investigations

Brazos County Juvenile Service

Page 1 of 1

Related Standards: TJJD

§358.410 TJJD Investigations

- a) Investigations may be conducted based on a report to TJJD or may be initiated by TJJD when there is reasonable cause to believe that an incident may require investigation, regardless of how TJJD is made aware of the matter.
- b) Investigations will be conducted by TJJD in accordance with TJJD policies and procedures for investigations.
- c) Investigations must be prompt, thorough, and directed at resolving all relevant issues.
- d) The primary objective of each investigation under this chapter is to ensure the health, safety, and wellbeing of the alleged victim(s) and other juveniles.
- e) Only a person qualified by experience and training may be assigned to conduct an investigation.
- f) If a subject of a TJJD abuse, neglect, and exploitation investigation obtains employment in another jurisdiction before the disposition of the investigation has been finalized, the person may not be placed in a position having any contact with any juveniles until the disposition of the investigation is finalized by TJJD or TJJD otherwise approves.

Procedure:

All reports of Abuse, Neglect, Exploitation, Death and Serious Incidents will be provided to TJJD for investigative purposes.

358.420- IDENTIFYING, REPORTING, AND INVESTIGATING ABUSE, NEGLECT, EXPLOITATION, DEATH, AND SERIOUS INCIDENTS

Subchapter C – TJJD Assessment and Investigation - 358.420 - Findings in Abuse, Neglect, and Exploitation Investigations

Brazos County Juvenile Service

Page 1 of 2

Related Standards: TJJD

§358.420 Findings in Abuse, Neglect, and Exploitation Investigations

- a) In order to find that a person engaged in abuse, neglect, or exploitation, there must be a preponderance of evidence to establish the person engaged in conduct that meets the definition of abuse, neglect, or exploitation, including having done so with the required mental state.
- b) A person acts intentionally, or with intent, with respect to the nature of the person's conduct or the result of the conduct when it is the person's conscious objective or desire to engage in the conduct or to cause the result.
- c) A person acts knowingly, or with knowledge, with respect to the nature of the person's conduct or the result of the conduct when the person is aware of the nature of the conduct or that the circumstances exist. A person acts knowingly, or with knowledge, with respect to a result of the person's conduct when the person is aware that the conduct is reasonably certain to cause the result.
- d) A person acts recklessly, or is reckless, with respect to circumstances surrounding the person's conduct or the result of the conduct when the person is aware of but consciously disregards a substantial and unjustifiable risk that the circumstances exist or the result will occur. The risk must be of such a nature and degree that its disregard constitutes a gross deviation from the standard of care that an ordinary person would exercise under all the circumstances as viewed from the actor's standpoint.
- e) A person acts with negligence when the person does something that an ordinarily prudent person exercising ordinary care would not have done under the same circumstances or fails to do something that an ordinarily prudent person in the exercise of ordinary care would have done.
- f) An investigation of potential abuse requires a finding of whether the subject intentionally, knowingly, or recklessly acted or failed to act and, if so, whether the act caused emotional harm or physical injury to the juvenile or posed a significant and foreseeable risk of emotional harm or physical injury.
- g) An investigation of potential neglect requires a finding of whether the subject engaged in a negligent act or omission and, if so, whether the action or failure to act was a substantial factor in bringing about a substantial emotional harm or physical injury to the juvenile or posed a significant and foreseeable risk of emotional harm or physical injury.
- h) An investigation of potential exploitation requires a finding of whether a juvenile or the resources of a juvenile were used for monetary or personal benefit, profit, or gain of the subject and, if so, whether the use was illegal or improper.

358.420- IDENTIFYING, REPORTING, AND INVESTIGATING ABUSE, NEGLECT, EXPLOITATION, DEATH, AND SERIOUS INCIDENTS

Subchapter C – TJJD Assessment and Investigation - 358.420 - Findings in Abuse, Neglect, and Exploitation Investigations

Brazos County Juvenile Service

Page 2 of 2

Related Standards: TJJD

- i) In determining if a person's conduct is the cause of any emotional harm or physical injury, there must be a finding of whether the resulting emotional harm or physical injury would not have occurred but for the person's conduct, either alone or concurrently with another cause.
- j) Investigations may include findings of misconduct other than abuse, neglect, or exploitation if the misconduct is established by the evidence. However, the absence of such findings should not be regarded as exoneration of the subject or others as to violations of the code of ethics indicated by the evidence.

Procedure:

All reports of Abuse, Neglect, Exploitation, Death and Serious Incidents will be provided to TJJD for investigation to determine findings.

358.430- IDENTIFYING, REPORTING, AND INVESTIGATING ABUSE, NEGLECT, EXPLOITATION, DEATH, AND SERIOUS INCIDENTS

Subchapter C – TJJD Assessment and Investigation - 358.430 - Abuse, Neglect, and Exploitation Investigative Report

Brazos County Juvenile Service

Page 1 of 1

Related Standards: TJJD

§358.430 Abuse, Neglect, and Exploitation Investigative Report

- a) Each investigation requires a written investigative report with the investigator's recommendations regarding whether the evidence is sufficient to establish that abuse, neglect, or exploitation occurred. The report must include a summary and analysis of the evidence relied upon in reaching the recommendations. Anything considered in the investigation, including, but not limited to, copies of relevant documents and photographs, must be attached to the investigative report.
- b) Investigations may include recommendations that findings of a violation of the Code of Ethics other than abuse, neglect, or exploitation be made if the conduct is established by the evidence. However, the absence of such findings should not be regarded as exoneration of the subject or other individuals as to violations indicated by the evidence.
- c) An attorney in TJJD's Office of General Counsel shall review the recommendations of each investigative report for legal sufficiency and, based on the evidence, shall make findings as to whether or not abuse, neglect, or exploitation occurred. The attorney may request additional information or investigation by TJJD OIG if necessary to make a finding. The findings must be made before the results of the investigative report are finalized.

Procedure:

All reports of Abuse, Neglect, Exploitation, Death, and Serious Incidents will be reported to TJJD in written format, including all evidence, for investigation on their part.

358.440- IDENTIFYING, REPORTING, AND INVESTIGATING ABUSE, NEGLECT, EXPLOITATION, DEATH, AND SERIOUS INCIDENTS

Subchapter C – TJJD Assessment and Investigation - 358.440 – Notification of Findings

Brazos County Juvenile Service

Page 1 of 1

Related Standards: TJJD

§358.440 Notification of Findings

- a) The following persons are notified of the findings of an investigation:
 - (1) the juvenile victim and the juvenile's parents or guardian;
 - (2) the subject; and
 - (3) the administrator.
- b) If the investigation results in a finding that abuse, neglect, or exploitation occurred, the subject will be provided notice of the opportunity for an administrative review as provided in Chapter 349 of this title.

Procedure:

The On-Duty Supervisor or Manager will promptly notify the juvenile victim, juvenile's Parent, Guardian, or Custodian, the subject, and the Facility Administrator of the allegation. If the investigation results in a finding that abuse, neglect, or exploitation occurred, the subject will be provided notice of the opportunity for an administrative review as provided in Chapter 349 of this title.

358.450- IDENTIFYING, REPORTING, AND INVESTIGATING ABUSE, NEGLECT, EXPLOITATION, DEATH, AND SERIOUS INCIDENTS

Subchapter C – TJJD Assessment and Investigation - 358.450 – Other Actions by TJJD

Brazos County Juvenile Service

Page 1 of 1

Related Standards: TJJD

§358.450 Other Actions by TJJD

- (a) TJJD may provide notification of an investigation to the local prosecutor if warranted.
- (b) TJJD may issue a non-compliance citation report (NCCR) for any violation of standards discovered as a result of an investigation.
- (c) TJJD may issue a notice of technical assistance (NTA) for any violation of standards discovered as a result of an investigation.

358.460- IDENTIFYING, REPORTING, AND INVESTIGATING ABUSE, NEGLECT, EXPLOITATION, DEATH, AND SERIOUS INCIDENTS

Subchapter B – Responsibilities of Departments, Programs, and Facilities - 358.460 – Maintenance of Records and Data

Brazos County Juvenile Service

Page 1 of 1

Related Standards: TJJJ

§358.460 Maintenance of Records and Data

- a) TJJJ prepares and keeps on file a complete written report of each investigation conducted by the agency. The report is retained in accordance with the TJJJ records retention schedule.
- b) TJJJ compiles, maintains, and makes available statistics on the incidence of abuse, neglect, and exploitation investigated by the agency.
- c) TJJJ maintains an electronic database containing information regarding all reports of alleged abuse, neglect, exploitation, death, and serious incidents.
- d) Investigation files are confidential and releasable only as provided in Chapter 349 of this title.



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:	NUMBER:
DATE OF COURT MEETING:	9/26/2025
ITEM:	Discuss and take possible action on contract with Cameron County for placement of their youth in Brazos County Detention Center.
TO:	Commissioners Court
DATE:	09/15/2025
FISCAL IMPACT:	False
BUDGETED:	False
DOLLAR AMOUNT:	\$0.00



BRAZOS COUNTY JUVENILE SERVICES DEPARTMENT

Linda Ricketson, Director
Melissa White, Assistant Director

DATE: September 26, 2025
TO: Brazos County Juvenile Board
FROM: Linda Ricketson, Executive Director
RE: Brazos County Juvenile Services

Background:

The Brazos County Juvenile Services Department has been asked to enter a contract to house youth from Cameron County in the Brazos County Detention Center. The department will only allow for the placement of youth from Cameron County as deemed appropriate by the department. The Department will also reserve the right to refuse any youth deemed a danger to self, others or otherwise, inappropriate for detention in the facility.

Youth will be provided basic detention services, and any additional services requested or required, such as medical treatment, mental health treatment, psychological exams, etc., would be provided at an additional cost to Cameron County.

Cameron County will pay Brazos County a sum of \$200.00 per day for the housing of each juvenile offender.

Recommendation:

I respectfully request the Brazos County Juvenile Board approve a contract between Brazos County Juvenile Services and Cameron County for the placement of juvenile offenders. The contract is identical in scope to previously approved contracts by the Brazos County Juvenile Board and Brazos County Commissioners Court for Houston County, Leon County, Walker County and Madison County.

Respectfully Submitted:

Linda Ricketson
Executive Director

**CONTRACT AND AGREEMENT FOR SECURE SHORT-TERM
DETENTION OF JUVENILE OFFENDERS**
SPACE AVAILABLE

to secure the Outside Treatment at the expense of **Juvenile Probation** and agrees to indemnify and hold harmless Service Provider, its officers, directors, representatives, agents, shareholders and employees from any and all liability for charges for Outside Treatment. The Administrator shall notify the appropriate **Juvenile Probation** officials of Outside Treatment within twenty-four (24) hours of its occurrence.

C. Children from **Juvenile Probation** who are alleged to have engaged in delinquent conduct, or conduct indicating a need for supervision, as reflected in a Child in Need of Supervision Order (CINS) will be admitted to the facility under the authority of any juvenile court having jurisdiction or its designated official. Children not released within forty-eight (48) hours (excluding weekends and holidays) must have a detention hearing in the **Cameron County** juvenile court in accordance with the Texas Family Code, Title III (Section 54.01). If the child is ordered detained, a certified copy of the detention order must be delivered to the detention Facility prior to the child's re-admission.

D. Each child placed in the Facility shall be required to follow the rules and regulations of conduct as fixed and determined by the facility administrator and staff of the Facility.

E. Acceptance of a child by the Facility will be determined by Brazos County Juvenile Facility Staff. Service Provider reserves the right to refuse admission of any child deemed inappropriate. Service Provider has resolved to operate the Facility in compliance with the Juvenile Justice and Delinquency Prevention Act, and therefore, Service Provider will not accept children whose detention would prevent the Facility from complying with the Juvenile Justice and Delinquency Prevention Act or those "juveniles who are charged with or has committed offenses that would not be criminal if committed by an adult or offenses which do not constitute violations of valid court order, or such non-offenders as dependent or neglected children." Section 223(a) (12) (A), Juvenile Justice Delinquency Prevention Act. No child who is intoxicated or in need of immediate medical attention will be accepted under any circumstances without having been seen, treated and released by a medical professional and given written medical clearance.

If a child is accepted by the Facility from **Juvenile Probation** and the child thereafter is determined to be, in the sole judgment of the Administrator, mentally or physically unfit, dangerous, unmanageable, unsuitable for the program or combination of such conditions or whose mental or physical conduct would or might endanger the other occupants of the Facility, then the Service Provider shall notify Juvenile Probation of this determination. The child shall immediately be removed from the Facility but in no event longer than twenty-four (24) hours after notification. It will be the responsibility of **Juvenile Probation**, at its expense, to provide for the transportation for the removal of the child. Any child not removed from the facility within 24 hours will be transported by Service Provider to Juvenile Probation and Juvenile Probation will be charged the cost of staff, time and fuel for the transportation. The daily rate of detention shall increase to \$250.00 for any child not removed within the 24-hour period.

Any damage to county property or juvenile facility fixtures will be paid for by the Juvenile Probation Department and charges will be filed against the juvenile with the Brazos County Sheriff's Department.

F. Service Provider agrees that the facility will accept any child who qualifies, without regard to such child's religion, race, creed, sex or national origin.

G. It is further understood and agreed by the parties that children placed in pre-adjudication care in the Facility shall be removed from the Facility by the appropriate authorities from **Juvenile Probation**, or its agents, servants or employees at the conclusion of the ten (10) day working period authorized by the court order issued at the conclusion of the initial detention hearing by the Judge of the appropriate juvenile court unless a new order has been issued authorizing the continued detention, and a copy of the new order has been delivered to the Facility, or unless a waiver of the ten (10) working day hearing has been executed and a signed copy of the waiver is received by the Facility. A copy of the order issued pursuant to the waiver shall be furnished to the Facility. The same understanding and agreement between the parties exists with the exception that court orders may authorize detention for up to fifteen (15) working days after the initial hearing and detention period.

H. It is further understood and agreed by the parties that, children may be released to the Probation Officer or other appropriate authority of Juvenile Probation pursuant to: (a) paragraph E of this Article, (b) an Order of Release signed by the Judge of the Juvenile Court of Cameron County.

I. Service Provider shall be in compliance with all standards and requirements of the Texas Juvenile Justice Department and all applicable State and Federal law.

J. Service Provider shall provide twenty-four (24) hours of supervision for each child, including supervision by detention staff during sleeping hours in a Secure Facility.

K. Each child placed in the Facility shall be provided with the opportunity to complete the Massachusetts Youth Screening Instrument (MAYSI-2) as required by the Texas Juvenile Justice Department. Facility personnel administering the MAYSI-2 shall be properly trained, sign the warning page, and document time and date administered. The MAYSI-2 shall then be promptly provided to Juvenile Probation of the detaining county.

L. Each child placed in the Facility shall be enrolled in an educational program. Special steps shall be taken to comply with the requirements of Special Education students and their needs.

M. It is further understood and agreed by the parties that nothing in this contract shall be construed to permit Juvenile Probation, its agents, servants, or employees any way to manage, control, direct or instruct Service Provider, its directors, officers, employees, agents, shareholders and designees in any manner respecting its work, duties functions, or pertaining to the maintenance and operation of the Facility. However, it is also understood that the Juvenile Court of Cameron County shall control the conditions and terms of detention supervision as to a particular child pursuant to the Texas Family Code, Section 51.12.

ARTICLE IV COMPENSATION

- 4.01 For and in consideration of the above-mentioned services, Juvenile Probation agrees to pay Service Provider the sum of \$200.00 per day; the cost includes any duration during a 24-hour period for each child. The daily rate shall be paid to Service Provider for each day a child is in detention. The cost is based on the projected actual cost of care for children in the facility.
- 4.02 Every child shall receive basic detention services. Additional services that require or request special accommodations, medications, including, but not limited to psychological assessments, mental health care, medical treatment, Chapter 55 evaluations (fitness to proceed), special accommodation services, interpreters, special dietary needs, will be paid for by Juvenile Probation.
- 4.03 Psychological services may be provided to the child on an as needed basis at the request of the Juvenile Probation Department and shall be paid for by Juvenile Probation.
- 4.04 Service Provider will submit an invoice for payment of services to Juvenile Probation monthly. Said invoice shall be submitted within ten (10) working days following the end of the invoiced month and shall include information deemed necessary for adequate fiscal control, including but not limited to: to be attributed to specific clients if appropriate, date service was rendered, total daily cost, and total monthly cost. Each invoice received for payment will be reviewed by Juvenile Probation to monitor Service Provider for financial compliance with this Agreement. Invoices submitted by Service Provider in proper form shall be paid by Juvenile Probation in a timely manner.
- 4.05 Service Provider shall account separately for the receipt and expenditure of any and all state funds received from Juvenile Probation under this contract. Service Provider shall account separately for state funds received and expended utilizing the following Generally Accepted Accounting Practices (GAAP):
- A. If Service Provider has an outside audit completed on a yearly basis which specifies receipt and expenditure of State funds. Service Provider shall forward a copy of the

annual outside audit to Juvenile Probation by March 1 following the end of the fiscal year.

- B. If Service Provider does not obtain an annual outside audit, then Service Provider shall provide a separate accounting of funds received from Juvenile Probation in whole or in part paid from state funds. The accounting shall clearly list the state funds received from Juvenile Probation and account for expenditures of said funds including documentation of appropriate expenditures as well as the year's tax forms and documentation. The accounting shall be provided to Juvenile Probation thirty (30) days prior to the renewal date of the contract.

- 4.06 It is understood and agreed by Service Provider that this Agreement is funded in whole or in part with grant or state funds and shall be subject to termination without penalty, either in whole or in part, if funds are not available or are not appropriated by the Texas Legislature.
- 4.07 Service Provider agrees to make claims for payment or direct any payment disputes to Juvenile Probation's Fiscal Officer. Service Provider will not contact other department employees regarding any claims of payment.
- 4.08 Service Provider will provide certification of eligibility to receive State funds as required by Texas Family Code Section 231.006.
- 4.09 Except to the extent that a party to this Agreement seeks emergency judicial relief, the parties agree to negotiate in good faith in an effort to resolve any disputes related to this contract that may arise, no matter when the dispute may arise. If a dispute cannot be resolved by negotiation, the dispute shall be submitted to mediation before the parties resort to arbitration or litigation. The parties shall choose a mutually acceptable mediator to mediate the dispute, and the parties shall pay the costs of mediation services equally.

ARTICLE V ADDITIONAL TERMS & AGREEMENTS

- 5.01 Prior to transporting a child to the Facility for placement in detention, Juvenile Probation shall call the Facility to ensure the child will be considered for acceptance. Placement of children by authorized officers of Juvenile Probation may be denied as determined by the Facility.
- 5.02 A child will only be accepted in the Facility upon receipt by the Facility Administrator of a proper order/authorization from the Juvenile Court of Cameron County.

ARTICLE VI EXAMINATION OF PROGRAM & RECORDS

- 6.01 Service Provider agrees that it will permit Juvenile Probation to examine and evaluate its program of services provided under the terms of this agreement and/or to review its record periodically. This examination and valuation of the program may include site visitation, observation of programs in operation, interview and the administration of questionnaires to the staff of Service Provider and the children when deemed necessary.
- 6.02 Service Provider shall provide Juvenile Probation such descriptive information on contracted children as requested on forms provided by Juvenile Probation.
- 6.03 For purpose of evaluation, inspection, auditing or reproduction, Service Provider agrees to maintain and make available to authorized representatives of the State of Texas or Juvenile Probation any and all books, documents or other evidence pertaining to the costs and expenses of this Agreement.
- 6.04 Service Provider will keep a record of services provided to Juvenile Probation under this Agreement, and upon reasonable notice will provide information, records, papers, reports, and other documents regarding services

furnished as may be requested by Juvenile Probation. Service Provider will maintain the records (as referenced above) for seven (7) years after the termination of this Agreement.

- 6.05 Service Provider understands that acceptance of funds under this contract acts as acceptance of the authority of the State Auditor's Office, or any successor agency, to conduct an audit or investigation in connection with those funds. Service Provider further agrees to cooperate fully with the State Auditor's Office or its successor in the conduct of the audit or investigation, including providing all records requested. Service Provider will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through the Service Provider and the requirement to cooperate is included in any subcontract it awards.

ARTICLE VII CONFIDENTIALITY OF RECORDS

- 7.01 Service Provider shall maintain strict confidentiality of all information and records relating to children involved in Juvenile Probation and shall not disclose the information except as required to perform the services to be provided pursuant to this Agreement, or as may be required by law.

ARTICLE VIII DUTY TO REPORT

- 8.01 Allegations Occurring inside the Facility. As required by Texas Family Code Chapter 261 and Title 37 Texas Administrative Code Chapter 358, or successor provisions, Service Provider, and any of its employees, interns, volunteers or contractors, shall report any allegation or incident of abuse, neglect, exploitation, death or other serious incident involving a child in a juvenile justice facility or juvenile justice program in the following manner:
- A. For all allegations and incidents except sexual abuse and serious physical abuse: within twenty-four (24) hours from the time the allegation is made to the following:
1. Local law enforcement agency; and
 2. Texas Juvenile Justice Department by submitting a TJJD Incident Report Form to facsimile number 1-512-424-6716 (or if unable to complete the form within 24 hours, then by calling toll-free 1-877-786-7263, followed by submitting the report within 24 hours of said call). In addition, for serious incidents, a treatment discharge form or other medical documentation that contains evidence of medical treatment pertinent to the reported incident shall be submitted to the Texas Juvenile Justice Department within 24 hours of receipt; and
 3. With respect to juveniles placed by Juvenile Probation, the TJJD Incident Report Form shall also be sent to Juvenile Probation within 24 hours at facsimile number 956-399-3705 and Service Provider shall contact Juvenile Probation by telephone at 956-399-3705 within 24 hours.
- B. For allegations and incidents of sexual abuse or serious physical abuse:
1. Local law enforcement agency immediately, but no later than one (1) hour from the time a person gains knowledge of or suspects the alleged serious physical abuse or sexual abuse. The initial report shall be made by phone to law enforcement;
 2. Texas Juvenile Justice Department shall be notified immediately, but no later than four (4) hours from the time a person gains knowledge of or suspects the alleged serious physical abuse or sexual abuse. The initial report shall be made by phone by calling toll-free 1-877-786-7263. Within 24 hours of the report by phone, the completed TJJD Incident Report Form shall be submitted by facsimile number 1-512-424-6716 or by email at abuseneglect@tjjd.texas.gov and

3. With respect to children placed by Juvenile Probation, the TJJD Incident Report Form shall also be sent to Juvenile Probation within 24 hours at facsimile number 956-399-3705.

- 8.02 Allegations Occurring Outside the Facility. Any person who witnesses, learns of, receives an oral or written statement from an alleged victim or other person with knowledge or who has a reasonable belief as to the occurrence of alleged abuse, neglect, exploitation, death or other serious incident involving a juvenile, but that is not alleged to involve an employee, intern, volunteer, contractor, or service provider of a program or facility, shall be immediately reported to law enforcement or to other appropriate governmental unit as required in Texas Family Code Chapter 261.
- 8.03 As used within this Agreement:
- A. An allegation or incident includes the witnessing, learning, or receiving an oral or written statement from an alleged victim or other person with reasonable belief or knowledge as to the occurrence of an alleged abuse, neglect, exploitation, death or other serious incident involving a juvenile in a juvenile justice facility or juvenile justice program.
 - B. A serious incident is attempted escape, attempted suicide, escape, reportable injury, youth-on-youth physical assault or youth sexual conduct.
 - C. Sexual abuse is conduct committed by any person against a juvenile that includes sexual abuse by contact or sexual abuse by non-contact.
 - D. Serious physical abuse is bodily harm or condition that resulted directly or indirectly from the conduct that formed the basis of an allegation of abuse, neglect or exploitation, if the bodily harm or condition requires medical treatment by a physician, physician assistant, licensed nurse practitioner, emergency medical technician, paramedic or dental.
 - E. A juvenile justice facility is a facility, including its premises and affiliated sites, whether contiguous or detached, operated wholly or partly by or under the authority of the governing board, juvenile board or by a private vendor under a contract with the governing board, juvenile board or governmental unit that serves juveniles under juvenile court jurisdiction. The term includes: a public or private juvenile post-adjudication secure correctional facility required to be certified in accordance with the Texas Family Code; and a public or private non-secure juvenile post-adjudication residential treatment facility housing juveniles under juvenile court jurisdiction.
 - F. A juvenile justice program is a program or department operated wholly or partly by the governing board, juvenile board or by a private vendor under contract with the governing board or juvenile board that serves juveniles under juvenile court jurisdiction or juvenile board jurisdiction. The term includes a juvenile justice alternative education program and a non-residential program that serves juvenile offenders while under the jurisdiction of the juvenile court or juvenile board jurisdiction and a juvenile probation department.

ARTICLE IX CRIMINAL HISTORY SEARCHES

- 9.01 Criminal history searches shall be conducted by Service Provider for any and all of its employees, interns, volunteers or contractors providing services in a juvenile justice facility or juvenile justice program that may have direct unsupervised access to children in the facility or program.
- 9.02 Criminal history searches shall include the following:
- A. Texas criminal history fingerprint-based criminal history background search through the Texas Department of Public Safety.

- B. Local law enforcement sex offender registration records check through the Public Sex Offender Registry on the Texas Department of Public Safety website.
 - C. Federal Bureau of Investigation fingerprint-based criminal history background search at the National Crime Information Center; internet-based searches shall not be used to conduct this background search.
- 9.03 A copy of the initial criminal history report required by this Agreement and any reports reflecting subsequent criminal activity shall be maintained for monitoring purposes for whichever of the following occurs later: duration of the individual's employment or period of service; minimum of three (3) years; or until any pending litigation, claim, audit or review and all questions arising therefrom have been resolved.
- 9.04 As used within this Agreement, a disqualifying criminal history is a history that includes any one of the following:
- A. A felony conviction against the laws of this state, another state, or the United States within the past ten (10) years;
 - B. A deferred adjudication for a felony against the laws of this state, another state, or the United States within the past ten (10) years;
 - C. A current felony deferred adjudication, probation or parole;
 - D. A jailable misdemeanor conviction against the laws of this state, another state, or the United States within the past five (5) years;
 - E. A deferred adjudication for a jailable misdemeanor against the laws of this state, another state, or the United States within the past five (5) years;
 - F. A current jailable misdemeanor deferred adjudication, probation or parole; or
 - G. The requirement to register as a sex offender under Chapter 62 of the Texas Code of Criminal Procedure.
- 9.05 In addition to the criteria and time frames set forth in the above definition of disqualifying criminal history, an individual must not have direct unsupervised access to children in a facility or program until at least one year has elapsed since the completion of any period of incarceration, community supervision, or parole.
- 9.06 Any of Service Provider's employees, interns, volunteers or contractors with a disqualifying criminal history shall be prohibited from having direct unsupervised access to children in a juvenile justice facility or a juvenile justice program.
- 9.07 Juvenile Probation reserves the right, in its sole discretion, to prohibit any individual with a prior criminal history from being placed in a position that involves direct unsupervised contact with children.

ARTICLE X
DISCLOSURE OF INFORMATION

- 10.01 Service Provider warrants that, prior to entering this contract, it has verified and disclosed the following information to Juvenile Probation, and agrees that it shall have an ongoing affirmative duty under this Agreement to promptly ascertain and disclose in sufficient detail this same information to Juvenile Probation:
- A. Any and all corrective action required by any of Service Provider's licensing authorities;
 - B. Any and all litigation filed against Service Provider, or against its employees, interns, volunteers, subcontractors, agents and/or consultants that have direct contact with children;

- C. Any arrest of any employee, intern, volunteer, subcontractor, agent and/or consultant of Service Provider that has direct contact with children;
 - D. Any finding of "Reason to Believe" by a state regulatory agency in a child abuse, neglect and exploitation investigation where an employee, intern, volunteer, subcontractor, agent and/or consultant of the Service Provider that has direct contact with children was the alleged or designated perpetrator;
 - E. The identity of any of the Service Provider's employees, interns, volunteers, subcontractors, agents and/or consultants that have direct contact with children that are registered sex offenders; and
 - F. The identity of any of Service Provider's employees, interns, volunteers, subcontractors, agents and/or consultants that have direct contact with children that have a criminal history. For the purpose of this Agreement, the term "criminal history" shall include: (1) current felony or misdemeanor probation or parole; (2) a felony conviction or deferred adjudication within the past ten years; or (3) a jailable misdemeanor conviction or deferred adjudication within the past five years.
- 10.02 Service Provider agrees and understands it has an affirmative and ongoing duty to ascertain and disclose to Juvenile Probation any and all of the foregoing information as to any individual, whether an existing employee, intern, volunteer, subcontractor, agent and/or consultant of the Service Provider, prior to placing that individual in a position that involves direct unsupervised contact with juveniles in a juvenile justice facility or juvenile justice program.

ARTICLE XI
EQUAL OPPORTUNITY

- 11.01 Service Provider agrees to respect and protect the civil and legal rights of all children and their parents. It will not unlawfully discriminate against employee, prospective employee, child, childcare provider, or parent on the basis of race, sex, religion, disability or national origin. Service Provider shall abide by all applicable federal, state and local laws and regulations.

ARTICLE XII
ASSIGNMENT & SUBCONTRACT

- 12.01 Service Provider may not assign or subcontract any of its rights, duties and /or obligations arising out of this Agreement without the written consent of Juvenile Probation.

ARTICLE XIII
OFFICIALS NOT TO BENEFIT

- 13.01 No officer, employee or agent of Juvenile Probation and no member of its governing body and no other public officials of the governing body of the locality or localities in which the project is situated or being carried who exercise any functions or responsibilities in the project, shall participate in any decision relating to this Agreement which affects or conflicts with his/her personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE XIV
DEFAULT

- 14.01 Juvenile Probation may, by written notice of default to Service Provider, terminate the whole or any part of this Agreement, as it deems appropriate, in any one of following circumstances:

- A. If Service Provider fails to perform the work called for by this Agreement within the time specified herein or any extension thereof; or
- B. If Service Provider fails to perform any of the other material provisions of this Agreement, including failure to achieve the defined goals, outcomes, and outputs, or so fails to prosecute the work as to endanger the performance of this Agreement in accordance with its terms and in either of these two circumstances after receiving notice of default, Service Provider does not cure such failure within a period of ten (10) days.

ARTICLE XV
TERMINATION

15.01 This Agreement may be terminated for any reason:

- A. By either party upon ten (10) days written notice to the other party of the intention to terminate; or
- B. Upon expenditure of available funds.

15.02 If at any time during the term of this agreement Juvenile Probation, in its sole discretion, determines that the safety of children being served under this Agreement may be in jeopardy, Juvenile Probation may immediately suspend the effect of this Agreement, including but not limited to the obligation to pay, upon giving notice to the Service Provider.

ARTICLE XVI
WAIVER OF SUBROGATION

16.01 Service Provider expressly waives any and all rights it may have of subrogation to any claims or rights of its employees, agents, owners, officers, or subcontractors against Juvenile Probation. Service Provider also waives any rights it may have to indemnification from Juvenile Probation.

ARTICLE XVII
REPRESENTATIONS & WARRANTIES

17.01 Service Provider hereby represents and warrants the following:

- A. That it has all necessary right, title, license and authority to enter into this Agreement;
- B. That it is qualified to do business in the State of Texas; that it hold all necessary licenses and staff certifications to provide the type (s) of services being contracted for; that it is in compliance with all statutory and regulatory requirements for the operations of its business and that there are no taxes due and owing to the State of Texas, the County of Brazos or any political subdivision thereof;
- C. Brazos County will maintain in force policies of general liability insurance against loss to any person (\$100,000.00) or property occasioned by acts (\$100,000.00) or omissions of Service Provider providing limits of \$300,000.00 per occurrence for bodily injury and \$100,000.00 per occurrence of property damage. Certificate of Liability Insurance shall be furnished to Juvenile Probation. Furthermore, Juvenile Probation shall be notified immediately upon any changes in the status of the insurance policy and shall promptly furnish updated certificates of insurance to Juvenile Probation.
- D. That all of its employees, interns, volunteers, subcontractors, agents and/or consultants will be properly trained to report allegations or incidents of abuse, exploitation, neglect, death or serious incidents involving a child under the supervision of Juvenile Probation in accordance with the requirements of Texas Family Code Chapter 261 and any applicable Texas Juvenile Justice Department administrative rules regarding abuse, neglect, exploitation, death or serious incidents; and that, if it has employees, interns, volunteers, subcontractors, agents and/or consultants that have contact with children in a juvenile justice facility or juvenile justice program, then it shall prominently post in all public and staff areas of any and all of its offices/facilities, both the English and Spanish language versions of

the following official notice forms that are available on the Texas Juvenile Justice Department website: *Notice to Public Regarding Abuse, Neglect and Exploitation* and *Notice to Employees Regarding Abuse, Neglect and Exploitation*.

ARTICLE XVIII
TEXAS LAW TO APPLY

- 18.01 This Agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in **Brazos County, Texas**.

ARTICLE XIX
VENUE

- 19.01 Exclusive venue for any litigation arising from this Agreement shall be in **Brazos County, Texas**.

ARTICLE XX
LEGAL CONSTRUCTION

- 20.01 In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceable provision shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained therein.

ARTICLE XXI
PRIOR AGREEMENTS SUPERSEDED

- 21.01 This Agreement constitutes the sole and only Agreement of the parties hereto and supersedes any prior understandings or written or oral Agreement between the parties respecting the within subject matter.

This Contract and Agreement is executed with the declared intention of the parties that this Contract and Agreement is a contract providing for the care of children who have allegedly committed an act of delinquency or an act indicating a need for supervision, and payment for such care will be made by Juvenile Probation for the children placed in the Facility by the Judge of **Cameron County** having juvenile jurisdiction.

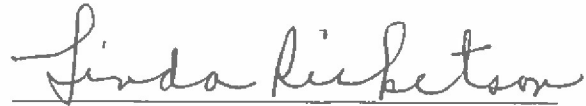
ARTICLE XXII
PRISON RAPE ELIMINATION ACT

- 22.01 Service Provider shall adopt and comply with all federal, state, county, and city laws, ordinances, regulations and standards applicable to the provision of services described herein and the performance of all obligations undertaken pursuant to this Contract, including the Prison Rape Elimination Act of 2003 (PREA) which establishes a zero-tolerance standard against sexual abuse and sexual harassment of incarcerated persons, including juveniles, and addresses the detection, elimination, prevention, and reporting of sexual abuse and sexual harassment in facilities housing adult and juvenile Offenders. [PREA §115.312(a)]

Under PREA, Service Provider is complying with PREA standards [PREA §115.312(b)] and shall make available to the CJPO all incident-based aggregated data reports of sexual abuse at its facility within 24-hours of the allegation, and all such data may be requested by the Department of Justice from the previous calendar year no later than June 30th [PREA §115.387(e) and (f)].

Cameron County Juvenile Probation

Brazos County Juvenile Justice Center

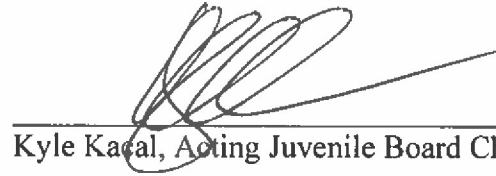


Linda Ricketson, Executive Director

Rose Gomez, Cameron County Chief JPO

Cameron County

Brazos County



Kyle Kacal, Acting Juvenile Board Chair

Janet L. Leal, 103rd District Court Judge
Cameron County Juvenile Board Chair

BRAZOS COUNTY COMMISSIONERS COURT

ON _____, 20_____, FULLY EXECUTED IN DUPLICATE, EACH OF WHICH SHALL HAVE THE FULL FORCE AND EFFECT OF AN ORIGINAL.

By: _____
Kyle Kacal, Acting County Judge
200 S. Texas Ave., Ste. 332
Bryan, TX 77803
Phone: 979-361-4102
Fax: 979-361-4503



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:	NUMBER:
DATE OF COURT MEETING:	9/26/2025
ITEM:	Discuss and take possible action on contract with Bell County for placement of their youth in Brazos County Detention Center.
TO:	Commissioners Court
DATE:	09/15/2025
FISCAL IMPACT:	False
BUDGETED:	False
DOLLAR AMOUNT:	\$0.00



BRAZOS COUNTY JUVENILE SERVICES DEPARTMENT

Linda Ricketson, Director
Melissa White, Assistant Director

DATE: September 26, 2025
TO: Brazos County Juvenile Board
FROM: Linda Ricketson, Executive Director
RE: Brazos County Juvenile Services

Background:

The Brazos County Juvenile Services Department has been asked to enter a contract to house youth from Bell County in the Brazos County Detention Center. The department will only allow for the placement of youth from Bell County as deemed appropriate by the department. The Department will also reserve the right to refuse any youth deemed a danger to self, others or otherwise, inappropriate for detention in the facility.

Youth will be provided basic detention services, and any additional services requested or required, such as medical treatment, mental health treatment, psychological exams, etc., would be provided at an additional cost to Bell County.

Bell County will pay Brazos County a sum of \$200.00 per day for the housing of each juvenile offender.

Recommendation:

I respectfully request the Brazos County Juvenile Board approve a contract between Brazos County Juvenile Services and Bell County for the placement of juvenile offenders. The contract is identical in scope to previously approved contracts by the Brazos County Juvenile Board and Brazos County Commissioners Court for Houston County, Leon County, Walker County and Madison County.

Respectfully Submitted:

Linda Ricketson
Executive Director

to secure the Outside Treatment at the expense of **Juvenile Probation** and agrees to indemnify and hold harmless Service Provider, its officers, directors, representatives, agents, shareholders and employees from any and all liability for charges for Outside Treatment. The Administrator shall notify the appropriate **Juvenile Probation** officials of Outside Treatment within twenty-four (24) hours of its occurrence.

C. Children from **Juvenile Probation** who are alleged to have engaged in delinquent conduct, or conduct indicating a need for supervision, as reflected in a Child in Need of Supervision Order (CINS) will be admitted to the facility under the authority of any juvenile court having jurisdiction or its designated official. Children not released within forty-eight (48) hours (excluding weekends and holidays) must have a detention hearing in the **Bell County** juvenile court in accordance with the Texas Family Code, Title III (Section 54.01). If the child is ordered detained, a certified copy of the detention order must be delivered to the detention Facility prior to the child's re-admission.

D. Each child placed in the Facility shall be required to follow the rules and regulations of conduct as fixed and determined by the facility administrator and staff of the Facility.

E. Acceptance of a child by the Facility will be determined by Brazos County Juvenile Facility Staff. Service Provider reserves the right to refuse admission of any child deemed inappropriate. Service Provider has resolved to operate the Facility in compliance with the Juvenile Justice and Delinquency Prevention Act, and therefore, Service Provider will not accept children whose detention would prevent the Facility from complying with the Juvenile Justice and Delinquency Prevention Act or those "juveniles who are charged with or has committed offenses that would not be criminal if committed by an adult or offenses which do not constitute violations of valid court order, or such non-offenders as dependent or neglected children." Section 223(a) (12) (A), Juvenile Justice Delinquency Prevention Act. No child who is intoxicated or in need of immediate medical attention will be accepted under any circumstances without having been seen, treated and released by a medical professional and given written medical clearance.

If a child is accepted by the Facility from **Juvenile Probation** and the child thereafter is determined to be, in the sole judgment of the Administrator, mentally or physically unfit, dangerous, unmanageable, unsuitable for the program or combination of such conditions or whose mental or physical conduct would or might endanger the other occupants of the Facility, then the Service Provider shall notify **Juvenile Probation** of this determination. The child shall immediately be removed from the Facility but in no event longer than twenty-four (24) hours after notification. It will be the responsibility of **Juvenile Probation**, at its expense, to provide for the transportation for the removal of the child. Any child not removed from the facility within 24 hours will be transported by Service Provider to **Juvenile Probation** and **Juvenile Probation** will be charged the cost of staff, time and fuel for the transportation. The daily rate of detention shall increase to \$250.00 for any child not removed within the 24-hour period.

Any damage to county property or juvenile facility fixtures will be paid for by the **Juvenile Probation** Department and charges will be filed against the juvenile with the **Brazos County Sheriff's Department**.

F. Service Provider agrees that the facility will accept any child who qualifies, without regard to such child's religion, race, creed, sex or national origin.

G. It is further understood and agreed by the parties that children placed in pre-adjudication care in the Facility shall be removed from the Facility by the appropriate authorities from **Juvenile Probation**, or its agents, servants or employees at the conclusion of the ten (10) day working period authorized by the court order issued at the conclusion of the initial detention hearing by the Judge of the appropriate juvenile court unless a new order has been issued authorizing the continued detention, and a copy of the new order has been delivered to the Facility, or unless a waiver of the ten (10) working day hearing has been executed and a signed copy of the waiver is received by the Facility. A copy of the order issued pursuant to the waiver shall be furnished to the Facility. The same understanding and agreement between the parties exists with the exception that court orders may authorize detention for up to fifteen (15) working days after the initial hearing and detention period.

H. It is further understood and agreed by the parties that children may be released to the Probation Officer or other appropriate authority of Juvenile Probation pursuant to: (a) paragraph E of this Article, (b) an Order of Release signed by the Judge of the Juvenile Court of Bell County.

I. Service Provider shall be in compliance with all standards and requirements of the Texas Juvenile Justice Department and all applicable State and Federal law.

J. Service Provider shall provide twenty-four (24) hours of supervision for each child, including supervision by detention staff during sleeping hours in a Secure Facility.

K. Each child placed in the Facility shall be provided with the opportunity to complete the Massachusetts Youth Screening Instrument (MAYSI-2) as required by the Texas Juvenile Justice Department. Facility personnel administering the MAYSI-2 shall be properly trained, sign the warning page, and document time and date administered. The MAYSI-2 shall then be promptly provided to Juvenile Probation of the detaining county.

L. Each child placed in the Facility shall be enrolled in an educational program. Special steps shall be taken to comply with the requirements of Special Education students and their needs.

M. It is further understood and agreed by the parties that nothing in this contract shall be construed to permit Juvenile Probation, its agents, servants, or employees any way to manage, control, direct or instruct Service Provider, its directors, officers, employees, agents, shareholders and designees in any manner respecting its work, duties functions, or pertaining to the maintenance and operation of the Facility. However, it is also understood that the Juvenile Court of Bell County shall control the conditions and terms of detention supervision as to a particular child pursuant to the Texas Family Code, Section 51.12.

ARTICLE IV COMPENSATION

- 4.01 For and in consideration of the above-mentioned services, Juvenile Probation agrees to pay Service Provider the sum of \$200.00 per day; the cost includes any duration during a 24-hour period for each child. The daily rate shall be paid to Service Provider for each day a child is in detention. The cost is based on the projected actual cost of care for children in the facility.
- 4.02 Every child shall receive basic detention services. Additional services that require or request special accommodations, medications, including, but not limited to psychological assessments, mental health care, medical treatment, Chapter 55 evaluations (fitness to proceed), special accommodation services, interpreters, special dietary needs, will be paid for by Juvenile Probation.
- 4.03 Psychological services may be provided to the child on an as needed basis at the request of the Juvenile Probation Department and shall be paid for by Juvenile Probation.
- 4.04 Service Provider will submit an invoice for payment of services to Juvenile Probation monthly. Said invoice shall be submitted within ten (10) working days following the end of the invoiced month and shall include information deemed necessary for adequate fiscal control, including but not limited to: to be attributed to specific clients if appropriate, date service was rendered, total daily cost, and total monthly cost. Each invoice received for payment will be reviewed by Juvenile Probation to monitor Service Provider for financial compliance with this Agreement. Invoices submitted by Service Provider in proper form shall be paid by Juvenile Probation in a timely manner.
- 4.05 Service Provider shall account separately for the receipt and expenditure of any and all state funds received from Juvenile Probation under this contract. Service Provider shall account separately for state funds received and expended utilizing the following Generally Accepted Accounting Practices (GAAP):
- A. If Service Provider has an outside audit completed on a yearly basis which specifies receipt and expenditure of State funds. Service Provider shall forward a copy of the

annual outside audit to Juvenile Probation by March 1 following the end of the fiscal year.

- B. If Service Provider does not obtain an annual outside audit, then Service Provider shall provide a separate accounting of funds received from Juvenile Probation in whole or in part paid from state funds. The accounting shall clearly list the state funds received from Juvenile Probation and account for expenditures of said funds including documentation of appropriate expenditures as well as the year's tax forms and documentation. The accounting shall be provided to Juvenile Probation thirty (30) days prior to the renewal date of the contract.

- 4.06 It is understood and agreed by Service Provider that this Agreement is funded in whole or in part with grant or state funds and shall be subject to termination without penalty, either in whole or in part, if funds are not available or are not appropriated by the Texas Legislature.
- 4.07 Service Provider agrees to make claims for payment or direct any payment disputes to Juvenile Probation's Fiscal Officer. Service Provider will not contact other department employees regarding any claims of payment.
- 4.08 Service Provider will provide certification of eligibility to receive State funds as required by Texas Family Code Section 231.006.
- 4.09 Except to the extent that a party to this Agreement seeks emergency judicial relief, the parties agree to negotiate in good faith in an effort to resolve any disputes related to this contract that may arise, no matter when the dispute may arise. If a dispute cannot be resolved by negotiation, the dispute shall be submitted to mediation before the parties resort to arbitration or litigation. The parties shall choose a mutually acceptable mediator to mediate the dispute, and the parties shall pay the costs of mediation services equally.

ARTICLE V ADDITIONAL TERMS & AGREEMENTS

- 5.01 Prior to transporting a child to the Facility for placement in detention, Juvenile Probation shall call the Facility to ensure the child will be considered for acceptance. Placement of children by authorized officers of Juvenile Probation may be denied as determined by the Facility.
- 5.02 A child will only be accepted in the Facility upon receipt by the Facility Administrator of a proper order/authorization from the Juvenile Court of **Bell County**.

ARTICLE VI EXAMINATION OF PROGRAM & RECORDS

- 6.01 Service Provider agrees that it will permit Juvenile Probation to examine and evaluate its program of services provided under the terms of this agreement and/or to review its record periodically. This examination and valuation of the program may include site visitation, observation of programs in operation, interview and the administration of questionnaires to the staff of Service Provider and the children when deemed necessary.
- 6.02 Service Provider shall provide Juvenile Probation such descriptive information on contracted children as requested on forms provided by Juvenile Probation.
- 6.03 For purpose of evaluation, inspection, auditing or reproduction, Service Provider agrees to maintain and make available to authorized representatives of the State of Texas or Juvenile Probation any and all books, documents or other evidence pertaining to the costs and expenses of this Agreement.
- 6.04 Service Provider will keep a record of services provided to Juvenile Probation under this Agreement, and upon reasonable notice will provide information, records, papers, reports, and other documents regarding services

furnished as may be requested by Juvenile Probation. Service Provider will maintain the records (as referenced above) for seven (7) years after the termination of this Agreement.

- 6.05 Service Provider understands that acceptance of funds under this contract acts as acceptance of the authority of the State Auditor's Office, or any successor agency, to conduct an audit or investigation in connection with those funds. Service Provider further agrees to cooperate fully with the State Auditor's Office or its successor in the conduct of the audit or investigation, including providing all records requested. Service Provider will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through the Service Provider and the requirement to cooperate is included in any subcontract it awards.

ARTICLE VII CONFIDENTIALITY OF RECORDS

- 7.01 Service Provider shall maintain strict confidentiality of all information and records relating to children involved in Juvenile Probation and shall not disclose the information except as required to perform the services to be provided pursuant to this Agreement, or as may be required by law.

ARTICLE VIII DUTY TO REPORT

- 8.01 Allegations Occurring inside the Facility. As required by Texas Family Code Chapter 261 and Title 37 Texas Administrative Code Chapter 358, or successor provisions, Service Provider, and any of its employees, interns, volunteers or contractors, shall report any allegation or incident of abuse, neglect, exploitation, death or other serious incident involving a child in a juvenile justice facility or juvenile justice program in the following manner:

- A. For all allegations and incidents except sexual abuse and serious physical abuse: within twenty-four (24) hours from the time the allegation is made to the following:

1. Local law enforcement agency; and
2. Texas Juvenile Justice Department by submitting a TJJD Incident Report Form to facsimile number 1-512-424-6716 (or if unable to complete the form within 24 hours, then by calling toll-free 1-877-786-7263, followed by submitting the report within 24 hours of said call). In addition, for serious incidents, a treatment discharge form or other medical documentation that contains evidence of medical treatment pertinent to the reported incident shall be submitted to the Texas Juvenile Justice Department within 24 hours of receipt; and
3. With respect to juveniles placed by Juvenile Probation, the TJJD Incident Report Form shall also be sent to Juvenile Probation within 24 hours at facsimile number 254-699-7137 and Service Provider shall contact Juvenile Probation by telephone at 254-690-7022 within 24 hours.

- B. For allegations and incidents of sexual abuse or serious physical abuse:

1. Local law enforcement agency immediately, but no later than one (1) hour from the time a person gains knowledge of or suspects the alleged serious physical abuse or sexual abuse. The initial report shall be made by phone to law enforcement;
2. Texas Juvenile Justice Department shall be notified immediately, but no later than four (4) hours from the time a person gains knowledge of or suspects the alleged serious physical abuse or sexual abuse. The initial report shall be made by phone by calling toll-free 1-877-786-7263. Within 24 hours of the report by phone, the completed TJJD Incident Report Form shall be submitted by facsimile number 1-512-424-6716 or by email at abuseneglect@tjjd.texas.gov and

3. With respect to children placed by Juvenile Probation, the TJJD Incident Report Form shall also be sent to Juvenile Probation within 24 hours at facsimile number **254-699-7137**.

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

8.03 As used within this Agreement:

- A. An allegation or incident includes the witnessing, learning, or receiving an oral or written statement from an alleged victim or other person with reasonable belief or knowledge as to the occurrence or an alleged abuse, neglect, exploitation, death or other serious incident involving a juvenile in a juvenile justice facility or juvenile justice program.
- B. A serious incident is attempted escape, attempted suicide, escape, reportable injury, youth-on-youth physical assault or youth sexual conduct.
- C. Sexual abuse is conduct committed by any person against a juvenile that includes sexual abuse by contact or sexual abuse by non-contact.
- D. Serious physical abuse is bodily harm or condition that resulted directly or indirectly from the conduct that formed the basis of an allegation of abuse, neglect or exploitation, if the bodily harm or condition requires medical treatment by a physician, physician assistant, licensed nurse practitioner, emergency medical technician, paramedic or dental.
- E. A juvenile justice facility is a facility, including its premises and affiliated sites, whether contiguous or detached, operated wholly or partly by or under the authority of the governing board, juvenile board or by a private vendor under a contract with the governing board, juvenile board or governmental unit that serves juveniles under juvenile court jurisdiction. The term includes: a public or private juvenile post-adjudication secure correctional facility required to be certified in accordance with the Texas Family Code; and a public or private non-secure juvenile post-adjudication residential treatment facility housing juveniles under juvenile court jurisdiction.
- F. A juvenile justice program is a program or department operated wholly or partly by the governing board, juvenile board or by a private vendor under contract with the governing board or juvenile board that serves juveniles under juvenile court jurisdiction or juvenile board jurisdiction. The term includes a juvenile justice alternative education program and a non-residential program that serves juvenile offenders while under the jurisdiction of the juvenile court or juvenile board jurisdiction and a juvenile probation department.

ARTICLE IX CRIMINAL HISTORY SEARCHES

9.01 Criminal history searches shall be conducted by Service Provider for any and all of its employees, interns, volunteers or contractors providing services in a juvenile justice facility or juvenile justice program that may have direct unsupervised access to children in the facility or program.

9.02 Criminal history searches shall include the following:

- A. Texas criminal history fingerprint-based criminal history background search through the Texas Department of Public Safety.

- B. Local law enforcement sex offender registration records check through the Public Sex Offender Registry on the Texas Department of Public Safety website.
 - C. Federal Bureau of Investigation fingerprint-based criminal history background search at the National Crime Information Center; internet-based searches shall not be used to conduct this background search.
- 9.03 A copy of the initial criminal history report required by this Agreement and any reports reflecting subsequent criminal activity shall be maintained for monitoring purposes for whichever of the following occurs later: duration of the individual's employment or period of service; minimum of three (3) years; or until any pending litigation, claim, audit or review and all questions arising therefrom have been resolved.
- 9.04 As used within this Agreement, a disqualifying criminal history is a history that includes any one of the following:
- A. A felony conviction against the laws of this state, another state, or the United States within the past ten (10) years;
 - B. A deferred adjudication for a felony against the laws of this state, another state, or the United States within the past ten (10) years;
 - C. A current felony deferred adjudication, probation or parole;
 - D. A jailable misdemeanor conviction against the laws of this state, another state, or the United States within the past five (5) years;
 - E. A deferred adjudication for a jailable misdemeanor against the laws of this state, another state, or the United States within the past five (5) years;
 - F. A current jailable misdemeanor deferred adjudication, probation or parole; or
 - G. The requirement to register as a sex offender under Chapter 62 of the Texas Code of Criminal Procedure.
- 9.05 In addition to the criteria and time frames set forth in the above definition of disqualifying criminal history, an individual must not have direct unsupervised access to children in a facility or program until at least one year has elapsed since the completion of any period of incarceration, community supervision, or parole.
- 9.06 Any of Service Provider's employees, interns, volunteers or contractors with a disqualifying criminal history shall be prohibited from having direct unsupervised access to children in a juvenile justice facility or a juvenile justice program.
- 9.07 Juvenile Probation reserves the right, in its sole discretion, to prohibit any individual with a prior criminal history from being placed in a position that involves direct unsupervised contact with children.

ARTICLE X
DISCLOSURE OF INFORMATION

- 10.01 Service Provider warrants that, prior to entering this contract, it has verified and disclosed the following information to Juvenile Probation, and agrees that it shall have an ongoing affirmative duty under this Agreement to promptly ascertain and disclose in sufficient detail this same information to Juvenile Probation:
- A. Any and all corrective action required by any of Service Provider's licensing authorities;
 - B. Any and all litigation filed against Service Provider, or against its employees, interns, volunteers, subcontractors, agents and/or consultants that have direct contact with children;

- C. Any arrest of any employee, intern, volunteer, subcontractor, agent and/or consultant of Service Provider that has direct contact with children;
 - D. Any finding of "Reason to Believe" by a state regulatory agency in a child abuse, neglect and exploitation investigation where an employee, intern, volunteer, subcontractor, agent and/or consultant of the Service Provider that has direct contact with children was the alleged or designated perpetrator;
 - E. The identity of any of the Service Provider's employees, interns, volunteers, subcontractors, agents and/or consultants that have direct contact with children that are registered sex offenders; and
 - F. The identity of any of Service Provider's employees, interns, volunteers, subcontractors, agents and/or consultants that have direct contact with children that have a criminal history. For the purpose of this Agreement, the term "criminal history" shall include: (1) current felony or misdemeanor probation or parole; (2) a felony conviction or deferred adjudication within the past ten years; or (3) a jailable misdemeanor conviction or deferred adjudication within the past five years.
- 10.02 Service Provider agrees and understands it has an affirmative and ongoing duty to ascertain and disclose to Juvenile Probation any and all of the foregoing information as to any individual, whether an existing employee, intern, volunteer, subcontractor, agent and/or consultant of the Service Provider, prior to placing that individual in a position that involves direct unsupervised contact with juveniles in a juvenile justice facility or juvenile justice program.

ARTICLE XI
EQUAL OPPORTUNITY

- 11.01 Service Provider agrees to respect and protect the civil and legal rights of all children and their parents. It will not unlawfully discriminate against employee, prospective employee, child, childcare provider, or parent on the basis of race, sex, religion, disability or national origin. Service Provider shall abide by all applicable federal, state and local laws and regulations.

ARTICLE XII
ASSIGNMENT & SUBCONTRACT

- 12.01 Service Provider may not assign or subcontract any of its rights, duties and /or obligations arising out of this Agreement without the written consent of Juvenile Probation.

ARTICLE XIII
OFFICIALS NOT TO BENEFIT

- 13.01 No officer, employee or agent of Juvenile Probation and no member of its governing body and no other public officials of the governing body of the locality or localities in which the project is situated or being carried who exercise any functions or responsibilities in the project, shall participate in any decision relating to this Agreement which affects or conflicts with his/her personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE XIV
DEFAULT

- 14.01 Juvenile Probation may, by written notice of default to Service Provider, terminate the whole or any part of this Agreement, as it deems appropriate, in any one of following circumstances:

- A. If Service Provider fails to perform the work called for by this Agreement within the time specified herein or any extension thereof; or
- B. If Service Provider fails to perform any of the other material provisions of this Agreement, including failure to achieve the defined goals, outcomes, and outputs, or so fails to prosecute the work as to endanger the performance of this Agreement in accordance with its terms and in either of these two circumstances after receiving notice of default, Service Provider does not cure such failure within a period of ten (10) days.

ARTICLE XV
TERMINATION

15.01 This Agreement may be terminated for any reason:

- A. By either party upon ten (10) days written notice to the other party of the intention to terminate; or
- B. Upon expenditure of available funds.

15.02 If at any time during the term of this agreement Juvenile Probation, in its sole discretion, determines that the safety of children being served under this Agreement may be in jeopardy, Juvenile Probation may immediately suspend the effect of this Agreement, including but not limited to the obligation to pay, upon giving notice to the Service Provider.

ARTICLE XVI
WAIVER OF SUBROGATION

16.01 Service Provider expressly waives any and all rights it may have of subrogation to any claims or rights of its employees, agents, owners, officers, or subcontractors against Juvenile Probation. Service Provider also waives any rights it may have to indemnification from Juvenile Probation.

ARTICLE XVII
REPRESENTATIONS & WARRANTIES

17.01 Service Provider hereby represents and warrants the following:

- A. That it has all necessary right, title, license and authority to enter into this Agreement;
- B. That it is qualified to do business in the State of Texas; that it hold all necessary licenses and staff certifications to provide the type (s) of services being contracted for; that it is in compliance with all statutory and regulatory requirements for the operations of its business and that there are no taxes due and owing to the State of Texas, the County of Brazos or any political subdivision thereof;
- C. Brazos County will maintain in force policies of general liability insurance against loss to any person (\$100,000.00) or property occasioned by acts (\$100,000.00) or omissions of Service Provider providing limits of \$300,000.00 per occurrence for bodily injury and \$100,000.00 per occurrence of property damage. Certificate of Liability Insurance shall be furnished to Juvenile Probation. Furthermore, Juvenile Probation shall be notified immediately upon any changes in the status of the insurance policy and shall promptly furnish updated certificates of insurance to Juvenile Probation.
- D. That all of its employees, interns, volunteers, subcontractors, agents and/or consultants will be properly trained to report allegations or incidents of abuse, exploitation, neglect, death or serious incidents involving a child under the supervision of Juvenile Probation in accordance with the requirements of Texas Family Code Chapter 261 and any applicable Texas Juvenile Justice Department administrative rules regarding abuse, neglect, exploitation, death or serious incidents; and that, if it has employees, interns, volunteers, subcontractors, agents and/or consultants that have contact with children in a juvenile justice facility or juvenile justice program, then it shall prominently post in all public and staff areas of any and all of its offices/facilities, both the English and Spanish language versions of

the following official notice forms that are available on the Texas Juvenile Justice Department website: *Notice to Public Regarding Abuse, Neglect and Exploitation* and *Notice to Employees Regarding Abuse, Neglect and Exploitation*.

ARTICLE XVIII
TEXAS LAW TO APPLY

- 18.01 This Agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Brazos County, Texas.

ARTICLE XIX
VENUE

- 19.01 Exclusive venue for any litigation arising from this Agreement shall be in Brazos County, Texas.

ARTICLE XX
LEGAL CONSTRUCTION

- 20.01 In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceable provision shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained therein.

ARTICLE XXI
PRIOR AGREEMENTS SUPERSEDED

- 21.01 This Agreement constitutes the sole and only Agreement of the parties hereto and supersedes any prior understandings or written or oral Agreement between the parties respecting the within subject matter.

This Contract and Agreement is executed with the declared intention of the parties that this Contract and Agreement is a contract providing for the care of children who have allegedly committed an act of delinquency or an act indicating a need for supervision, and payment for such care will be made by Juvenile Probation for the children placed in the Facility by the Judge of Bell County having juvenile jurisdiction.

ARTICLE XXII
PRISON RAPE ELIMINATION ACT

- 22.01 Service Provider shall adopt and comply with all federal, state, county, and city laws, ordinances, regulations and standards applicable to the provision of services described herein and the performance of all obligations undertaken pursuant to this Contract, including the Prison Rape Elimination Act of 2003 (PREA) which establishes a zero-tolerance standard against sexual abuse and sexual harassment of incarcerated persons, including juveniles, and addresses the detection, elimination, prevention, and reporting of sexual abuse and sexual harassment in facilities housing adult and juvenile Offenders. [PREA §115.312(a)]

Under PREA, Service Provider is complying with PREA standards [PREA §115.312(b)] and shall make available to the CJPO all incident-based aggregated data reports of sexual abuse at its facility within 24-hours of the allegation, and all such data may be requested by the Department of Justice from the previous calendar year no later than June 30th [PREA §115.387(e) and (f)].

Bell County Juvenile Probation

Brazos County Juvenile Justice Center

Dawn Owens, Bell County Chief JPO



Linda Ricketson, Executive Director

Bell County

Brazos County

Authorized Official for Bell County



Kyle Kacal, Acting Juvenile Board Chair

BRAZOS COUNTY COMMISSIONERS COURT

ON _____, 20_____, FULLY EXECUTED IN DUPLICATE, EACH OF
WHICH SHALL HAVE THE FULL FORCE AND EFFECT OF AN ORIGINAL.

By: _____
Kyle Kacal, Acting County Judge
200 S. Texas Ave., Ste. 332
Bryan, TX 77803
Phone: 979-361-4102
Fax: 979-361-4503



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:	NUMBER:
DATE OF COURT MEETING:	9/26/2025
ITEM:	Annual Inspection and Certification of the Brazos County Juvenile Detention Center.
TO:	Commissioners Court
DATE:	09/15/2025
FISCAL IMPACT:	False
BUDGETED:	False
DOLLAR AMOUNT:	\$0.00

STATE OF TEXAS

COUNTY OF BRAZOS

JUVENILE DETENTION FACILITY CERTIFICATION


We, the undersigned, hereby certify the Commissioner's Court of Brazos County, Texas, and the Texas Juvenile Justice Department, that the detention facilities within the Brazos County Juvenile Justice Center located at 1904 Highway 21 West in Bryan, Brazos County, Texas are suitable for the detention of children as provided by Section 51.12 (c) of the Texas Family Code and has a designated pre-adjudication capacity of 80 beds (72 single occupancy rooms and one multiple occupancy unit with 8 beds).

We hereby state:

1. Children in detention are not detained in or committed to a compartment of a jail in which adults are detained or committed; and
2. Children in detention are not permitted contact with adults who are detained or committed to jail; and
3. The detention facility meets the requirements of Article 5115, Revised Civil Statutes of Texas, 1925, as amended defining "safe and suitable jails"; and
4. The detention facility meets the "Standards for Juvenile Detention Facilities" as required by Section 75.041, Texas Human Resources Code, and as adopted by the Texas Juvenile Probation Commission effective the 11th day of November 1986 and the Texas Juvenile Justice Department the 1st day of December 2011; and
5. The Brazos County Juvenile Board in making this determination has reviewed the mandated items specified in the Texas Family Code section 51.12 (c) 1-7.

THEREFORE, the Brazos County Juvenile Justice Center, with a designated pre-adjudication capacity of 80 beds (72 single occupancy and one multiple occupancy unit with 8 beds), is hereby certified as a suitable facility for the detainment of children until the next annual certification. The Commissioner's Court of Brazos County, Texas, shall be provided with a copy of said certification, and the original shall be filed with the Juvenile Records in the District Clerk's Office.

CERTIFIED AND APPROVED this 26th day of September 2025.



Kyle Kacal, Acting County Judge and
Chairman of the Juvenile Board



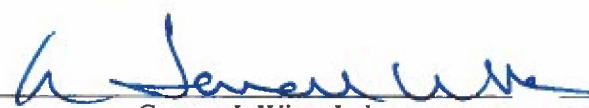
Kyle Hawthorne, Judge
85th District Court of Texas



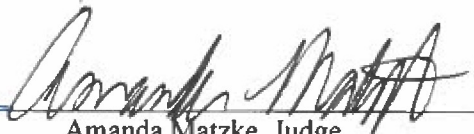
John Brick, Judge
272nd District Court of Texas



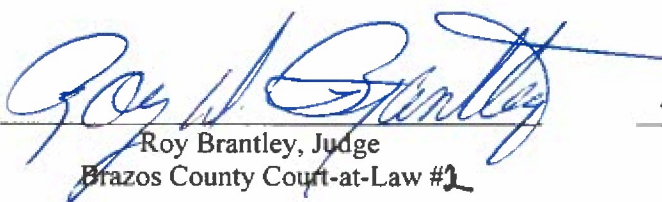
David Hilburn
361st District Court of Texas



George J. Wise, Judge
472nd District Court of Texas



Amanda Matzke, Judge
Brazos County Court-at-Law #1



Roy Brantley, Judge
Brazos County Court-at-Law #2



Chris Densley, Citizen Member

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 day of September 26, 2025, on motion made by Judge Wise, 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 section 51.12 (c) of the Texas Family Code mandates the judges of the juvenile courts and a majority of the members of the Juvenile Board to, at least annually, conduct an inspection of local pre-adjudication secure detention facilities, and to certify in writing that the facility is suitable or unsuitable for the detention of children.

WHEREAS, the Brazos County Juvenile Board, shall consider TFC section 51.12 (c) 1-7 in making this determination.

WHEREAS the judges of the juvenile courts and a majority of members of the Juvenile Board personally inspected the Brazos County Juvenile Detention Center which has a designated pre-adjudication capacity of 80 beds (72 single occupancy rooms and 1 multiple occupancy unit with 8 beds).

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that the **Brazos County Juvenile Board** certifies the Brazos County Juvenile Detention Center as suitable for the detention of children in accordance with the Texas Juvenile Probation Commission Standards for Secure Juvenile Pre-Adjudication Detention.


DONE IN OPEN BOARD MEETING this 26th day of September 2024.

Recommended by:



Linda Ricketson
Director of Juvenile Services

Approved by:


Judge Kyle Kacal, Acting Chairman
Brazos County Juvenile Board



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:	NUMBER:
DATE OF COURT MEETING:	9/26/2025
ITEM:	Citizens Comments.
TO:	Commissioners Court
DATE:	09/15/2025
FISCAL IMPACT:	False
BUDGETED:	False
DOLLAR AMOUNT:	\$0.00