



## MINUTES

JUNE 24, 2026

### JUVENILE BOARD MEETING

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1. Call to Order

A meeting of the Brazos County Juvenile Board was held on Wednesday, June 24, 2026 at 12:07 p.m. at the Brazos County Juvenile Justice Center, Bryan, Texas with the following Board members present:

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

The minutes were taken by Aubrey Leggett.

2. Approve Minutes of Previous Juvenile Board Meeting.

The Board voted unanimously to approve the Minutes from the March 25, 2026 meeting.

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

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

The Director's Report was presented by Juvenile Director Linda Ricketson. She began by introducing Ted Randall, the department's new Administrative Services Manager. Ms. Ricketson reported that there are currently 125 juveniles awaiting transport to TJJD, including five from Brazos County and one Houston County juvenile being housed in the County's facility. She noted that one resident graduated from high school in June and

that a graduation ceremony was held in recognition of the achievement.

Ms. Ricketson further reported that Project Manager Trevor Lansdown provided an update on the work being completed in the facility, noting that the project is status quo but expected to be completed in Spring of 2027. Ms. Ricketson went on to briefly describe the different programs available to the youth. She then noted the audits and inspections performed came back with no discrepancies or violations.

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.

JJAEP Superintendent Todd McKey presented the Annual Review of the Brazos County Juvenile Justice Alternative Education Program (JJAEP). He reported that the program recorded 34 student enrollments during the regular school year and nine enrollments during summer school. He stated that the average length of stay was 75 days and that the attendance rate was 92 percent.

Mr. McKey also reviewed enrollment trends and provided an overview of funding received from Bryan ISD and College Station ISD.

Judge Wise inquired about areas in which the program could be improved. Mr. McKey identified increasing student attendance and enhancing parental involvement as primary goals.

Mr. Densley questioned the potential impact that the reduction of behavioral management resources in public schools may have on JJAEP enrollment and operations. Mr. McKey and Board members discussed the issue and its potential implications for the program. The Board voted unanimously to adopt the Student Code of Conduct.

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

Judge Hawthorne made a motion to include the approval of the Annual Review of the Brazos County Juvenile Justice Alternative Education Program, in addition to the adoption of the Student Code of Conduct. The motion was seconded by Judge Brantley.

The Board voted unanimously to approve the amendment to include the Annual Review.

Motion: Approve w/ Conditions, Moved by Judge Kyle Hawthorne, Seconded by Judge Roy Brantley. Passed. 8-0. Ayes: Brantley, Brick, Densley, Hawthorne, Hilburn, Matzke, Peters, Wise.

5. Discuss and take possible action on a contract with Turning Leaf Psychological and Education Center, Stacy Romo, owner and Licensed Sex Offender Treatment Provider.

Ms. Ricketson explained that concerns regarding the appropriateness of treatment duration for certain offenders led staff to evaluate alternative providers. She recommended contracting with Stacy Romo, LSOTP, through Turning Leaf Counseling and Education Services.

The Board discussed the rates associated with the proposed services and inquired about the provider's availability to conduct in-person sessions when necessary.

The Board voted unanimously to approve the contract with Turning Leaf Counseling and

## Education Services.

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

6. Discuss and take possible action on revised policies and procedures in 341.202- Sub Chapter B. Probation-Juvenile Board Responsibilities - Policies and Procedures.

Ms. Ricketson explained that this policy revision is in response to new policies approved by the Texas Juvenile Justice Board for probation departments throughout the State. This does not require any additional funding or impose any type of hardship on the department.

The Board voted unanimously to approve the revised policies and procedures in 341.202- Sub Chapter B. Probation-Juvenile Board Responsibilities - Policies and Procedures.

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

7. Citizens Comments

Ms. Ricketson expressed appreciation to department staff for their efforts and dedication in achieving a successful PREA audit outcome.

Patrick Gendron recommended that the department explore contracting with a Licensed Sex Offender Treatment Provider capable of providing in-person services.

Juvenile Public Defender Amanda Buenger requested that the Board consider establishing a juvenile first-time offender pretrial diversion program. Board members expressed interest in discussing the matter further at a future meeting.

8. Adjourn

The meeting was adjourned at 12:55 p.m.



**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: June 24, 2026  
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

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1. Call to Order
  2. Approve Minutes of Previous Juvenile Board Meeting.
  3. Director's Report: Facility Statistics and Audits.
  4. Annual Review of the Brazos County Juvenile Justice Alternative Education Program and adoption of the Student Code of Conduct.
  5. Discuss and take possible action on a contract with Turning Leaf Psychological and Education Center, Stacy Romo, owner and Licensed Sex Offender Treatment Provider.
  6. Discuss and take possible action on revised policies and procedures in 341.202- Sub Chapter B. Probation-Juvenile Board Responsibilities - Policies and Procedures.
  7. Citizens Comments
  8. 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

6/24/20

12:00 pm

Date and Time

Name

Organization/Department

Name	Organization/Department
Andrew Loggott	Comm Court
Shant Lowe	Comm Court
Jodd McKay	Juv.
Zed Kandy	Juv.
Haley Koberg	Juvenile
Linda Ricketts	Juvenile
Aptis Whetstone	Juvenile
Chris Coffey	Juvenile
Hzel Corcea	Juvenile
Missy Kershaw	PDO
Ashley Taylor	BCDS
LIVIO BAILEY	PDO
Patrick Gendron	citizen
Ray Desir	Juvenile
James A. Tan	Juvenile
Amanda Bulenga	PDO



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT:

NUMBER:

DATE OF COURT MEETING:

6/24/2026

ITEM:

Approve Minutes of Previous Juvenile Board Meeting.

TO:

Commissioners Court

DATE:

06/15/2026

FISCAL IMPACT:

False

BUDGETED:

False

DOLLAR AMOUNT:

\$0.00



## MINUTES

MARCH 25, 2026

### JUVENILE BOARD MEETING

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1. Call to Order

A meeting of the Brazos County Juvenile Board was held on Wednesday, March 25, 2026 at 12:16 p.m. at the Brazos County Juvenile Justice Center, Bryan, Texas with the following Board members present:

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

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 previous meeting held on September 26, 2025.

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

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

The Director's Report was given by Juvenile Executive Director Linda Ricketson. She began by asking Chief Public Defender Nathan Wood to introduce the new staff members assigned to the Juvenile Division in the Public Defender's Office. She then

announced that Stacy Kasberg is now the Assistant Director upon Melissa White's retirement. Ms. Ricketson also noted that they are looking to fill the Administrative Services Manager position. She then reported the following:

The wait time to transfer juveniles to TJJD is 62 days on average. There is one juvenile in detention ordered to TJJD on the waiting list. She stated that Project Manager Trevor Lansdown provided an update on the work being completed in the facility, noting that this is an ongoing process and there is not a current projection of when all the work will be completed. 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.

A copy of the Director's Report is attached.

4. Discuss and approve policy 300.116 - Diversion of Juveniles in A General Residential Operation.

Ms. Ricketson explained that the purpose of this policy is to comply with newly implemented TJJD standards. A copy of the policy is attached.

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

5. Discuss and approve Alternative Referral Plan with Juvenile Services and the District Attorney's Office - relating to Texas Family Code 53.01 (d) for Diversion of Juveniles in a General Residential Operation.

Ms. Ricketson explained the purpose of the Alternative Referral Plan. She stated that the Plan has already been signed by the District Attorney's Office and will go into affect once it is approved by the Juvenile Board.

A copy of the Alternative Referral Plan is attached.

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

6. Citizens Comments.

Patrick Gendron with Gendron and Flanigan introduced the new interns in their office, and requested televisions in the Detention Center to provide the juveniles with an opportunity to watch sporting events to encourage camaraderie.

7. Adjourn

The meeting was adjourned at 12:39 p.m.



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT:	NUMBER:
DATE OF COURT MEETING:	6/24/2026
ITEM:	Director's Report: Facility Statistics and Audits.
TO:	Commissioners Court
DATE:	06/15/2026
FISCAL IMPACT:	False
BUDGETED:	False
DOLLAR AMOUNT:	\$0.00

June 24, 2026

To: Brazos County Juvenile Board

From: Linda Ricketson

RE: Executive Director's Report

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### **Facility Operations**

Counties continue to house residents that have been ordered to TJJD. They are staying an average of 72 days from the time they are being court ordered. As of the week of June 15<sup>th</sup>, there are 125 juveniles on the waiting list for transport to TJJD. There are 5 juveniles on the list from our county and one we are holding in our facility for Houston County.

There was a resident that graduated from High School in June in detention. We had a graduation ceremony and the principal from DAEP was there. Several other residents participated in the ceremony.

Trevor Landsdown provided this report for the work that is being done in detention: Currently, we're status quo on the project. Additional work cannot proceed until the change order for the VESDA smoke control components and labor to install are approved by Commissioner's Court. The court has been briefed on the issue and understands we must proceed. Allensworth is working on the documentation to get this on an upcoming agenda. Ideally, this would be on for approval on the July 7<sup>th</sup> agenda. Parts will have a lead time, and then they can get back to work to finish out Golf & Hotel pods. Upon completion and approval by the City of Bryan Fire Marshal, Collier will then shift into Echo & Foxtrot pods to perform identical work. That will likely take around 6 months to complete. All in all, we're likely looking at Spring 2027 for final completion.

### **Contract Detention**

Since our last juvenile board meeting in March 2025, we have housed juveniles from Bastrop, Burleson, Colorado, Grimes, Houston, Limestone, Milam and Waller Counties. All counties that contract with us now pay \$200.00 per day. We billed a total of \$82,310.29.

### **Programs**

We began our Spring Distracted Driving Program March 18, 2026, and it ended April 22, 2026. We had 12 juveniles complete the program. We are currently running our Art for Life Summer programs. We have 15 juveniles participating in the art class and 7 juveniles participating in the poetry class. On July 24<sup>th</sup> at 6pm at the Kimbell in downtown Bryan we will have a

reception to display the juveniles' artwork and for them to perform their poetry. The Juvenile Board is invited to attend. On July 25<sup>th</sup> at 4pm at the Kimbell in downtown Bryan we will have a reception for the public. All are invited to attend.

We are currently running a new Domestic Abuse pilot program that started on June 17<sup>th</sup>. We had 6 juveniles referred to this program and it will run for three weeks.

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

1. **Young Life-** Will start back when school begins again.
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 2 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 will begin again when school starts.
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 3 juveniles in this program.
6. **Youth Impact-** This is a faith base nonprofit youth mentoring program in BCS. This program will begin when school starts again.
7. **BCS Boxing-** This is the boxing gym in downtown Bryan.

The departmental counselors are currently providing groups in detention, drug education groups, anger management groups and aftercare parenting groups. There are 8 juveniles in the Anger Management group. There are presently 62 juveniles in counseling that are on probation in the community. There are 11 juveniles in the substance group. The counseling unit has 2 behavioral health assessments pending.

## **Community Outreach**

With a rise in juvenile gun violence, multiple agencies have reached out to Jonathan Storemski, Unit supervisor STAR unit, regarding the process when taking a juvenile into custody. Mr. Storemski has presented to Blinn College, BTAT group, and VG young school for commissioners on the daily duties of our JPOs and the juvenile justice process to provide accurate, up-to-date information and address common misconceptions resulting from outdated or incorrect information. He is presenting to the SROs with Bryan PD here at the department on Thursday, June 18<sup>th</sup> @ 9AM. Other potential training courses may include the Sheriff's office and DPS.

Evan Stoup, Unit Supervisor Community Services, and Mr. Storemski attend monthly Gang meetings and BTAT (Behavioral Threat Assessment Taskforce) meetings. Mr. Stoup is Tier two, which involves case staffing and Mr. Storemski is a tier one, which is a team lead position at BTAT.

Assistant Chief David Johnson at Bryan Police Department reached out to this department and we discussed what to do to alleviate some of the issues at first Friday they are having with youth. The youth are meeting up and having fights behind the Kornegay Library. We will be helping to assist them in identifying if some of those are juveniles on probation.

## **Inspections/Audits**

There was a cash-count audit on April 24, 2026. There were no concerns or discrepancies noted. These audits are random audits by our county auditors' office of our cash drawer in our reception area.

The PREA auditor came to the department on May 7<sup>th</sup> to complete the on-site visit for the departmental PREA audit. Our report has not been completed so the report will be presented at the next board meeting.

On May 14, 2026, the retail Food Establishment Inspection Report was completed. The Kitchen scored 98 on the inspection. This was just a routine inspection.

The City of Bryan Fire Department completed a fire inspection on May 12, 2026. The Juvenile Services Administration, detention and the academy program are each inspected separately. Each of the buildings passed on every aspect of the inspection.

A load test was conducted by Brazos County maintenance on June 11, 2026. We had two flood lights that did not come on in the STAR room and some issues in the control booth in detention. Maintenance is aware and is working on these issues.

<b>Detention Statistics for</b>	<b>March 25-May 25</b>	<b>March 26-May26</b>
<b>Admissions</b>	<b>168</b>	<b>200</b>
<b>Releases</b>	<b>171</b>	<b>181</b>
<b>Average Daily Population</b>	<b>28</b>	<b>29</b>
<b>Average Length of Stay</b>	<b>17</b>	<b>15</b>
<b>Escape</b>	<b>00</b>	<b>00</b>
<b>Suicide Attempt</b>	<b>00</b>	<b>00</b>
<b>Suicide Watch</b>	<b>18</b>	<b>29</b>
<b>Physical Abuse</b>	<b>01</b>	<b>00</b>
<b>Emotional Abuse</b>	<b>00</b>	<b>00</b>
<b>Sexual Abuse</b>	<b>01</b>	<b>00</b>
<b>Exploitation</b>	<b>00</b>	<b>00</b>
<b>Physical Restraint</b>	<b>19</b>	<b>12</b>
<b>Mechanical Restraint</b>	<b>11</b>	<b>04</b>
<b>Disciplinary Seclusion</b>	<b>47</b>	<b>56</b>
<b>Safety-based Seclusion</b>	<b>04</b>	<b>00</b>
<b>Medical Confinement</b>	<b>05</b>	<b>04</b>
<b>Resident Grievances (submitted)</b>	<b>05</b>	<b>04</b>
<b>Resident Grievances (confirmed)</b>	<b>00</b>	<b>00</b>
<b>Neglect (supervision)</b>	<b>00</b>	<b>00</b>

The statistics above are for a three-month period.



FD- Inspection- [FPI] General Inspection Email

From bryantx\_noreply@citizenserve.com <bryantx\_noreply@citizenserve.com>  
Date Tue 5/12/2026 12:11 PM  
To raydesir@hotmail.com <raydesir@hotmail.com>



# Fire Prevention Inspection Report

Brazos County  
Juvenile  
Services

**Name of Business:** Fire Prevention Inspection- Juvenile Detention Center  
**Address:** 1904 W SH 21  
**Parcel ID#:** 95624

## Details

**Inspection Date:** 05/12/2026  
**Inspection Type:** FD- Inspection- [FPI] General Inspection  
**Permit #:** FPI25-000072  
**Lead Inspector:** Rhett Filburn  
**Inspection Status:** Approved

**Fire department inspections are conducted to help ensure the safety of occupants, property, and the community as a whole. If applicable, all noted violations must be corrected by the compliance date indicated. Please be advised that violations of the Fire Code constitute a misdemeanor offense and may result in fines and/or imprisonment. Failure to address these violations within the required timeframe may lead to legal enforcement action.**

## Inspection Results

### Fire Department Access

- A. Address Numbers: Pass
- B. Utility Identification: Pass
- C. Apparatus Access: Pass
- D. Fire Lanes: Pass
- E. Fire Apparatus Access Roads- Electrically Operated Security Gates: N/A
- F. Locks and Chain Requirements: N/A

## **Means of Egress**

- A. General: Pass
- B. Exit discharge- Illumination: Pass
- C. Emergency Power for Illumination: Pass
- D. Door Operations: Pass
- E. Locks and latches: N/A
- F. Bolt locks: Pass
- G. Sensor release of electrically locked egress doors: N/A
- H. Stairway identification signs: N/A
- I. Reliability: Pass
- J. Exit signs: Pass
- K. Doors- Finishes, Furnishings and Decorations: Pass
- L. Emergency Lighting Activation Test: N/A
- M. Power test: N/A

## **Emergency Planning Fire and Smoke Protection**

- A. Clear space around hydrants: Pass
- B. Repair of Joints and Voids: Pass
- C. Fire Door Operations: N/A
- D. Size and Distribution of Portable Fire Extinguishers: Pass
- E. Extinguisher Records: Pass

F. Extinguisher Location: Pass

## Housekeeping

A. Waste accumulation prohibited: Pass

B. Vegetation: Pass

C. Capacity of 1 Cubic Yard or More: N/A

D. Storage in Buildings: Pass

E. Equipment Rooms: Pass

F. Attic, Under-Floor and Concealed Spaces: N/A

G. Fire Protection and Utility Equipment Identification and Access Requirements: Pass

H. Working space and clearances: Pass

I. Extension Cords: Pass

J. Liquids for Maintenance and Operation of Equipment: Pass

K. Multiplug Adapters and Relocatable Power Taps: Pass

L. Open Wiring: Pass

M. Liquids for maintenance and operation of equipment: [4M]

## Fire Protection Systems & Life Safety Systems

A. Key Boxes: Pass

B. Equipment Access: Pass

C. Inspection, Testing and Maintenance: Pass

D. Painted Sprinkler Heads: Pass

E. FDC Signage: Pass

F. Locking FDC Caps: Pass

G. Riser Room/ FACP Signs: Pass

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## Additional Violations:

## Inspector Comments:

Rhett Filburn  
rfilburn@bryantx.gov

Inspections performed in accordance with the 2021 edition of the International Fire Code (IFC), including Appendices B, C, D, E, F, and G, as published by the International Code Council (ICC), subject, however, to the omissions, additions, supplements, and amendments contained in the City of Bryan Code of Ordinances, Chapter 2, Article II: Fire Prevention Code.

.Your cooperation in maintaining fire and life safety is greatly appreciated. For questions regarding this inspection or to learn more about our fire prevention and public education programs, please contact us at 979.209.5960 (Ext 1), or visit our website. [www.bryantx.gov/fire](http://www.bryantx.gov/fire)





FD- Inspection- [FPI] General Inspection Email

From bryantx\_noreply@citizenserve.com <bryantx\_noreply@citizenserve.com>

Date Tue 5/12/2026 12:06 PM

To raydesir@hotmail.com <raydesir@hotmail.com>



Fire Prevention Inspection Report

	Brazos County		
<b>Name of Business:</b>	Juvenile Services- Administration Building	<b>Address:</b> 1904 W SH 21	<b>Parcel ID#:</b> 95624

Details

<b>Inspection Date:</b>	05/12/2026	<b>Inspection Type:</b> FD- Inspection- [FPI] General Inspection	<b>Permit #:</b> FPI25-000072
<b>Lead Inspector:</b>	Rhett Filburn	<b>Inspection Status:</b> Approved	

Fire department inspections are conducted to help ensure the safety of occupants, property, and the community as a whole. If applicable, all noted violations must be corrected by the compliance date indicated. Please be advised that violations of the Fire Code constitute a misdemeanor offense and may result in fines and/or imprisonment. Failure to address these violations within the required timeframe may lead to legal enforcement action.

Inspection Results

Fire Department Access

- A. Address Numbers: Pass
- B. Utility Identification: Pass
- C. Apparatus Access: Pass

D. Fire Lanes: Pass

E. Fire Apparatus Access Roads- Electrically Operated Security Gates: N/A

F. Locks and Chain Requirements: N/A

## **Means of Egress**

A. General: Pass

B. Exit discharge- Illumination: Pass

C. Emergency Power for Illumination: Pass

D. Door Operations: Pass

E. Locks and latches: N/A

F. Bolt locks: Pass

G. Sensor release of electrically locked egress doors: N/A

H. Stairway identification signs: N/A

I. Reliability: Pass

J. Exit signs: Pass

K. Doors- Finishes, Furnishings and Decorations: Pass

L. Emergency Lighting Activation Test: N/A

M. Power test: N/A

## **Emergency Planning Fire and Smoke Protection**

A. Clear space around hydrants: Pass

B. Repair of Joints and Voids: Pass

C. Fire Door Operations: N/A

D. Size and Distribution of Portable Fire Extinguishers: Pass

E. Extinguisher Records: Pass

F. Extinguisher Location: Pass

## **Housekeeping**

A. Waste accumulation prohibited: Pass

- B. Vegetation: Pass
- C. Capacity of 1 Cubic Yard or More: N/A
- D. Storage in Buildings: Pass
- E. Equipment Rooms: Pass
- F. Attic, Under-Floor and Concealed Spaces: N/A
- G. Fire Protection and Utility Equipment Identification and Access Requirements: Pass
- H. Working space and clearances: Pass
- I. Extension Cords: Pass
- J. Liquids for Maintenance and Operation of Equipment: Pass
- K. Multiplug Adapters and Relocatable Power Taps: Pass
- L. Open Wiring: Pass
- M. Liquids for maintenance and operation of equipment: [4M]

### **Fire Protection Systems & Life Safety Systems**

- A. Key Boxes: Pass
- B. Equipment Access: Pass
- C. Inspection, Testing and Maintenance: Pass
- D. Painted Sprinkler Heads: Pass
- E. FDC Signage: Pass
- F. Locking FDC Caps: Pass
- G. Riser Room/ FACP Signs: Pass

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### **Additional Violations:**

### **Inspector Comments:**

Rhett Filburn  
rfilburn@bryantx.gov

Inspections performed in accordance with the 2021 edition of the International Fire Code (IFC), including Appendices B, C, D, E, F, and G, as published by the International Code Council (ICC), subject, however, to the omissions, additions, supplements, and amendments contained in the City of Bryan Code of Ordinances, Chapter 2, Article II: Fire Prevention Code.

.Your cooperation in maintaining fire and life safety is greatly appreciated. For questions regarding this inspection or to learn more about our fire prevention and public education programs, please contact us at 979.209.5960 (Ext 1), or visit our website. [www.bryantx.gov/fire](http://www.bryantx.gov/fire)





FD- Inspection- [FPI] General Inspection Email

From bryantx\_noreply@citizenserve.com <bryantx\_noreply@citizenserve.com>

Date Tue 5/12/2026 12:07 PM

To raydesir@hotmail.com <raydesir@hotmail.com>



Fire Prevention Inspection Report

Brazos County  
 Name of Business: Juvenile Services - Academic Building  
 Address: 1904 W SH 21  
 Parcel ID#: 95624

Details

Inspection Date: 05/12/2026  
 Inspection Type: FD- Inspection- [FPI] General Inspection  
 Permit #: FPI25-000068  
 Lead Inspector: James Stewart  
 Inspection Status: Approved

Fire department inspections are conducted to help ensure the safety of occupants, property, and the community as a whole. If applicable, all noted violations must be corrected by the compliance date indicated. Please be advised that violations of the Fire Code constitute a misdemeanor offense and may result in fines and/or imprisonment. Failure to address these violations within the required timeframe may lead to legal enforcement action.

Inspection Results

Fire Department Access

- A. Address Numbers: Pass
- B. Utility Identification: Pass
- C. Apparatus Access: Pass

D. Fire Lanes: Pass

E. Fire Apparatus Access Roads- Electrically Operated Security Gates: Pass

F. Locks and Chain Requirements: Pass

## **Means of Egress**

A. General: Pass

B. Exit discharge- Illumination: Pass

C. Emergency Power for Illumination: Pass

D. Door Operations: Pass

E. Locks and latches: Pass

F. Bolt locks: N/A

G. Sensor release of electrically locked egress doors:

H. Stairway identification signs:

I. Reliability: Pass

J. Exit signs: Pass

K. Doors- Finishes, Furnishings and Decorations: Pass

L. Emergency Lighting Activation Test: Pass

M. Power test: Pass

## **Emergency Planning Fire and Smoke Protection**

A. Clear space around hydrants: Pass

B. Repair of Joints and Voids: Pass

C. Fire Door Operations: N/A

D. Size and Distribution of Portable Fire Extinguishers: Pass

E. Extinguisher Records: Pass

F. Extinguisher Location: Pass

## **Housekeeping**

A. Waste accumulation prohibited: Pass

- B. Vegetation: Pass
- C. Capacity of 1 Cubic Yard or More: Pass
- D. Storage in Buildings: Pass
- E. Equipment Rooms: Pass
- F. Attic, Under-Floor and Concealed Spaces: Pass
- G. Fire Protection and Utility Equipment Identification and Access Requirements: Pass
- H. Working space and clearances: Pass
- I. Extension Cords: Pass
- J. Liquids for Maintenance and Operation of Equipment: N/A
- K. Multiplug Adapters and Relocatable Power Taps: Pass
- L. Open Wiring: Pass
- M. Liquids for maintenance and operation of equipment: [4M]

**Fire Protection Systems & Life Safety Systems**

- A. Key Boxes: Pass
- B. Equipment Access: Pass
- C. Inspection, Testing and Maintenance: Pass
- D. Painted Sprinkler Heads: Pass
- E. FDC Signage: Pass
- F. Locking FDC Caps: Pass
- G. Riser Room/ FACP Signs: Pass

---

**Additional Violations:**

**Inspector Comments:**

James Stewart  
jastewart@bryantx.gov

Inspections performed in accordance with the 2021 edition of the International Fire Code (IFC), including Appendices B, C, D, E, F, and G, as published by the International Code Council (ICC), subject, however, to the omissions, additions, supplements, and amendments contained in the City of Bryan Code of Ordinances, Chapter 2, Article II: Fire Prevention Code.



.Your cooperation in maintaining fire and life safety is greatly appreciated. For questions regarding this inspection or to learn more about our fire prevention and public education programs, please contact us at 979.209.5960 (Ext 1), or visit our website. [www.bryantx.gov/fire](http://www.bryantx.gov/fire)





**BRAZOS COUNTY HEALTH DISTRICT**  
201 North Texas Ave. Bryan, TX 77803  
www.BrazosHealth.org  
Phone: (979) 361-4440 Fax: (979) 361-5759  
**Retail Food Establishment Inspection Report**

<b>Date:</b> 05-14-2026	<b>Time in:</b> 09:47 AM	<b>Time out:</b> 10:42 AM	<b>License/Permit#:</b> RF-000121	<b>Risk Category:</b> Medium	<b>Page:</b> 2
-------------------------	--------------------------	---------------------------	-----------------------------------	------------------------------	----------------

**OBSERVATION AND CORRECTIVE ACTION**

<b>Item Number</b>	AN INSPECTION OF YOUR ESTABLISHMENT HAS BEEN MADE. YOUR ATTENTION IS DIRECTED TO THE CONDITIONS OBSERVED AND NOTED BELOW:
--------------------	---

28.	Shredded cheese labeled for 5/6 -5/13. Ensure product is not kept past 7 days or date on label for expiration.
-----	--

37.	Warning: Box of chips stored on the ground in the dry storage area.
-----	---

05-14-2026

**TEMPERATURE OBSERVATIONS**

Item/Location	Temp (°F)	Item/Location	Temp (°F)	Item/Location	Temp (°F)
RIF	-6°F	hot holding	153°F		

<b>Received by:</b> <i>Chris Coffey</i>	<b>Print:</b> Chris Coffey	<b>Title: Person In Charge/Owner</b> Rachel Wheless-Smith
---	----------------------------	--

<b>Inspected by:</b> <i>[Signature]</i>	<b>Print:</b> Rachel Wheless-Smith	<b>Inspected by:</b>	<b>Print:</b>
---	------------------------------------	----------------------	---------------



**BRAZOS COUNTY HEALTH DISTRICT**  
 201 North Texas Ave. Bryan, TX 77803  
 www.BrazosHealth.org  
 Phone: (979) 361-4440 Fax: (979) 361-5759  
**Retail Food Establishment Inspection Report**

<b>Date:</b> 05-14-2026	<b>Time in:</b> 09:47 AM	<b>Time out:</b> 10:42 AM	<b>License/Permit#:</b> RF-000121	<b>Risk Category:</b> Medium	<b>Page:</b> 3
<b>Purpose of Inspection:</b> <input type="checkbox"/> 1-Compliance <input checked="" type="checkbox"/> 2-Routine <input type="checkbox"/> 3-FieldInvestigation <input type="checkbox"/> 4-Visit <input type="checkbox"/> 5-Other					<b>TOTAL/SCORE</b>
<b>Establishment Name:</b> BRAZOS COUNTY JUVENILE DETENTION		<b>Physical Address:</b> 1904 W STATE HWY 21		<b>Follow-up:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
<b>CFM:</b> CHRISTOPHER COFFEY	<b>CFMExpiryDate:</b> 01-09-2028	<b>FHC:</b> 34		<b>Number of Employees:</b> 34	

Inspection- posted

Food Permit - posted

CFM - posted

Hw >100F -good

Restroom- no lid on trash cans in restrooms.

3-basin >110F - good, dishwasher temp 167F.

Test strips: QAC test strips - available

Mop sink - good

Allergen poster - posted

BF Clean up - kit/procedures - good

First aid kit - good

<b>Received by:</b> <i>Chris Coffey</i>	<b>Print:</b> Chris Coffey	<b>Title: Person In Charge/Owner</b> Rachel Wheless-Smith	
<b>Inspected by:</b> <i>Rachel Wheless-Smith</i>	<b>Print:</b> Rachel Wheless-Smith	<b>Inspected by:</b>	<b>Print:</b>



# Office of the Brazos County Auditor

200 S. Texas Avenue - Suite 218

Bryan, Texas 77803

(979) 361-4350

## Cash Count Report

Date: 4.22.2026

Office Reviewed: Juvenile

Date of Cash Count: 4.22.2026

Reason For Cash Count: Random

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

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

### Observations/Comments:

1. One cash drawer was audited and balanced.

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

3. Deposits are made daily.

### Recommendations:

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

### Department Response:(Optional)

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

Signature

Date



**BRAZOS COUNTY  
BRYAN, TEXAS**

---

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 6/24/2026

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

TO: Commissioners Court

DATE: 06/15/2026

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00



# BRAZOS COUNTY JUVENILE SERVICES DEPARTMENT

---

Linda Ricketson, Director  
Stacey Kasberg, Assistant Director

STATE OF TEXAS §

COUNTY OF BRAZOS §

**BE REMEMBERED**, at a regular meeting of the Juvenile Board of Brazos County, Texas, held on the 24th day of June 2026, on motion made by Judge Brick, and seconded by Judge Hilburn, the following Resolution was adopted:

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

**WHEREAS**, The Brazos County Juvenile Board is required by the Texas Administrative Code to participate in an annual evaluation of the overall operations of the Juvenile Justice Alternative Education Program, per TAC 348.200 (e).

**WHEREAS**, The Brazos County Juvenile Board is required by the Texas Administrative Code to annually adopt the Juvenile Justice Alternative Education Program's Student Code of Conduct, Per TAC 348.224 (a)(1).

**WHEREAS**, Pursuant to the Texas Administrative Code the review shall at a minimum include all required information as detailed in TAC 348.200 (e) and include the JJAEP Performance Assessment Report for School Year 2022-2023.

**WHEREAS**, The Juvenile Justice Alternative Education Program conducts a yearly Performance review of academic services rendered each school year.

**IT IS THEREFORE ORDERED, ADJUDGED AND DECREED THAT** the Brazos County Juvenile Board has participated in an annual performance review of the Juvenile Justice Alternative Education Program in an open Juvenile Board meeting this 24th day of June 2026.

Duane Peters,  
Chair, Brazos County Juvenile Board

Linda Ricketson,  
Executive Director

---

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



# **BRAZOS COUNTY JUVENILE SERVICES DEPARTMENT**

---

Linda Ricketson, Director  
Stacey Kasberg, Assistant Director

June 24, 2026

To: Brazos County Juvenile Board  
From: Linda Ricketson, Director

**Re: 2025-2026 Management Review of the JJAEP**

## **Overview of JJAEP's**

The Texas Legislature created Juvenile Justice Alternative Educational Programs (JJAEP) in 1995 during an extensive re-write of the Texas Education Code. The legislation that created JJAEPs also mandated a separate educational setting to ensure safe and productive classrooms through the removal of dangerous and /or disruptive students while addressing and resolving the issue of expelled youth receiving no educational services during the period of expulsion.

Prior to the creation of JJAEPs, disruptive and dangerous students either remained in the classroom or were expelled thus receiving no education during that time. Thus, the State of Texas had a critical interest in ensuring safe classrooms for teachers and students while providing educational services in an alternative setting for expelled students.

This new educational placement was created to serve the educational needs of juvenile offenders and at-risk youth who are expelled from the regular classroom or the school district disciplinary alternative education program (DAEP). The legislative intent was for JJAEPs to provide a quality alternative educational setting for expelled youth that would focus on discipline, behavior management and academic achievement.

## **JJAEP Funding:**

The funding mechanism for JJAEPs differs in part from the funding mechanism in place for the public schools in Texas. JJAEPs are funded primarily through county tax revenues that flow through school districts and county commissioner's courts along with state appropriations that flow through Texas Education Agency (TEA) and TJJD.

Public schools are funded through county tax revenues, state general appropriation funds and federal funds. TJJD provides funding to local juvenile boards on a per diem basis for students who are mandated by state law to be expelled and placed into the JJAEP.

The Juvenile Board and the school districts in a county jointly enter into a memorandum of understanding (MOU) regarding the cost of non-expelled and discretionary expelled students who may also attend the JJAEP. Local school districts, governmental organizations or private entities may provide funds and/or in kind services to the JJAEP as agreed upon in the MOU.

The TJJD is required to provide reimbursement for every eligible attendance day. TJJD's rate per attendance day for the 2025-2026 school year was \$86.00 per attendance day. TJJD will likely provide reimbursement funding for summer school in 2026.

### **Brazos County JJAEP/Academy**

The Brazos County Juvenile Services Department operates a Juvenile Justice Alternative Education Program (JJAEP) with intent to provide a quality alternative educational setting for youth expelled from the local School Districts. The JJAEP focuses on discipline, behavior management, as well as academic achievement.

The mission of the JJAEP is to provide a structured environment conducive to learning that enables students to perform at appropriate grade level. JJAEPs are required to operate seven hours a day, 180 days a year, pursuant to Section 37.011(f) of the Texas Education Code. Students attending the Academy during the 2025-2026 school year were in grades four through twelve, and ranged in age from 10-17.

The Brazos County Academy internalized the educational part of the JJAEP during the 2008-09 school year. Internalizing meant purchasing an educational curriculum that would allow students to work on grade level as well as at an accelerated pace.

The Academy had a total of 34 admissions for the 2025-2026 school year. There were four mandatory placements and zero discretionary placements enrolled at the JJAEP during the 2025-2026 school year. All other admissions were under court supervision to attend the Academy/JJAEP by a Juvenile Magistrate or Judge. All students will be promoted to the next grade based on their progress with coursework.

During the 2025-2026 school year, the Brazos County Juvenile Department received a total of \$42,344.48 from BISD, and \$13,079.48 from CSISD for reimbursement costs associated with educating BISD and CSISD students. In addition, the Department received an additional \$19,436.00 in funding from TJJD for the mandatory placement students for the 2025-2026 academic year. We did not receive any expulsions from Hearne ISD or Navasota ISD for the 2025-2026 school year.

### **Summer School**

The Juvenile Department began a summer school program for high school students at our JJAEP during the summer of 2009. The program has been very successful and again this summer (2026) we are providing summer school in June and July to approximately 8 students. The students are probationers who are court-ordered to attend or were referred by their probation officers. Students are able to earn school credits during the summer sessions as well.

## 2025-2026 JJAEP Statistics

34	Total student enrollment
04	Mandatory student referrals
00	Discretionary JJAEP Placements
30	Court Order / Probation placements
11	Average Daily Population- lowest ADP in August (5.2), highest ADP in May (13.6)
75	Average Length of Stay (days)
20	Number of students who successfully completed the program (6 students are still enrolled in program)
04	Number of students who discharged without successfully completing the program
03	Number of students withdrawn for non-delinquency reasons
00	Restraints or Serious Incidents
08	Enrolled students in Summer School Program
08	Returning for the 2026-2027 school year
92%	Attendance Rate
10	Re-Contacts: (new arrests or referrals during the entire length of enrollment for students who exited the JJAEP during the previous school year (2022-2023).
28	Males
06	Females
14	African American
17	Hispanic
03	Caucasian
00	Other
14	Qualified as needing Special Education Services
7.1	Avg. math level at admission
7.1	Avg. math level at discharge
5.1	Avg. reading level at admission
6.9	Avg. reading level at discharge

As required by JJAEP standards, a JJAEP must focus on English Language Arts, Mathematics, Science, Social Studies and Self Discipline. Students may also receive credit for Physical Education and for some electives. The students enrolled during the 2025-2026 school year earned a collective total of 276 half credits for the academic school year.

Safety and security remained a top priority for staff again this year, and as a result, there were no serious incidents to report to TJJD during the 2025-2026 school year.



Linda Ricketson  
Director

6/24/2026  
Date

June 24, 2026

To: ISD Superintendent  
From: Todd McKey, JJAEP Superintendent

Re: **2025-2026 Management Review of the JJAEP**

**Brazos County JJAEP/Academy**

The Brazos County Juvenile Services Department operates a Juvenile Justice Alternative Education Program (JJAEP) with intent to provide a quality alternative educational setting for youth expelled from the local School Districts for mandatory offenses or placement by the Juvenile Magistrate. As required by JJAEP standards, a JJAEP must focus on English Language Arts, Mathematics, Science, Social Studies and Self Discipline.

The mission of the JJAEP is to provide a structured environment conducive to learning that enables students to perform at appropriate grade level. JJAEPs are required to operate seven hours a day, 180 days a year, pursuant to Section 37.011(f) of the Texas Education Code. Students attending the Academy during the 2025-2026 school year were in grades four through twelve and ranged in age from 10-17.

**2025 -2026 JJAEP Statistics**

34 Total student enrollment  
04 Mandatory student referrals  
00 Discretionary JJAEP Placements  
30 Court Order / Probation placements  
11 Average Daily Population -Lowest ADP in August (5.2), highest ADP in May (13.6).  
75 Average Length of Stay (days)  
20 Number of students who successfully completed the program (6 students are still enrolled in program)  
04 Number of students who discharged without successfully completing the program  
03 Number of students withdrawn for non-delinquency reasons  
00 Restraints or Serious Incidents  
92% Attendance Rate  
276 Half-credits earned by enrolled students  
10 Re-Contacts: (new arrests or referrals during the entire length of enrollment for students who exited the JJAEP during the previous school year, 2024-2025).  
28 Males  
06 Females  
14 African American  
17 Hispanic  
03 Caucasian  
00 Other  
14 Qualified as needing Special Education Services

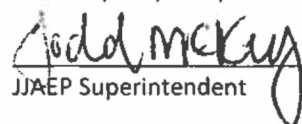
**Safety & Security:** Safety and security remained a top priority for the JJAEP again this year, and as a result, there were no serious incidents to report during the 2025-2026 school year. The current policies and procedures as related to safety and security have been reviewed and will remain in effect for the 2026-2027 school year. As in years past, students are orientated to emergency drills and procedures. Emergency Drills include fire, hazardous weather, and tornado drills as well as other types of safety procedures, including active shooter events. Drills are practiced at least once monthly by Academy staff and students per BCJS Policy and Procedures and TJJD Standards.

**Inter-Local Cooperation:** The BCJS department has maintained a professional and continuous working relationship with the BISD, CSISD, NISD and the HISD. Information as pursuant to the MOU for the JJAEP has been adhered to as required.

**Student Code of Conduct:** Existing Student Code of Conduct has been reviewed and it aligns with the JJAEP standards that went into effect in August 2018. The Behavior Management System will remain in effect, requiring 80 days of successful completion unless modified by JJAEP Program Administration staff, sending ISD or the Juvenile Magistrate.

**Policies & Procedures:**

Existing Policies and Procedures were reviewed and align with the JJAEP standards that went into effect in August 2018. Current policy and procedure will ensure that we are in compliance with TJJD standards.

  
\_\_\_\_\_  
JJAEP Superintendent

  
\_\_\_\_\_  
Date of Management Review

# **Brazos County Academy Juvenile Justice Alternative Education Program**

1904 West SH 21  
Bryan, Texas 77803  
Phone: (979) 361-1862  
Fax: 822-6071

**2026 - 2027**



**JJAEP Administrative Review: June 24, 2026  
Juvenile Board Annual Evaluation & Review: June 24, 2026  
REVISED: 5/30/2023**

**WELCOME  
TO THE  
BRAZOS COUNTY ACADEMY  
JUVENILE JUSTICE ALTERNATIVE  
EDUCATION PROGRAM**



The beautiful thing about learning is that no one can take it away from you...

# TABLE OF CONTENTS

Mission Statement	5
Program Description/Facility/Staff	6
Schedule/Pledges/Attendance	7
School Closing/Transportation	9
Security/Visitors/Meals/Medication	10
Academics	11
Tutorials/Assessments/Transition Services/Programs	12
Drug Tests/Dress Code	13
Contraband	15
Grievance Procedures	16
Behavior Management	17
Program Behavior Expectations/Major Rule Violations	19
Minor Rule Violations	20
Persistent Misconduct/Consequences	22
Classroom Rules and Procedures	24
Zero Tolerance	26
Important Numbers	30
Late Notice	31
Fire Drill Procedure	32
Tornado Drill Procedure	33
Daily Evaluation Sheet	34
Tools You Can Use	36
Parking Lot Instructions	37
Statutory Requirements for Start of School Day	38
Attendance Disclaimer	39
Expectations for Remote/Distance Learning	40
Notes	41

## PREFACE

The goals of any school include providing a safe, pleasant environment in which students can achieve and pursue their studies in a manner most conducive to learning. The purpose of this handbook is to provide courses of action to preserve and maintain the existence of this atmosphere while at the same time reinforcing and supporting students, parents, and school personnel.

Academy/J.J.A.E.P. School promotes the use of positive reinforcement for students, and teachers employ various methods to encourage appropriate behavior. A positive approach to discipline is the preferred approach for all ages.

All disciplinary actions are undertaken with the welfare of the student and/or student body in mind. Assisting our youth to grow and mature into productive citizens is our ultimate goal, and as educators, we endeavor to augment this growth in a way that prompts students to make informed decisions that are beneficial to them.

As educators, our dreams for the youth of our schools are harmonious with those of the parents of our community. Thus, parental involvement and suggestions that will benefit the students of Academy/J.J.A.E.P. School are solicited and always welcome.

### Academy/J.J.A.E.P. SCHOOL EQUAL OPPORTUNITY STATEMENTS

1. No administrative officer or employee of Academy/J.J.A.E.P. School, acting in his/her official capacity, may discriminate on the basis of a person's sex, race, religion, color, language, or national origin regarding: personnel practices, including assigning, hiring, promoting, compensating, and discharging employees; use of facilities; awarding contracts; and participation in programs.
2. No student shall, on the basis of sex, race, religion, language, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity sponsored by this organization.
3. No qualified disabled person shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity sponsored by this organization.
4. Academy/J.J.A.E.P. School does not discriminate on the basis of disability by denying access to the benefits of school services, programs, or activities.

Inquiries regarding any of these statements should be directed to Todd McKey, Administrator, Academy/J.J.A.E.P. School, 1904 Hwy 21 West, Bryan, Texas 77803, (979) 361-1862.

The use of illicit drugs and unlawful possession and use of alcohol are wrong and harmful.

### NOTICE OF RIGHTS OF PARENTS & STUDENTS Family Educational Rights and Privacy Act

Academy/J.J.A.E.P. School maintains general education records as required by Law. Academy/J.J.A.E.P. School makes available to parents information concerning their child enrolled in school unless the school is notified that the parent does not have that authority under state law. When a student reaches 18 years of age and is no longer dependent, all rights of the parent are transferred to the student. The parent's rights to access and copies of student records under this policy does not extend to some types of material used in educating the student that is not included in the coverage of the Family Rights and Privacy Act of 1974. Some common examples include test protocols and teachers personal notes on the student that are not shared with other personnel except a substitute teacher.

Parents, the student and officials of Academy/J.J.A.E.P. School with legitimate educational interests are the only persons with general access to the records. "School officials" means any employees, agents or trustees of Academy/J.J.A.E.P. School, as well as attorneys and consultants retained by the school. "School officials" have a "legitimate educational interest" in a student's records when they are working with the student; considering disciplinary or academic actions, the student's case, or a student with disabilities individual education plan; compiling statistical data; or investigating or evaluating programs. Academy/J.J.A.E.P. School also forwards education records on request to a school in which a student seeks or intends to enroll without the parent's permission.

The Director is the custodian of all records for currently enrolled students and for all students who have withdrawn. Records may be reviewed during regular school hours if parents wish to do so. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

### NOTICE OF CONFIDENTIALITY OF INFORMATION IN STUDENT RECORDS

Parents of students with disabilities have the right to:

- ...obtain a list of the types and location of educational records which are collected, maintained or used by Academy/J.J.A.E.P. School from the Director of the school;
- ...obtain and review educational records maintained by Academy/J.J.A.E.P. School by requesting those records from the Director;
- ...have a person of your choice review the records;
- ...contact the director or designee at Academy/J.J.A.E.P. School to explain or interpret any items in the educational records;
- ...obtain a list of those, other than the people involved in the student's education who have seen the educational records and the purpose of access from the director;
- ...contact the administrator about changing a student's records, if you believe a statement is wrong or misleading about the student in his/her records. If the request is denied by the school, you may request a hearing before the local board of advisors from the director. You may also appeal the decision of the Board to the Commissioner of Education.

# **Student Code of Conduct Student / Parent Handbook**

## **MISSION STATEMENT:**

Academically, the mission of the Brazos County JJAEP is to enable students to perform at grade level, and to provide an instructional program that facilitates an increased level of student academic progress in the areas of reading and math.

To provide a quality program that will protect the community from delinquency, impose accountability for offenses committed, reinforce a successful educational experience, instill within its participants the importance of self discipline, and equip juvenile offenders with the required competencies to live productively and responsibly in the community.

The Brazos County Academy Student and Parent Handbook contains information to help insure success at the Brazos County Academy. Throughout the handbook, the term "student's parent" means parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Students and parents should be familiar with the Brazos County Academy Student Code of Conduct/Handbook which sets out expectations and consequences for inappropriate behavior. The Student Code of Conduct is intended to promote school safety and an atmosphere for learning. All students and parents are issued a Student Code of Conduct/Handbook during orientation.

The handbook is reviewed annually, while policy adoption and revision is an ongoing process. Changes in policy that affect this Student Code of Conduct / Handbook will be communicated by memos, etc. to students and parents.

The following information is prepared for student and parent use and while it covers many topics, it would be impossible to cover all questions or issues that arise. Students and parents are encouraged to contact Brazos County Academy at (979) 361-1862 if additional information is needed.

## **WHAT IS THE ACADEMY/JJAEP?**

The Academy program is designed and organized by the Brazos County Juvenile Services Department. The Academy addresses the needs of students ages ten through seventeen who have committed detainable offenses and whom the department and/or court have determined would benefit from placement in a program that is a combination of regimented discipline and education, thereby, allowing the child to remain in the community. The Academy will address the needs of these children by providing for the child's education, thereby, helping the student to achieve academic success. The Brazos County Academy strives to ensure a safe and supportive environment for all students, while teaching teamwork, discipline, and life skills, thus instilling a sense of pride and self-discipline.

## **PROGRAM DESCRIPTION**

The Brazos County Juvenile Justice Alternative Education Program (JJAEP) was created pursuant to Senate Bill 1, passed by the Texas legislature in 1995. JJAEP mandatory placement students are placed in the JJAEP after being expelled from their public school setting.

## **FACILITY**

The Brazos County JJAEP is located at 1904 West SH 21, Bryan, Texas, 77803. The program utilizes two classrooms, located adjacent to the Juvenile Probation Department.

## **JJAEP STAFF**

The Brazos County JJAEP staff consists of the following:

**JJAEP ADMINISTRATOR:** The JJAEP Administrator is responsible for the management of the JJAEP. The JJAEP Administrator also acts as the liaison between the student and his/her home school.

**JJAEP SUPERVISOR:** The JJAEP Supervisor is responsible for the daily operations of JJAEP.

**CAMPUS BEHAVIOR COORDINATOR:** Responsible for maintaining student discipline and the implementation of policies and procedures. The JJAEP Administrator and the JJAEP Supervisor will be the designated Campus Behavior Coordinators. The CBC will promptly notify the parent if their student is taken into custody by a law enforcement officer or removed from the JJAEP program by telephone or in person, on the day the action is taken.

**TEACHERS:** The Brazos County JJAEP employs two certified teachers for educational personnel. Each classroom is led by a certified teacher. Some teachers have additional certification in special education. JJAEP staff, tutors and volunteers are available to provide additional support to students and teachers.

**CASEWORKER/PROBATION OFFICER:** The JJAEP Administrator and Supervisor are certified Juvenile Probation Officers. The Caseworker provides intake services and ongoing supervision to students in the program.

**ACADEMY OFFICERS:** Academy Officers are certified Juvenile Supervision Officers who have specialized training in providing supervision instruction to juveniles. The Academy Officers assist the educational staff in maintaining order in the classroom, and are responsible for the security of students and staff.

BCJJAEP Staff are not allowed to accept any gift or favor from students or student's parents. Staff shall maintain an appropriate relationship with students enrolled in the program and are not allowed to contact students unless conducting official business.

## **DAILY OPERATION**

Students placed in the Brazos County JJAEP attend school daily, Monday through Friday. The hours of daily operation at the JJAEP campus are from 7:00 a.m. to 3:00 p.m. The Brazos County JJAEP DOES NOT follow the BISD or CSISD calendar for school days, staff development days, holidays and bad weather days. An Academy/JJAEP calendar is distributed during orientation.

## DAILY SCHEDULE

7:00am - 7:30am	Check in
7:30am - 8:00am	Pledges, Breakfast
8:00am - 8:55am	Class I
9:00am - 9:55am	Class II
10:00am - 10:55am	Class III
11:00am - 11:55am	Class IV
12:00pm - 12:30pm	Lunch/Break
12:30pm - 2:00pm	DEAR/Group/Enrichment/P.E.
2:00pm - 3:00pm	Dismissal, Tutoring

## SUMMER SCHOOL SCHEDULE

7:00am – 7:55am	Student Sign In/Pat Searches/Pledges/Breakfast
8:00am – 12 Noon	Class I & II
12pm – 1:00pm	Lunch
1:00pm – 2:00pm	Group/Programs/DEAR
2:00pm – 3:00pm	Tutoring, Clean-up/Dismissal

**RESTROOM BREAKS:** For safety and security purposes, restroom breaks will be built in to the daily schedule. Individual restroom breaks will be at the discretion of the Academy staff.

***Scheduling is subject to change based on student enrollment, inclement weather and other program factors.***

## MORNING PLEDGES (TEC 25.082)

Students shall participate (i.e. stand and recite) the daily pledges of allegiance to the United States and Texas flags unless the parent specifically requests in writing that the child not participate. All students will observe a one minute moment of silence before scheduled meals. During this time they may reflect, pray, meditate or engage in any other silent activity that is not likely to interfere with or distract other students.

## ATTENDANCE (TEC 25.082, 25.093, 25.094)

Students are required to attend school on a daily basis. It is the responsibility of the parent/guardian to assist the student in arriving to school on time each day, arranging for timely pick-up each day, and communicating with the BCJJAEP regarding absences. Attendance will be taken each day and reported to the appropriate school districts and probation officers.

Refusals to attend the JJAEP or unauthorized absences are considered a major program rule violation and the department may file truancy charges with Municipal or Juvenile Court. Persistent refusal to attend JJAEP may result in the student being placed in the Brazos County Juvenile Detention Center. Program attendance requirements cannot be satisfied while the student is in the custody of Juvenile Detention. When a student has unexcused or excused absences, those days will be made up at the end of the term of placement in order for the student to return to his/her home school.

Students are required to arrive **no earlier** than 7:00 a.m. each day. Students will be subject to a referral and after school detention if they arrive late (after 7:30 a.m. but before 7:44 a.m. = 30 minutes after school; after 7:45 a.m. = 1 hour after school).

School is dismissed at 2:00 p.m. Students should be picked up at 2:00 p.m. dismissal time unless otherwise notified. Students will only be released to an authorized person, 21 years of age or older with a valid driver license.

Students are to leave the County/School property immediately after the school day is completed unless pre-approved by the JJAEP Supervisor to remain on County property.

Students are not released until directed by the Academy staff. Behavior while waiting for pick-up can affect daily grades.

### **WHEN A STUDENT IS ABSENT OR TARDY**

The parent must contact the Academy on the morning of the absence. The parent/guardian must notify the office by calling no later than 8:00 a.m. on any day the student is expected to be absent or tardy. Students must provide a medical excuse from a physician upon returning to school after any absence. Failure to provide a medical excuse will result in an unexcused absence and the student will be required to stay after school for one hour on the day they return to school.

For the protection of students and staff, the following criteria will be used to determine when a student may be sent home from the Brazos County Academy due to illness:

- ✓ Fever- 100 degrees or higher
- ✓ Suspected contagious disease
- ✓ Vomiting
- ✓ Diarrhea

Students may be excused for temporary absence for the following reasons with documentation:

- Medical appointments, must include arrival and departure time
- Medical illness, excuse must include date of absence and list any medical restrictions
- Juvenile or other court proceedings
- Established religious holy days; or
- Any other reason determined acceptable by the Superintendent.

### **TRUANCY AND FAILURE TO ATTEND:**

If a student has three or more unexcused absences for three or more days or parts of days within a four-week period but less than 10 or more days or parts of days within a six-month period, the district shall initiate truancy prevention measures. This is found in the Texas Education Code 25.0915 and began in August 2017.

**If the student is on probation supervision with the Department, a Directive to Apprehend (DTA) for Violation of a Juvenile Court Order may be issued if a student accumulates excessive absences, including three or more unexcused absences.**

According to Texas Education Code Section 25.092, "a student may not be given credit for a class unless the student is in attendance for at least 90% of the days the class is offered".

**SCHOOL CLOSING:**

The BCJJAEP will follow Brazos County business closings and delays in the case of hazardous or inclement weather conditions. If during school hours, it becomes necessary to close the BCJJAEP, the BCJJAEP staff will notify parents and or guardians. If after school hours, students and parents/guardians should check any one of the following media sources to determine if Brazos County businesses, to include the

BCJJAEP, will be closed or starting late: local radio or news outlets and broadcasts, and the BCJJAEP answering service. The decision to close the JJAEP for emergency reasons may also be made by the Chief Executive Officer and/or the Assistant Director of Juvenile Services.

PLEASE NOTE: BISD & CSISD CLOSINGS DO NOT AFFECT CLOSING OF THE BRAZOS COUNTY ACADEMY/JJAEP.

**TRANSPORTATION:**

Transportation to and from the JJAEP shall be the responsibility of the student's parents. Parents are responsible for the timely arrival and departure of their students on each school day.

STUDENTS ARE NOT ALLOWED TO DRIVE TO SCHOOL. STUDENTS SHALL NOT OPERATE A VEHICLE ON COUNTY PROPERTY.

A student may not give another student a ride to or from school unless approved by the Academy Superintendent or designee.

Parents are requested to keep car stereos at a low volume level while on County property.

For the purposes of safety, drivers must maintain a speed of no more than 10MPH while on County property.

Students must sign in each morning and be signed out in the evenings by a parent or guardian 21 years of age or older. A pick up authorization form must be on file for all students. Students will ONLY BE RELEASED TO PERSONS ON THE PICK UP AUTHORIZATION FORM.

Parents must provide advance notice to the Academy if another adult will be transporting their child; this adult must be at least 21 years of age and have a valid driver's license/ID.

**SECURITY:**

Students attending school at the JJAEP are subject to a search of their person or personal property before entering or re-entering any classroom or County building. Students may be required to submit to a search at other times if there is probable cause to believe the student is concealing contraband. Contraband is anything that is illegal, a weapon, or anything that can be made into a weapon or **ANYTHING** other than basic dress code items that were worn to school for compliance. Most contraband will be confiscated and returned to the child at their exit from the program. Any illegal contraband will result in law enforcement being contacted.

The JJAEP administrator or designee reserves the right to order facility/campus searches as needed with cooperation from local law enforcement, specifically the canine unit/drug detection dog.

**VISITORS**

All visitors must report to the Admin Office and use the sign in log prior to visiting any classroom.

Visitors to the JJAEP are subject to a search of their person or personal property before entering the building.

Visitors who are on County property and who do not have proper authorization will be intercepted and trespassing charges may be filed.

**TELEPHONE**

Students are not permitted to use the school telephones. The caseworker may make a call for the student in an emergency situation.

**MEALS:**

School lunches will be provided by the BCJJAEP and provided to all students each day that school is in session. Students are not allowed to bring any outside food or drinks. Students may also be provided a morning breakfast. All students enrolled at the Brazos County Academy/JJAEP will be required to complete a school lunch application form. Each submitted application is subject to income verification.

**STUDENT CONDUCT ON DEPARTMENT VEHICLES:**

Department Vehicles are considered an extension of the classroom and students are expected to conduct themselves accordingly. Students being transported in county owned vehicles should comply with the Student Code of Conduct. Students are expected to sit in assigned seats, facing forward, while on county vehicles. All students on county vehicles will wear a seatbelt at all times.

**DRILLS- FIRE AND EMERGENCY**

Students, teachers and staff shall participate in drills of emergency procedures on a regular basis. Students shall follow the instruction of teachers and staff in a quiet and orderly manner.

**PROHIBITED SANCTIONS:**

It is the policy of the BCJJAEP that the following sanctions are prohibited regarding student discipline:

- Corporal Punishment, physical abuse, humiliating punishment or hazing
- Deprivation of food and water
- One student sanctioning another
- Expulsion from JJAEP

**MEDICATION:**

In an effort to protect our students, the Brazos County JJAEP has a medication policy that requires **both parent and physician authorization**. Medication will be administered to students during school hours ONLY when such medication is required by the student to remain in school and administration is required during school hours. All medication, both prescription and non-prescription, must be kept in the school office.

**Brazos County Academy is not allowed to dispense medication without a written order from a physician.**

Any medication to be administered by school personnel must be delivered by the parent or guardian to the JJAEP Superintendent or Supervisor. Students may not bring or carry medications to school. Medication in baggies, aluminum foil, envelopes, old pill bottles or other family member's bottles is not acceptable and will not be administered. All medication to be dispensed by JJAEP staff must be delivered in the original and properly labeled container with the student's name, physicians name, medication name, dosage, directions for dispensing the medication, date of expiration and prescribed by a physician licensed to practice in the United States. In addition to a home supply, parent/guardian should request a second labeled bottle from the pharmacy for school use. When possible, ALL medications should be administered at home, before or after school.

**ACADEMICS:**

The Brazos County JJAEP provides course instruction in the core subjects of Math, Science, Social Studies, Language Arts and GED preparation. Electives are offered on a limited basis. Course assignments are dependent on availability. Parents of students attending the JJAEP will receive notice of a child's academic progress at the end of every six weeks grading period.

All completed coursework will be accepted by the school district and any credit(s) earned by the student while enrolled in the BCJJAEP will be reflected on the student's official school transcript. All student work must be completed prior to returning to the home campus in order to receive credit/course completions.

All coursework materials (textbooks, pens/pencils, paper, etc.) will be provided by the BCJJAEP. Students will not be allowed to bring any personal supplies or materials to the program. Administration reserves the right to determine student course assignments.

Students must not write on, draw, doodle or damage books, desks, computers, folders or other school equipment. The supplies/materials are not to be removed from the classroom without the permission of the teacher. Supplies will be turned in daily.

All inappropriate writings or drawings will be reported to the JJAEP Administrative staff.

## **TUTORIAL SERVICES**

Tutorial services are offered Monday – Thursday from 2:00pm – 2:45pm. When students fall behind in their coursework or do not complete school work during the school day, they may be required to stay after school for tutoring.

## **PRE- AND POST-ASSESSMENTS:**

The IOWA Test, a pre and post test-assessment, will be administered to students entering and exiting the BCJJAEP in order to help determine the student's current level of functioning in reading and math. The IOWA pre-assessment will be administered no more than 15 days after the student is enrolled. The IOWA post-assessment will be administered to all students enrolled **75** days or more. **The post-test must be administered no sooner than 60 days after enrollment.** Students can earn incentives for improving their scores on the IOWA post-test.

## **STATE MANDATED ASSESSMENTS:**

Students attending the BCJJAEP during state mandated assessment testing dates will be administered the appropriate test(s) at the BCJJAEP. Appropriate testing levels and materials will be determined and tests will be administered by a properly trained BCJJAEP teacher or personnel. The student's scores will be reported to their home school campus district.

## **TRANSITION SERVICES:**

In order for an exit to occur from the BCJJAEP: the student must have maintained positive behavior for 80 successful days and have demonstrated consistent academic progress. Students only become eligible for return to the regular school setting after the term of their expulsion has expired, the judge orders their return to the ISD, or if they have successfully completed the program which is normally 80 successful program days. Students may also be referred back to their home campus at the discretion of the JJAEP Administrator.

Upon completion of the Brazos County Juvenile Justice Alternative Education Program, transition services will be provided in the form of an exit meeting with the student, notification provided to the parent and personnel from the student's home school district to address the placement of the student back into the regular school system. **The exit transition plan will include all information regarding courses in progress or completed, current grades for ongoing courses, and number of attendance days and absent days.** Transition services are provided as a part of the entrance and exit process from JJAEP to the home school.

## **ADDITIONAL PROGRAMS:**

Students attending the Brazos County JJAEP may be required to participate in the following programs:

- Individual, Group or Family Counseling
- Substance Abuse Prevention/Treatment Programs
- Socialization and Life Skills Programs such as Problem Solving, starting and having conversations, joining in, recognizing and expressing feelings, cooperative activities, using self-control, resolving conflict, dealing with teasing, dealing with being left out, dealing with anger and accepting "no"
- Anger Management
- Career Investigations
- Health Programs
- Art Programs

- Community Service Programs
- Any program that will benefit the youth enrolled at the JJAEP

Students are required to participate fully in all activities related to the program as directed by staff.

### **DRUG TESTING**

Students shall submit to random drug testing (Urinalysis) at the request of the JJAEP Caseworker and or the court.

**If any student appears to be under the influence of illicit drugs or alcohol (as evidenced by physical appearance, physical impairment, behavior, etc.) that student will not be allowed to sign-in and attend school that day unless they are medically cleared by a physician. If the student does not see a physician their absence will be considered unexcused.**

### **DRESS CODE:**

The Brazos County Academy JJAEP dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students will be dressed and groomed in a manner that is clean and neat and that will not be a health and safety hazard to themselves or others.

The JJAEP prohibits any clothing or grooming that, in the staff's judgement, may reasonably be expected to cause disruption of normal classroom operation. Therefore, all students in attendance within Brazos County Academy JJAEP will be responsible to insure that they arrive to school daily in the school's uniform dress code. **All students are expected to maintain a high personal hygiene level at all times, i.e. clean clothes and clean body.**

Each morning a dress code check will be conducted when the student arrives. Students will also have a pat search and electronic wand search by same gender staff **EVERY** morning. **NO EXCEPTIONS!** Failure of the student to comply with the dress code, pat search and electronic wand will result in a discipline referral which will also result in loss of points and or after school pro-train. When possible, the student will also be required to correct the violation. Dress code expectations are in effect throughout the day including the afternoon wait for parent pick-up /release.

The mandatory dress code for students attending the Brazos County JJAEP is:

A white, gray, or black shirt for males

Females will wear black or gray t-shirts

Blue Jeans (LONG, no shorts, capris, skirts or dresses, JEANS MUST ALSO HAVE BELT LOOPS AND HAVE BACK POCKETS); no "stacked" jeans

White or Black Tennis Shoes / White or black laces (no steel toe shoes)

White or Black Socks (socks may have gray toe area or gray heel area only!)

Black or Brown Belt

**ALL CLOTHING MUST BE OF APPROPRIATE SIZE. CLOTHING CAN NOT BE COLORED NOR HAVE ANY COLORED MARKINGS ON THEM. SHIRTS MAY NOT BE SLEEVELESS. JEANS MAY NOT HAVE ANY RIPS OR TEARS IN THEM (EVEN IF THEY HAVE PATCHES). JEANS MAY ALSO NOT HAVE ANY "BLING" OR PATTERNED POCKETS (SEQUINS, RHINESTONES, ETC.)**

There is no cost to the family for the uniforms issued by the JJAEP, UNLESS YOUR CHILD DAMAGES, DESTROYS, OR FAILS TO RETURN THE PROPERTY TO THE PROGRAM UPON COMPLETION OF THE PROGRAM.

**\*\*Participation in PE is part of the student's final grade. Students who do not consistently participate in PE will have this factored into their grade\*\*.**

Students are expected to wear the uniforms as listed above. Layering of clothing is not permitted. Wearing, at the same time, multiple t-shirts, multiple shorts or shorts under jeans is not permitted. One tank top (white, for females) and muscle shirt for males (white) are permitted to be worn under t-shirts. Appropriate undergarments must be worn at all times, but must not be visible. Belt and shoes must be worn at all times.

**Masks:** The Academy will defer to current local/public health ordinances and/or Governor's Order, as it pertains to wearing masks during a pandemic.

### **WHILE AT SCHOOL**

- Hair must be clean, neat and well groomed.
- Hair on males must be short on top, cut off the collar and above the ears.
- Hair on students must be pulled back away from the face with a plain black or white elastic ponytail holder in a bun style for longer hair. A plain bendable hair clip may be used for shorter hair. **Students may wear braids that are NO LONGER THAN SHOULDER LENGTH, BRAIDS/HAIR MUST BE OF A NATURAL COLOR FOR THE STUDENT (BLACK, BROWN), BRAIDS/HAIR MUST BE PULLED UP IN A PONY TAIL AFTER CHECKS. NO EXCEPTIONS. NO OTHER COLORS (ex. red, blonde, maroon, gray, blue, purple, etc) If the braids cannot be easily pulled into a bun, they will need to be removed!!!**
- Designs or patterns cut into the hair are not permitted.
- Eyebrows may not be cut.
- Facial hair must be neatly groomed. Sideburns should be trimmed to middle of ear.
- Students may not wear make-up; colored contacts (even if prescribed)
- Nails must be trimmed short. No artificial nails or nail color;
- Shirts must be tucked in at all times;
- Pants shall be pulled up above the hips; clean and ironed; NO "SAGGING "
- No hats, no jewelry, no watches or sunglasses
- Tattoos and/or hickies are prohibited. Students should cover existing tattoos and/or hickies every school day. Parents will be responsible for providing the bandages for their child to cover them up each day. Exposed tattoos and/or hickies will result in a dress code violation, referral and after school.

**ADMINISTRATION RESERVES THE RIGHT TO DETERMINE IF AN ARTICLE OF CLOTHING, HAIRSTYLE OR COLOR IS ACCEPTABLE AT THE BRAZOS COUNTY ACADEMY/JJAEP.**

During cold or inclement weather, students will be advised to wear outerwear clothing (jacket, coat,) to school. No outerwear clothing will be worn inside the JJAEP. All outerwear clothing will be searched and must be removed upon entering the building. It will be kept in a designated area until dismissal at the end of the day.

## **CONTRABAND AND PROHIBITED ITEMS**

Students are not allowed to bring personal item(s) of any kind to the BCJJAEP. Prohibited property that is taken up by the JJAEP staff will be returned on the last day of the student's placement. The parent may not call and have that property released to the child, nor can they come and sign to get it out. Certain items will be disposed of e.g. cigarette lighter, lip stick, candy, food etc.

Contraband or prohibited items include but is not limited to:

- Purses, wallets, backpacks, notes, papers, pictures, gift cards
- Money (cash or change) or credit cards
- Food, drinks, candy, or gum
- Cell phones, cameras, music players, Headphones or other electronic devices
- Lighters, matches, cigarettes, or tobacco products
- Prescription, over-the-counter, or illegal drugs; Drug paraphernalia
- Jewelry, watches, gold fillings/plates (i.e grills) in the mouth
- Weapons, or items that can be used as weapons

**\*\*\*Students should not bring money to the JJAEP\*\*\*.** Any money found on a student will be confiscated and given to personnel and the parents will be notified through the referral. **Money will be released the last day of the student's placement.**

**\*\*\*No cell phones allowed at the JJAEP under any circumstances. If confiscated, JJAEP staff will not release until the last day of the placement.**

Illegal items will be turned over to law enforcement. **JJAEP staff will not be responsible for any lost or stolen items brought to the JJAEP.**

## **GRIEVANCE PROCEDURES:**

The formal grievance system is designed to solve problems, not create them.

The grievance procedure will help facilitate student complaints of mistreatment or complaints of program issues. Students may not grieve a rule that is written in either the Student Code of Conduct or a classroom rule or procedure. These rules are in place for your safety and security and to ensure each and every student has the opportunity to obtain an education. A grievance may be filed if one believes he/she has been treated unfairly or inappropriately by a staff's decision, has been spoken to in a disrespectful manner, or has a complaint regarding programmatic issues. False statements, misuse and abuse of the grievance system will not be tolerated.

### **Loss of Daily Program Points is NOT Grievable.**

1. Talk, if at all possible, to a program staff member to see if you can come to an agreement and settle the issue. If you are unable to resolve the problem with discussion;
2. Write on the provided Grievance Form all the circumstances related to the grievance or mistreatment including any witnesses and state clearly what happened. Submit the completed form to the JJAEP Supervisor. If you wish for the grievance to remain private, student may write 'CONFIDENTIAL' on the form. Grievance forms are available in each classroom and do not require assistance or permission from staff.
3. The JJAEP Supervisor will review the grievance with you and attempt to solve the problem within 24 hours when possible. The student will receive a written response within five school days.
4. If the JJAEP Supervisor is unable to resolve the issue with you an appeal may be submitted to the JJAEP Administrator or designee. The deadline for a student to submit an appeal, which must be no earlier than five school days after receiving the initial response; and the student will receive a response within 10 school days after submitting the appeal. The decision of the JJAEP Administrator or designee is final.
5. ALL grievances, resolved or unresolved, will be brought to the attention of the JJAEP Administrator. The Administrator or designee will ensure that the parent, guardian, or custodian will be provided a copy of the grievance and response upon request.
6. Retaliation by staff is prohibited.

### **A GRIEVANCE IS A LEGAL DOCUMENT AND IS KEPT IN THE STUDENT FILE.**

**AWOL:** Leaving the Academy campus without permission. For any student who leaves the Academy campus without permission, the following steps will be followed:

1. The Superintendent or JPO II will be contacted.
2. An Incident Report should be completed immediately by staff on duty when the student absconded and should be as detailed as possible.
3. Notify the student's assigned probation officer. The student's probation officer shall submit a **Directive To Apprehend within 24 hours.**
4. Notify the child's parent/legal guardian and give specific instructions to contact the JPO if the child returns home.

5. If an absconded student telephones, we will assure him of the seriousness of the situation and try to convince student to turn himself into local authorities.

## BEHAVIOR MANAGEMENT

### GENERAL DESCRIPTION

The JJAEP's behavioral management system is designed to teach pro-social skills and appropriate classroom behaviors necessary for success in school and in the community. The behavioral system is composed of a "SUCCESSFUL DAY" system used to provide positive re-enforcement and when necessary, penalties for violations. Students who violate the Student Code of Conduct are subject to being placed in the Brazos County Juvenile Detention Center and their probation orders or JJAEP orders modified or revoked.

The school's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate school rules will be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students.

The JJAEP Administrator will be responsible for discipline at the JJAEP. Discipline duties will include the responsibility and authority to:

1. Assess and implement the campus discipline management program.
2. Respond to discipline problems referred to him/her by teachers or Academy staff.
3. Make a reasonable effort to inform parents of student conduct by phone or in writing when necessary
4. Remove any student from the JJAEP for emergency reasons or as necessary.
5. Ensuring a safe and orderly climate for teaching and learning

### BEHAVIOR SYSTEM

The behavior system is designed to encourage and teach responsible behavior. Students will earn daily program points, and learn from the clear and consistent consequences of their behavior and the behavior of others. The evaluation system is set up to help monitor student behavior in various areas throughout the day. Students are expected to receive a minimum rating of 3 (average) in each category. Students who receive at least a "3" rating in each category will receive a "successful" day rating towards their program completion. Students receiving a rating of "1" or "2" in **ANY** category will receive an unacceptable rating for the day. *(See the sample Daily Student Evaluation form in the Appendix.)*

**Successful days earned is totally dependent on student behavior and the student adherence to the rules of the Academy program. ABSENT DAYS, INCLUDING DAYS IN JDC OR JAIL, WILL NOT BE COUNTED TOWARDS PROGRAM COMPLETION AS THE STUDENT IS NOT PRESENT.**

A copy of the evaluation is sent home with the student at the end of each week, giving the parent a chance to review it. If a parent has questions, additional time may be scheduled as needed to discuss the progress of students.

Positive Behaviors will benefit the student by:

- Enabling the student to be eligible for release from the program in 80 days!
- Special Privileges could include benefits such as:
  - ✓ Early release days
  - ✓ participation in program field trips or recreational activities;
  - ✓ special lunches
  - ✓ movie time
  - ✓ designated free time/ computer time/ game time

A student is not considered on Program Status if they are detained in Juvenile Detention, in the Adult Jail, absent or on abscond status. No "successful days" may be earned during these times.

In order for a student to be **considered** for return to their home campus, the student must do the following:

- Complete the number of successful days assigned to the program.
- Comply with program rules and regulations.
- Complete all academic assignments.

Both academic effort and behavior are considered when determining evaluation ratings for the day. Attendance may be extended to allow exit criteria to be met.

The length of assignments to the Academy/JJAEP program are as follows:

**Cause for Placement**

School District Mandatory Expulsions

**Length of Assignment**

as determined by school district, juvenile court order or 80 successful days

Juvenile Court Order Placements

80 Successful Days or as determined by juvenile court order, JJAEP Program Administrator or Juvenile Probation Officer

**\*\*PLEASE NOTE: SOME STUDENTS MAY NOT EXIT THE PROGRAM AFTER ACHIEVING 80 SUCCESSFUL COMPLETION DAYS\*\***

Students completing their program time in December will or could remain at the Brazos County Academy through all of finals week even if otherwise eligible to return to their home campus. Students who begin final exam week at Brazos County Academy may remain at Brazos County Academy for the remainder of the final exam week, even if otherwise eligible to return to the home campus.

## **PROGRAM BEHAVIOR EXPECTATIONS**

Students are expected to read and abide by the rules and regulations outlined in this Student Code of Conduct/Handbook. Each student is expected to:

1. Demonstrate courtesy and respect for others.
2. Behave in a responsible manner, always exercising self-discipline.
3. Attend school every day, on time and properly attired per the established dress code.
4. Participate fully in all activities as directed by staff.
5. Obey all program and classroom rules.
6. Respect the rights, privileges and property of other students, teachers and JJAEP staff.
7. Cooperate with or assist the program staff in maintaining safety, order, and discipline by exhibiting positive behavior at all times. Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense.
8. Adhere to requirements of the Student Code of Conduct and avoid violations of the Student Code of Conduct.
9. Maintain honesty and integrity in all issues regarding schoolwork and interaction with program staff.

## **MAJOR RULE VIOLATIONS (PROHIBITED CONDUCT)**

1. Leaving school grounds or school-sponsored events without permission.
2. Scuffling or fighting including shadow boxing.
3. Stealing from students, staff, or the school.
4. Engaging in inappropriate physical or sexual contact. It is not appropriate to touch another student.
5. Engaging in conduct that constitutes sexual harassment or sexual abuse, whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors.
6. Inappropriate or indecent exposure of a student's private body parts.
7. Possessing any knife, razor, chain, prohibited Weapon or chemical agent as listed in Education Code Chapter 37.
8. Engaging in conduct punishable as a felony.

9. Committing an assault.
10. Making a terroristic threat.
11. Possession, using or under the influence of illegal drugs, alcohol, or illegal inhalants.
12. Possession with the intent to sell or distribute illegal drugs (including look-alike drugs, or any substance being distributed or sold as drugs), alcohol, or illegal inhalants.
13. Selling or distributing prescription drugs.
14. Truancy or refusal to attend JJAEP.
15. Involvement in communicating with other students in the program at any time on campus or off campus without staff permission. Communication is defined as verbal, exchange of addresses, exchange of phone numbers, e-mail addresses, notes, sending messages through an intermediary, or any form of communication, including text messaging and the internet, i.e., MySpace, Face Book, Instagram, and Twitter. This also includes communicating through gaming systems.

Major rule violations may result in receiving a behavior referral, the student may be referred to the juvenile probation officer, student and guardian may be required to meet with the JJAEP Superintendent, student may receive an unsuccessful day rating, may receive days added to program, student may be required to stay after school. Major rule violations may also result in a student being detained in the Juvenile Detention Center and/or charges being filed with law enforcement.

### **MINOR RULE VIOLATIONS**

1. Cheating or copying the work of another.
2. Refusing to complete school work.
3. Throwing objects that can cause bodily injury or property damage.
4. Engaging in non-verbal communication. (via computer, notes, calculators, etc)
5. Directing profanity, vulgar language, or obscene gestures toward other students or program staff.
6. Gambling or any form of wagering.
7. Damaging or vandalizing property owned by others.
8. Littering, spitting, defacing, or damaging school property.
9. Disobeying rules about conduct on county transportation.
10. Hazing; an initiation process involving harassment.

11. Bullying: to treat abusively or to affect by means of force or coercion.
12. Failing to comply with directives given by program personnel.
13. Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person).
14. Contacting, by any means, program personnel after school hours unless checking in or reporting violations.
15. Contacting, by any means, other students enrolled in the Brazos County JJAEP.
16. Forcing an individual to act through the use of force or threat of force.
17. Committing or assisting in a robbery or a theft that does not constitute a felony according to the Texas Penal Code.
18. Name calling, ethnic or racial slurs, or derogatory statements that program staff has reason to believe will disrupt the program, incite violence, intimidate or embarrass another individual.
19. Engaging in any misbehavior that gives program staff reasonable cause to believe that such conduct will disrupt the program or incite violence.
20. Possession or distribution of pornographic materials.
21. Engaging in behavior that would be considered sexual harassment
22. Possessing, smoking, or using tobacco products. This includes electronic or e-cigarettes.
23. Using program computers without the permission of the program staff.
24. Possessing lighters, matches or pyrotechnic devices, including but not limited to, such items as fireworks, smoke bombs, etc.
25. Violating dress and grooming standards as communicated in the program description or by sponsors of extracurricular activities.
26. Possession of drug paraphernalia while on County property or while attending a school-sponsored or school-related activity on or off school property.
27. Engaging in acts of criminal mischief.
28. Behaving in a manner that contains the elements of the offense of public lewdness.
29. Behaving in a manner that contains the elements of the offense of indecent exposure.

30. Involvement in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang.
31. Serious misbehavior that disrupts the learning process of another student, or that threatens the safety and well-being of other students or staff.
32. Failure to participate in the program.
33. Persistent misbehavior where there are two or more disruptions of the program, including interference with learning and a safe environment.
34. Failure/refusal to wear masks (if required) during a pandemic.

These rule violations may result in receiving a behavior referral, the student may be referred to the juvenile probation officer, student and guardian may be required to meet with the JJAEP Superintendent, student may receive an unsuccessful day rating, may receive days added to program, student may be required to stay after school. The above violations may also result in removal from the program to the Juvenile Detention Center and charges being filed if applicable.

### **PERSISTENT MISCONDUCT**

Persistent misconduct is defined as:

1. Repeated chronic defiance of authority and program rules
2. Repeated behavior that endangers the health and safety of school employees and /or students or
3. Repeated behaviors that violate the program or Classroom Rules.
4. Repeated behavior that disrupts the classroom environment or program activities

Each of these definitions of persistent misconduct assumes that the student has had the opportunity to modify their misconduct.

### **CONSEQUENCES**

**Major and Serious rule violations may result in a student being detained in the Juvenile Detention Center and/or charges being filed with law enforcement.**

Program rules and the authority of Brazos County to administer discipline apply whenever the interest of Brazos County is involved on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

### **Brazos County Juvenile Services has disciplinary authority over a student:**

- ✓ during the regular school day and at any school related activity, during or after school hours, regardless of location
- ✓ when retaliation against a school employee occurs or is threatened, regardless of time or location
- ✓ while under Order of Release or Terms and Conditions of Probation from the juvenile court and/or enrolled in the BCJJAEP

In general, discipline will be designated to correct misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community.

Disciplinary action will draw on the professional judgment of program staff and on

a range of discipline management techniques.

Disciplinary action will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the program environment and statutory requirements. Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

A student who violates program or classroom rules may be disciplined by one or more of the discipline management techniques listed below. All students will be afforded due process. Due process means the students will be treated fairly and will be heard in a timely manner.

- Violations of the law will be reported to the appropriate law enforcement agency and charges will be filed.
- Verbal correction, counseling or reprimand.  
When a rule violation occurs or a behavior violating the Code of Conduct occurs; the staff may immediately counsel with the student about the specific violation, why the conduct is a problem, what the possible consequences for continued violations are and a plan for correcting the behavior. When counseling is concluded, the student may be returned to the program/class. This sanction may not be available for persistent misbehavior and more serious consequences may be assessed.
- Cooling-off time, "time-out" or discussion away from the group – staff will take you aside to discuss the problem. Allows student a way to cool off away from peers and to talk about the problem with staff in private.
- Sending the student to the assigned area for exercises or in-school isolation.
- Seating changes within the classroom.
- Parent-teacher or parent/administration conferences.
- Removal of items that disrupt the education process (i.e. remove from computer)
- Loss of points.
- Assigned school duties other than class tasks. (such as cleaning details).
- Withdrawal of privileges, such as participation in extracurricular activities and/or loss of points.
- Behavioral contracts.
- Referral to Juvenile Probation Officer
- Removal from program to Juvenile Detention if a major rule violation occurs or for any **continuous misconduct** (including minor rule infractions) that interferes with the operation of the program.

Sanctions are not administered in a way that will degrade or humiliate the student. Whenever any sanction method is used, the JJAEP staff will model appropriate problem solving skills by counseling the student regarding his/her behavior.

Staff may use force to control you for any of these reasons:

- To protect child from imminent self-harm
- Child is at risk of causing harm or injury to others
- Child is at risk of causing serious property damage

Staff will use force as a last resort and only the amount of necessary force. Use of force just to punish you is not allowed.

## **CLASSROOM RULES AND PROCEDURES**

All students are expected to follow all classroom rules to the fullest degree. Failure to do so will result in point loss, and or additional consequences up to removal from the program.

- All students are expected to be respectful of themselves, to the staff and peers at ALL TIMES.
- Students should encourage positive behavior among their peers. Students should act as role models by maintaining a positive attitude.
- All students are expected to be respectful to all staff. Students are required to address all staff as "Mr.", "Ms." or "Mrs.", whichever is appropriate.
- If a student is unsure of a staff's last name, he/she is to ask. When a student is requesting and receiving help from staff, the words "please" and "thank you" should be used. Students are also expected to say "Yes, Sir" or "Yes, Ma'am".
- Students are expected to remain seated, sitting up and facing forward with feet flat on the floor. Students cannot lay their heads down or sleep while at the Brazos County Academy.
- Students may not have their hands up to or near their faces. This will alleviate the staff from assuming that the student is sleep. Students will lose points on their grade sheet and will earn an unsuccessful day rating for sleeping. Staff will work with students to encourage them to stay awake and remain on task
- Students shall raise their hands to receive permission to speak, leave their seats, speak with staff or take a restroom/water break. Only one person may leave his/her seat at a time and only with the permission of JJAEP staff or the teacher. Students shall not communicate with classmates without permission. Any student who leaves their seat, talks, uses the bathroom or gets water without permission could earn an unsuccessful day.
- Students will work only on their class assignments as directed by the teacher and staff. Students shall follow all directions. All assignments will be completed neatly and in the appropriate format. If not done in the correct format, assignments may not be graded and reassigned to be completed correctly.

- Students will keep their work area neat and turn in all supplies at the end of class. Students may have one pencil and no more than two highlighters.
- Students may not draw or doodle on papers, folders, books or any JJAEP property (i.e.: drug related, gang related, suggests violence, racial bigotry or antigovernment activities).
- Writing or passing notes is not allowed at Brazos County Academy and will result in an unsuccessful day.
- Physical contact between students is prohibited.
- Students will not enter or exit any room or building without staff's permission before, during or after school.
- Students will always use appropriate language. Students will not use nicknames, street names, or gang names. Students may not make comments or gestures that are of a sexual nature. Any obscenities (written, verbal or non-verbal) can result in an unsuccessful day and/or immediate removal. Students who write, talk, or gesture in any manner about gang activity will receive an unacceptable day rating and possible other consequences such as a referral and after school sanctions.

Students will not talk about the time that they spent at the Juvenile Detention Center, their offense, drug use, or gang affiliation. Any comments involving probation violations will be reported to their probation officers.

- Using the computer during school hours is a PRIVILEGE. Students who abuse this privilege will not be allowed to use the computers. Students who "surf" inappropriate websites will receive an unacceptable day rating. Students also may be given afterschool time and risk losing credit for any completed work. The computers are intended for educational uses primarily. On occasion students may be awarded "free computer use time". Appropriateness of sites visited during free time will be determined by Academy staff. Student shall not download any games or programs. Students who download games or programs may be removed from the computer and may be assigned additional days of program time. Downloading inappropriate material may result in removal from the program.
- To insure the safety of everyone, students are responsible for informing staff about negative interactions between other juveniles in the program. Students should not become involved in the negative behaviors of other students in the program.
- Students are expected to work continuously with their daily assignments for the entirety of the school day (unacceptable to earn one grade and stop working).

\*This does not cover every rule of the classroom\*\*

# ZERO TOLERANCE

## ZERO TOLERANCE FOR SEXUAL ABUSE:

The Texas Legislature has adopted a **ZERO-TOLERANCE** policy regarding the sexual abuse, including consensual sexual contact, of a child in the custody of the Texas Juvenile Justice Department. Any such violation must be reported. You'll see these posters around the Academy /JJAEP reminding you of the hotline number to call in case you need to report sexual abuse. Additionally, the zero-tolerance policy also applies as part of TJJD's efforts to comply with the federal Prison Rape Elimination Act (PREA)

**TJJD Abuse Hotline: (877) 786-7263**

**This number is answered 24/7 by a real person.**

**Staff must allow you to use a facility phone to call this number. This is a free call.**

## **THE PRISON RAPE ELIMINATION ACT (PREA) & Other Rules**

It is a federal law that helps officials detect, prevent, and reduce rape or sexual abuse against people who are in prisons or juvenile correctional facilities. TJJD Policy sets the rules for reporting and investigating allegations of sexual abuse. Other state laws make it a crime to sexually abuse children and people in custody.

## **ZERO TOLERANCE FOR SEXUAL ABUSE**

Sexual contact at the Brazos County JJAEP between two people is prohibited – period. There is no such thing as a consensual sexual relationship at BCJJAEP – not between youth – not between staff and youth.

The BCJJAEP has zero tolerance for sexual assault or abuse of any student by another student or staff member. Any person who participates in this unlawful act will be referred to law enforcement for prosecution. If you hear a student or staff member talking about inappropriate subject matters of a sexual nature, report this to a program staff or supervisor immediately. As a student you have the right to confidentiality and will not face reprisals or retaliation for filing or reporting any allegation under the PREA law.

## **WHAT IS SEXUAL ABUSE?**

Sexual abuse per TJJD is any sexual contact, indecent exposure, voyeurism, or sexual harassment. This can be from an adult or youth. It may be a sudden sexual attack, or you may be tricked or lured into becoming sexually active with someone over a period of time. If you aren't sure if something is sexual abuse, it's better to report it just in case. If your gut tells you something isn't right, it probably isn't.

**SEXUAL CONTACT** is touching your genitals or groin area, anus or buttocks, breasts, inner thighs or any other part of your body in a sexual manner either directly, through clothing, or with an object.

**INDECENT EXPOSURE** is someone showing you their genitals, buttocks, or breasts.

**VOYEURISM** is an invasion of your privacy by a staff member or another youth. An example would be someone peering at you in the shower or making you expose yourself when it is not related to official duties.

**SEXUAL HARASSMENT** is repeated, unwanted comments or behaviors of a sexual nature toward you. This includes threats, extortion, bribery, demeaning or derogatory remarks, or profane or obscene language or gestures.

***If any of these things have happened to you, you can report it to the TJJD Abuse Hotline at 877-786-7263. You should also tell staff at your facility who you trust. Even if time has passed because you felt embarrassed or scared, you should still report it.***

### **Reporting sexual abuse and assault**

If you have information regarding a student who has been sexually assaulted while here at the Brazos County Academy /JJAEP or if you have been a victim of this criminal offense while here at the Brazos County Academy/JJAEP please notify the program staff, supervisor or superintendent immediately, if you do not feel comfortable doing so, please call: 1-877-786-7263.

**Be safe-** Reporting sexual assault or abuse is the fastest way TJJD can put a stop to it so that you are safe and can begin to heal. It is a traumatic experience, but one from which you can recover with the right counseling and help. TJJD will protect you and get you the help you need.

### **Treatment and counseling**

If you become a victim of sexual abuse while in this facility you will receive ongoing medical and mental health care. This facility will also provide medical and mental health evaluations and treatment to all known victims of sexual abuse that occurred in this facility. You will also be granted follow-up services, treatment plans, and when necessary, a referral for continued care following your exit from the program.

### **Counseling and Mental Health Services**

Brazos County Juvenile Services has counseling services available that can address some of your concerns. At any time, you feel stress or you feel the need to talk to someone about problems that you may be experiencing regarding mental/psychological or emotional problems, or stress related problems in general, please contact your staff or simply ask to speak to a counselor. A counselor from our psychology unit will speak to you in a private setting. Understand due to the safety and security of yourself and this facility, a counselor may need to refer your problems or concerns to a shift supervisor, your probation officer or even the superintendent for the purpose of determining if other services or assessments are needed.

### **Keep Healthy Boundaries**

You can reduce your risk of being sexually abused or assaulted by keeping healthy boundaries. Some sexual predators are good at what is called "grooming." This is where they try to break down normal, healthy boundaries so they can take advantage of you.

- Don't ask for or accept favors or gifts that are against the rules.
- Do not have inappropriate conversations with other youth or staff.

- Avoid anyone who is overly complimentary of you, tries to get you alone, or wants to share inappropriate secrets.
- Report anyone who threatens you.
- Report anyone who has a pattern of touching you too much (like hugging, hand holding, or pretending to accidentally brush up against you).
- Report anyone who develops a pattern of looking at you in a way that causes you to feel uncomfortable.

**TJJD Abuse Hotline: (877) 786-7263**

**This number is answered 24/7 by a real person.**

**Staff must allow you to use a facility phone to call this number. This is a free call.**

# HELPFUL INFORMATION

## **IMPORTANT NUMBERS**

ACADEMY OFFICE  
(979) 361-1862  
(If no answer, leave a message)

GREG GALLS, ACADEMY SUPERVISOR  
(979) 361-1863

TODD McKEY, ACADEMY SUPERINTENDENT  
(979) 361-1813

ACADEMY FAX  
(979) 822-6071



## ATTENTION PARENTS & STUDENTS:

PLEASE TRY TO HAVE YOUR STUDENT AT SCHOOL ON TIME EACH DAY. WE HAVE EVEN ALLOWED A GRACE PERIOD, AND WE STILL HAVE STUDENTS ARRIVING TO SCHOOL LATE ON A CONSISTENT BASIS.

**EFFECTIVE IMMEDIATELY:** WE WILL NO LONGER MAKE CALLS TO ADVISE THAT YOUR CHILD HAS ARRIVED TO SCHOOL LATE AND HAS TO STAY AFTER SCHOOL AS THIS SHOULD BE EVIDENT WHEN THEY ARE DROPPED OFF EACH MORNING . YOU MAY CALL DURING THE DAY TO CHECK IF YOU ARE NOT SURE OR IF SOMEONE ELSE IS DROPPING THEM OFF AT SCHOOL.

### NOTE:

- IF YOUR STUDENT IS LATE AND ARRIVES TO SCHOOL **BEFORE 7:44AM**, THEY WILL RECEIVE A REFERRAL AND HAVE **30 MINUTES AFTER SCHOOL**. PLEASE BE HERE AT **2:30PM PROMPTLY TO PICK THEM UP**.
- IF YOUR STUDENT IS LATE AND ARRIVES TO SCHOOL **AFTER 7:45AM**, THEY WILL RECEIVE A REFERRAL AND HAVE **1 HOUR AFTER SCHOOL**. PLEASE BE HERE AT **3:00PM PROMPTLY TO PICK THEM UP**.
- WE WILL GO BY THE CLOCK THAT WE USE EACH MORNING TO DOCUMENT STUDENT ARRIVAL TIMES.
- IF YOUR CHILD DOES NOT HAVE TO STAY AFTER SCHOOL, PLEASE PICK THEM UP ON TIME! IF THEY ARE HERE FOR TUTORING, PLEASE ARRIVE BY 2:45PM FOR PICK-UP.
- **ALL STUDENTS NEED TO BE PICKED UP AT 2PM ON FRIDAYS, NO AFTER SCHOOL.**

WE WILL CONTINUE TO NOTIFY PARENTS IF STUDENTS ARE REQUIRED TO STAY AFTER SCHOOL FOR OTHER DISCIPLINE ISSUES.

THANK YOU FOR YOUR ATTENTION TO THIS MATTER.



IF THERE ARE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT MR. GALLS @ 361-1863, OR MR. McKEY @ 361-1813.

## ACADEMY FIRE DRILL PROCEDURE

The JJAEP will conduct emergency drills on a regular basis in an effort to acclimate students to the building's evacuation routes and to ensure the safety and security of everyone in the building. The Superintendent or designee shall maintain documentation of all emergency drills conducted, and the documentation will include the date, time, and staff involved in the emergency drill. Emergency exit routes will be posted in all classrooms and common areas.

### **Classroom #712, #715, #716; Restroom #721, #722, #725, #726; Locker Room #723, #724; Counseling Room #709A and #711B; Breakroom #704; Office #705, #706, #707, and Reception Area**

- Students and staff occupying these rooms will exit the building using the front entrance of the building (where they enter the building each morning). Students and staff will exit both sets of double doors and proceed to the circle drive parking lot. Students and staff will continue walking up the drive until it connects to the main drive into the Brazos County Juvenile Services facility. This will be the designated fire drill site where everyone meets. All students should be in a single file line with hands behind their backs. Academy staff will take attendance outside (to be sure that all students exited the building safely). Students will not return to the Academy building until given permission to do so by Academy staff.

### **Classroom #717, #718 and Multi-Purpose Room #719A**

- Students and staff occupying classrooms #717 and #718 will enter the multi-purpose room (719A) quickly and quietly and exit the multi-purpose room through the emergency exit (719B) located on the right side of the multi-purpose room. Students and staff will proceed to the circle drive parking lot in front of the Academy building. Students and staff will continue walking up the drive until it connects to the main drive into the Brazos County Juvenile Services facility. This will be the designated fire drill site where everyone meets. All students should be in a single file line with their hands behind their backs.
- Students or staff already occupying the multi-purpose room (719A) will quickly and quietly exit the multi-purpose room through the emergency exit (719B). Students and staff will proceed to the circle drive parking lot in front of the Academy building. Students and staff will continue walking up the drive until it connects to the main drive into the Brazos County Juvenile Services facility. This is the designated fire drill site where everyone meets. All students should be in a single file line with their hands behind their backs. Academy staff will take attendance outside (to be sure that all students exited the building safely). Students will not return to the Academy building until given permission to do so by Academy staff. It is imperative that students follow any/all instructions given to them by Academy staff during emergency drills.
- **It is imperative that students follow any/all instructions given to them by Academy staff during emergency drills.**

## **ACADEMY TORNADO DRILL PROCEDURE**

- In the event of a tornado or serious weather event, all students and staff inside the Academy building will exit the room they are in (through the door from which they entered) and proceed to the Academy vestibule area that connects to the detention hallway.
- Students should remain calm and sit on their knees facing the wall. Students should place their hands behind their heads and bend their head towards their knees.
- Students should maintain this position until directed otherwise by Academy staff.
- Once the weather threat has passed, students will return to class quietly at the direction of Academy staff.
- In the event the vestibule area cannot accommodate all of the Academy students, the remaining students will sit on their knees facing the wall outside of the student and staff restrooms (room #721, #722, #724, and #725).

**Students who do not follow directions or cause a disruption during emergency drills will receive a referral and consequences.**

## Brazos County Academy / JJAEP Daily Evaluation Sheet

**Week of:**

Name: \_\_\_\_\_ Supervising JPO: \_\_\_\_\_

Before School day starts (Minor referral/Does not cause an unsuccessful day rating) Yes/no)	Monday	Tuesday	Wednesday	Thursday	Friday
1. Arrives on Time	yes / no	yes / no	yes / no	yes / no	yes / no
2. Arrives in dress code	yes / no	yes / no	yes / no	yes / no	yes / no
3. Contraband	yes / no	yes / no	yes / no	yes / no	yes / no
4. Was there a referral written for above violations?	yes / no	yes / no	yes / no	yes / no	yes / no

**Rating Scale: any skill receiving a score of "1" or "2" will result in the student receiving an unsuccessful day rating**

5 Excellent	4 Above Average	3 Average	2 Minimal attempt	1 No attempt
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During School Day (Unsuccessful Day is a rating less than 3) (1-5 Scale/See below)	Monday	Tuesday	Wednesday	Thursday	Friday
1. Maintains proper behavior from 7:00am to 7:30am					
2. Follows breakfast procedures/Appropriate behavior during meals					
3. Follows lunch procedures/Appropriate behavior during meals					
4. Maintains proper hallway behavior/moment indoors/outdoors					
5. Follows directions/has appropriate conversations					
6. Sits appropriately in assigned seat					
7. Stays on task					
8. Does not disrupt others					
9. Shows respect for staff					
10. Shows respect for peers					
11. Remains in dress code throughout day					
12. Properly maintains materials					
13. Completes assigned work (1st period)					
14. Completes assigned work (2nd period)					
15. Completes assigned work (3rd period)					
16. Completes assigned work (4th period)					
17. Actively participates in Enrichment/DEAR/PE/group/etc					
18. Reading classroom rules					
<b>Was there a referral written? (Unsuccessful Day less than 3)</b>	yes / no	yes / no	yes / no	yes / no	yes / no
<b>Successful Day Earned:</b>	yes / no	yes / no	yes / no	yes / no	yes / no
<b>Total Points:</b>					
<b>Number of Tickets Earned:</b>					

SIGNATURE					DATE
STUDENT					
STAFF (2)					
TEACHER (2)					
PARENT					





## TOOLS YOU CAN USE

We are sending an update to the information on forms you will receive while your student is enrolled at the Brazos County Academy. We have started to use a new version of Odysseyware so some of the information will be different. The newer version will allow us to run more reports that can help our students and has updated all the curriculums.

The following are explanations of paperwork that will be sent home with your student at some point during the semester . . . as well as miscellaneous information:

**Course Assignments (pink):** advises what courses your student has been assigned to. You have already been sent course assignments for the courses your student is currently in. Each time they begin a new course, you will receive a course assignment.

**Progress Reports (pink):** reports the progress student is making in the course for the six week grading period. Some of the progress reports are computer generated and some are hand written. Reports are distributed based on which curriculum the student is working on the subject in. Odysseyware reports will allow you to view more information by units of the course as well as grades the student is making in each lesson. It will also give you an overall subject grade. API progress reports will be handwritten by their teacher. It will tell them the grade they are earning, what module they are working in and what they need for completion. There may also be additional notes from the teacher such as your student is ahead of schedule or your student is behind due to amount of absences etc. Course Progress Reports will be sent home every six weeks.

**Student Activity Breakdown:** The student activity breakdown only applies to students who are doing their course work on Odysseyware Curriculum. EVERY student in Odysseyware will have a detailed progress report. The information is generated from the date the student begins a course or the six week period begins. The report will show the name of the lesson, date completed and the grade earned. On occasion, you may also receive reports on how long a student has worked in a particular subject as well as other reports. Please be aware that some students may be actually logged into the computer but not actually completing any work. **Also remember when students are not on the computer, they SHOULD BE completing work at their seats.** Students should use their planner to help them stay on track.



The planner will help outline what a student should be working on in a subject on a particular date. Students who fall behind in their courses may be required to stay for after school tutoring until they catch up. *(New reports are being created as well)*

**After-school Tutoring:** Some students would greatly benefit from spending time after school utilizing the computers to advance their studies. It would give them one on one time with the teacher as well as extra uninterrupted time on the computer. They may stay after school on Monday thru Thursday from 2:00pm - 2:45pm. **Students will need to request tutoring 24 hours in advance to make sure the teacher and staff are available.**

**Course Completions:** Some students may complete several courses throughout one semester. **So YES, it can be done with HARD WORK!** If your student has a course completion sent home, they have completed all assignments in a course and earned a half-credit. In the case of junior high students, course completions signify completion of the subject for the semester. Your student will then be assigned another course to start working in.

If there are any questions, please feel free to contact the ACADEMY at (979) 361-1862.



# ATTENTION

To **ensure** the **SAFETY** of **EVERY** student and staff, as well as any visitors, we ask that

**ALL persons entering or exiting the Academy please use  
EXTREME CAUTION!!!**

This means:

Drive **SLOWLY** when entering into the property of the Juvenile Justice Center.

Drive **SLOWLY** when driving through the parking lot to the Academy facility. There may be people or animals walking through the parking lot.

Drive to your right, entering the Academy circle **SLOWLY**. Please follow the direction of the Academy staff and **WATCH FOR STUDENTS LOADING AND UNLOADING INTO VEHICLES!**

**Exit** the ACADEMY CIRCLE **SLOWLY**.

**Exit** the **JUVENILE JUSTICE CENTER PARKING LOT SLOWLY**

It is our desire that **NO STUDENT, STAFF, VISITOR, animals or objects** are ever injured or destroyed due to someone using excessive speed. If you witness someone who is exhibiting unsafe speed or reckless driving while entering or exiting the premises of the Academy, please do not hesitate to report it to us **OR** the Brazos County Sheriff's Department. We want all of our students, staff and visitors to be safe.



If there are any questions, you may contact me at 361-1862.

Sept. 11, 2013

TO THE ADMINISTRATORS ADDRESSED:

SUBJECT: Procedures for the start of the day

Please allow this letter to serve as a reminder of statutory requirements for procedures at the beginning of every school day. Recent statutory changes apply these requirements to open-enrollment charter schools and require the display of the United States and Texas flags. Section 25.082 of the Texas Education Code stipulates: The board of trustees of each school district and open-enrollment charter school shall require students, once during each school day at each school in the district to recite:

- (1) The Pledge of Allegiance to the United States flag; and
- (2) The Pledge of Allegiance to the Texas state flag.

A school district or charter shall excuse a student from reciting a pledge of allegiance upon written request from the student's parent or guardian. The statute also requires that the United States and Texas flags be prominently displayed in each classroom to which a student is assigned at the time the pledge is recited.

Following the recitation of the pledges, the statute requires that all districts and charters provide the observance of one minute of silence at each school. During the one-minute period, each student may, as the student chooses, reflect, pray, meditate or engage in any other silent activity that is not likely to interfere with or distract another student.

Each teacher or other school employee in charge of students during that specific period shall ensure that each of those students remain silent and does not act in a manner that is likely to interfere with or distract another student.

If you have any questions about these procedures, please contact our Legal Division at (512) 463-9720.

Sincerely,

Michael Williams  
Commissioner of Education

Page last modified on 9/11/2013 02:21:08 PM

### **Attendance**

Parents are required by Texas Compulsory Attendance Law to ensure their child(ren) are in school the full day of instruction every day of the school year. Value the entire school day. Schedule appointments after school or on weekends. If you must keep an appointment during the school day, return the child to school unless the doctor recommends immediate home rest. Be sure to provide a doctor's note to the school when your child returns. Being on time and attending all day are important habits to develop. Arriving late or leaving early disrupts the class and reduces valuable learning time for everyone.

Absenteeism unavoidably affects the quality of a student's work, interferes with normal instructional procedures in the classroom, and places additional demands on the teacher to provide remedial assistance. It negatively impacts the child who is absent as well as other students in the class.

### **SUGGESTIONS TO PARENTS OF CHILDREN WITH ATTENDANCE PROBLEMS**

Most school patterns develop during the primary grades--attendance, study habits, behavior, and attitudes; therefore, it is very important for parents to provide positive guidance in these four areas.

A child with good attendance is successful in many different ways. They feel better about themselves, make better grades, learn to interact with other children and adults, and become more independent and able to solve problems on their own. Success becomes a habit.

On the other hand, the child with poor attendance tends to experience problems in school. They may not like themselves and may not be able to get along with classmates. They will not be able to keep up with their schoolwork which will lead to poor grades and possible failure. They may have trouble following rules at school and at home. They may not develop a sense of responsibility for their own actions.

If your child complains of being ill, screen him/her for symptoms. Look for obvious signs of illness such as fever, vomiting, or diarrhea. Parents can treat minor complaints with over-the-counter medication. Students should be encouraged to attend school unless they show visible signs of illness. Healthy children should not stay home just because another family member is ill. Parents should be watchful for the development of a regular absence pattern. It is a good idea to mark a calendar on the days your child is absent.

When your child has minor symptoms or complains of being ill without apparent symptoms, make staying at home boring, not fun. Be tough and set rules such as no TV, no friends over after school, and no playing. Restrict the child to his bedroom with quiet activities such as reading or studying.

If you receive an Attendance Warning Notice, (by letter or phone call) please remember that only medical notes or the approval by an administrator will excuse an absence.

You may review your child's attendance record at any time or if you have any questions, please feel free to contact the Academy Superintendent at (979) 361-1862.

We thank you for making every effort to ensure your child gets the most from his/her education by being in school all day every day. The parent and the school share a common goal—for your child to be successful in school and in life.

## **Expectations for Remote/Distance Learning**

Distance learning will not be offered at the Academy for the 2024-2025 school year, unless there are extenuating circumstances such as a school closure or quarantine requirement. Distance learning is challenging but can be effective if there is cooperation from the student and parent/guardian. Good communication is the key to success.

- Each student will be expected to maintain contact with the Academy teachers or Superintendent McKey on a weekly basis while participating in distance learning.
- Teachers will contact the students daily for guidance and to assist with assignments.
- Students will be expected to log in to Odysseyware (or other education software) daily to complete assignments. If the student does not have access to a computer, the Academy staff will assign a Chromebook to the student for distance learning. Students are responsible for the Chromebooks while they are in their possession (including lost or damaged units). Every effort will be made to ensure that all students have the resources they need to be successful.
- Packets will be distributed on a regular basis and should be returned to Academy staff on the date specified. Timelines will be clearly communicated to student and parent/guardian by Academy staff.
- Failure to complete the assigned work will result in no credit earned and the student will be coded as absent on the daily attendance. The student's parent/guardian and probation officer will also be notified.



**Brazos County Academy Juvenile Justice Alternative Education Program  
2026-2027**



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 6/24/2026

ITEM: Discuss and take possible action on a contract with Turning Leaf Psychological and Education Center, Stacy Romo, owner and Licensed Sex Offender Treatment Provider.

TO: Commissioners Court

DATE: 06/15/2026

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00



## BRAZOS COUNTY JUVENILE SERVICES DEPARTMENT

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Linda Ricketson, Director  
Stacey Kasberg, Assistant Director

To: Brazos County Juvenile Board

From: Linda Ricketson, Executive Director

RE: Discussion of Licensed Sex Offender Treatment Provider Contract

Date: June 24, 2026

### **BACKGROUND:**

In September 2024, Mr. Agustin Gutierrez' contract was not renewed for Sex Offender Treatment for the juveniles in Brazos County. The department had a Sexual Offender Counselor in house, Dr. Daphne Hill, until her resignation on 8/13/2025. The department has continued to search for another Sex Offender counselor, and we utilized Jennifer Smith, ASOTP with Sonnie Day Treatment Services, but felt she was discharging some of our offenders too early for the needs they have, and that maybe an LSOTP that was not in training would meet the needs of our juveniles better.

At this time the department would like to sign a contract with Stacy Romo LSOTP, owner of Turning Leaf Counseling and Education Services. She will provide services to our juveniles that are adjudicated and court ordered for counseling at \$100.00 per session. Psychosexual assessments \$950.00 and Chaperone Training \$250.00. She will provide most of the sessions virtually but can be here in person if necessary. If she comes to the department to provide services, the department will reimburse her mileage at the IRS-rate (county rate). The department has a set-up for virtual private treatment services in a department office.

Brazos County Juvenile Services also contacted several other counties that Ms. Romo provides services for and got good reports from each one. There is a clause in the contract that if either party chooses to cancel the contract at any time it will take a 30-day written notice from that party.

### **RECOMMENDATION:**

Therefore, I respectfully request the Brazos County Juvenile Board approve the Sex Offender Treatment provider contract for Stacy Romo LSOTP, owner of Turning Leaf Counseling and Education Services. This contract is a one- year contract; providing that one party does not cancel before the end of the year.

Linda Ricketson, Executive Director

CONTRACT AND AGREEMENT FOR  
SEX OFFENDER TREATMENT SERVICES FOR JUVENILE OFFENDERS

Turning Leaf Counseling and Education Center (LSOTP)

July 1, 2026 – June 30, 2027

This Agreement is entered into by and between the Brazos County Juvenile Board, acting by and through its duly authorized representative (hereinafter, "Juvenile Probation") and Turning Leaf Counseling and Education Center (hereinafter "Turning Leaf Counseling"); (Licensed Sex Offender Treatment Provider).

RECITALS

Whereas Juvenile Probation desires that Turning Leaf Counseling provides services as will be more specifically described in this Agreement; and

Whereas Turning Leaf Counseling represents that it is qualified and desires to perform such services; and

Whereas § 140.003(b) of the Texas Local Government Code authorizes the Juvenile Board to make purchases in accordance with the same procedures applicable to a county under Subchapter C, Chapter 262 of the Texas Local Government Code; and

Whereas, the Juvenile Board has determined that this Agreement is not subject to competitive bidding requirements under § 262.023 of the Texas Local Government Code because the Agreement does not require an expenditure exceeding \$100,000.00 by the Juvenile Board; and

Now, therefore, in consideration of the mutual covenants and conditions set forth below, the parties agree as follows:

PURPOSE

1.00 The purpose of this Service Agreement is to provide Juvenile Probation with sex offender evaluations and treatment for children on deferred prosecution or adjudicated to have committed delinquent conduct or conduct indicating a need for supervision.

TERM

2.00 The term of this Agreement is for 12 months commencing July 1, 2026 – June 30, 2027, with the option to renew this contract in one (1) year increments for three (3) years.

SERVICES

3.01 Turning Leaf Counseling will render the following services to Juvenile Probation:

- A. Provide and document professional sex offender counseling and treatment.
- B. Initiate and document meetings and attempt meetings among Juvenile Probation staff and contracted children for the purpose of justifying continued treatment. Justification shall be done at a minimum of every thirty (30) days. A copy of the treatment justification shall be submitted to Juvenile Probation within ten (10) working days.

- c. Document and maintain records of all goods and services provided to contracted children. These records shall contain but are not limited to hours of services provided, number of children served, total hours of counseling or treatment provided. These records shall be made available to Juvenile Probation for periodic inspection and upon request by the court.
- 3.02 Turning Leaf Counseling shall report in writing on a monthly basis to Juvenile Probation regarding the status of each youth referred. These reports will be reviewed by Juvenile Probation in order to ensure youths' compliance with court ordered treatment.
- 3.03 When performing Services on-site at Juvenile Probation, Turning Leaf Counseling shall comply with, all rules, regulations and policies of Brazos County and Juvenile Probation that are communicated to Turning Leaf Counseling, including the restriction of access by Juvenile Probation to certain areas of its premises or systems for security reasons, and general health and safety practices and procedures.
- 3.04 In the performance of work or services hereunder, Turning Leaf Counseling shall be deemed an independent contractor, and any of its agents, employees, officers, or volunteers performing work required hereunder shall be deemed solely as employees of Turning Leaf Counseling or, where permitted, of its subcontractors. Turning Leaf Counseling and its agents, employees, officers, or volunteers shall not, by performing work pursuant to this Agreement, be deemed to be employees, agents, or servants of County and shall not be entitled to any of the privileges or benefits of County employment.

#### COMPENSATION

- 4.01 For and in consideration of the above-mentioned services, Juvenile Probation agrees to pay the sum of \$950.00 per psychosexual evaluation and the sum of \$100.00 for each counseling session with each youth and or family member(s). There is also a \$250.00 charge for Chaperone Training. While the majority of counseling sessions will be virtual, some counseling sessions may be held face-to-face.
- 4.02 Reimbursement for mileage shall be at the county approved rate.
- 4.03 Reimbursement for driving time shall be at a rate of \$ 0.00per hour.
- 4.04 Service Provider will submit an invoice for payment of services to Juvenile Probation on a monthly basis. Said invoice shall be submitted with 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 in order to monitor Service Provider for financial compliance with this Agreement. Juvenile Probation reserves the right to withhold payment pending verification of satisfactory work performed. Invoices submitted by Service Provider in proper form shall be paid by Juvenile Probation in a timely manner.
- 4.05 When needed, Juvenile Probation shall arrange for polygraphs with the designated vendor in the Bryan, Texas area.
- 4.06 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 non-binding mediation before the parties resort to litigation. The parties shall choose a mutually acceptable mediator to mediate the dispute, and the parties shall pay the costs of mediation services equally.

- 4.07 Turning Leaf Counseling will keep a record of all 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. Turning Leaf Counseling will maintain the records (as referenced above) for seven (7) years after the termination of this Agreement.

#### CONFIDENTIALITY OF RECORDS

#### 5.00

Turning Leaf Counseling acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this Agreement, be exposed to or acquire information that is confidential to Juvenile Probation. Any and all information of any form obtained by Turning Leaf Counseling or its employees or agents from Juvenile Probation in the performance of this Agreement shall be deemed to be confidential information of Juvenile Probation ("Confidential Information"). Any reports or other documents or items (including software) that result from the use of the Confidential Information by Turning Leaf Counseling shall be treated with respect to confidentiality in the same manner as Confidential Information. Confidential Information shall be deemed not to include information that (a) is or becomes (other than by disclosure by Turning Leaf Counseling) publicly known or is contained in a publicly available document; (b) is rightfully in Turning Leaf Counseling's possession without the obligation of nondisclosure prior to the time of its disclosure under this Agreement; or (c) is independently developed by employees or agents of Turning Leaf Counseling who can be shown to have had no access to the Confidential Information.

Turning Leaf Counseling agrees to hold Confidential Information in strict confidence, using at least the same degree of care that Turning Leaf Counseling uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than the provision of services to Juvenile Probation hereunder, and to advise each of its employees and agents of their obligations to keep Confidential Information confidential. Turning Leaf Counseling shall use its best efforts to assist Juvenile Probation in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limitation of the foregoing, Turning Leaf Counseling shall advise Juvenile Probation immediately in the event Turning Leaf Counseling learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Agreement and Turning Leaf Counseling will at its expense cooperate with Juvenile Probation in seeking injunctive or other equitable relief in the name of Juvenile Probation or Turning Leaf Counseling against any such person. Turning Leaf Counseling agrees that, except as directed by Juvenile Probation, Turning Leaf Counseling will not at any time during or after the term of this Agreement disclose, directly or indirectly, any Confidential Information to any person, and that upon termination of this Agreement or at Juvenile Probation's request, Turning Leaf Counseling will promptly turn over to Juvenile Probation all documents, papers, and other matter in Turning Leaf Counseling's possession which embody Confidential Information.

Turning Leaf Counseling acknowledges that a breach of this Section, including disclosure of any Confidential Information, or disclosure of other information that, at law or in equity, ought to remain confidential, will give rise to irreparable injury to Juvenile Probation that is inadequately compensable in damages. Accordingly, Juvenile Probation or Brazos County may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies that may be available. Turning Leaf Counseling acknowledges and agrees that the covenants contained herein are necessary for the protection of the legitimate business interest of Juvenile Probation and Brazos County and are reasonable in scope and content.

Juvenile Probation in providing all services hereunder agrees to abide by the provisions of any applicable Federal or State Data Privacy Act.

#### DISCLOSURE OF INFORMATION

- 6.01 Turning Leaf Counseling warrants that, prior to entering this Contract, she 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 Turning Leaf Counseling's licensing authorities;
  - B. Any and all litigation filed against Turning Leaf Counseling, 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 that has direct contact with juveniles;
  - D. Any finding of "Reason to Believe" by a state regulatory agency in a child abuse, neglect and/or exploitation investigation where an employee, intern, volunteer, subcontractor, agent and/or consultant of that has direct contact with juveniles was the alleged or designated perpetrator;
- 6.02 Turning Leaf Counseling 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 a prospective or existing employee, intern, volunteer, subcontractor, agent and/or consultant of prior to placing that individual in a position that involves direct unsupervised contact with juveniles in a juvenile justice facility or community setting.

#### EQUAL OPPORTUNITY

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

ASSIGNMENT & SUBCONTRACT

- 8.00 Turning Leaf Counseling may not assign or subcontract any of her rights, duties and / or obligations arising out of this Agreement without the written consent of Juvenile Probation.

OFFICIALS NOT TO BENEFIT

- 9.00 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.

TERMINATION

- 10.01 This Agreement may be terminated:
- A. By either party upon thirty (30) days written notice to the other party of the intention to terminate; or
  - B. Upon expenditure of available funds.
- 10.02 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 Turning Leaf Counseling.
- 10.03 If Juvenile Probation terminates this Agreement as provided in this section, no fees of any type, other than fees due and payable at the Termination Date, shall thereafter be paid to Turning Leaf Counseling.

WAIVER OF SUBROGATION

- 11.00 Turning Leaf Counseling 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, the Juvenile Board, and Brazos County, and Turning Leaf Counseling also waives any rights it may have to indemnification from Juvenile Probation, the Juvenile Board, and Brazos County.

REPRESENTATIONS & WARRANTIES

- 12.01 Turning Leaf Counseling hereby represents and warrants the following:
- A. That she has all necessary right, title, license, and authority to enter into this Agreement;
  - B. That she is qualified to do business in the State of Texas; that she holds 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 his business and

that there are no taxes due and owing to the State of Texas, the County of Brazos or any political subdivision thereof;

12.02 Stacy Romo shall maintain, during the term of this contract, a \$1,000,000.00 malpractice insurance policy. Turning Leaf Counseling shall provide a certificate of insurance for the policy and shall provide for a fifteen (15) day advance notice to Brazos County of the cancellation of such policy.

#### INSURANCE REQUIREMENTS

13.01 The Licensed Sex Offender Treatment Provider (Provider) shall instruct his insurance agent or carrier to furnish to the County a Certificate of Insurance attesting to the issuance of the following parts of this section. Please note that such Certificates of Insurance must be issued and then approved by Brazos County Risk Management. The Certificate of Insurance must be approved by Risk Management before any services can be rendered.

The Provider shall furnish and keep in full force the following insurance during the term of this Contract:

Professional Liability (Errors and Omissions) Insurance appropriate to the services being provided, with limits of no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate. If the Licensed Sex Offender Treatment Provider maintains broader coverage and/or higher limits than the minimums shown above, Brazos County requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Provider. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to Brazos County.

Abuse and molestation insurance as an endorsement to the professional liability policy in a form and with coverage that are satisfactory to covering damages arising out of actual or threatened physical abuse, mental injury, sexual molestation, negligent: hiring, employment, supervision, investigation, reporting to proper authorities, and retention of any person for whom the Provider is responsible including but not limited to Provider and Provider's employees and volunteers. Policy endorsement's definition of an insured shall include the Provider, and the Provider's employees and volunteers. Coverage shall be written on an occurrence basis in an amount of not less than \$1,000,000 per occurrence. Any annual aggregate limit shall not be less than \$1,000,000. These limits shall be exclusive to this required coverage. Incidents related to or arising out of physical abuse, mental injury, or sexual molestation, whether committed by one or more individuals, and irrespective of the number of incidents or injuries or the time period or area over which the incidents or injuries occur, shall be:

treated as a separate occurrence for each victim. Coverage shall include the cost of defense, and the cost of defense shall be provided outside the coverage limit.

Automotive Liability with \$300,000 CSL for Bodily Injury and \$100,000 Property Damage Liability with Brazos County named as an additional insured.

All of the aforementioned policies and Certificates of Insurance should be issued immediately after the Licensed Sex Offender Treatment Provider receives notification of award.

The Provider agrees to release and hold harmless Brazos County from any and all claims and liability due to the acts of the Provider's employees and the operation of his equipment. The Provider also agrees to hold harmless Brazos County from any and all expenses, including attorney fees, incurred by Brazos County in litigation or otherwise resisting such claims or liabilities as a result of the Provider's employees' activities. Further, the Provider agrees to protect, indemnify and hold harmless Brazos County from and against all

claims, demands and causes of action of every kind and character brought by any employees of the Provider against Brazos County due to personal injuries and/or death to such employee resulting from any neglect act, by either commission or omission on the part of the Provider or Brazos County.

TEXAS LAW TO APPLY

14.01 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.

14.02 The contents of this Section are required by Texas Law and are included by Juvenile Probation regardless of content. For purposes of Sections 2252.152, 2271.002, and 2274.002, Texas Government Code, as amended, Turning Leaf Counseling hereby verifies that Turning Leaf Counseling: Unless affirmatively declared by the United States government to be excluded from its federal sanctions regime relating to Sudan or Iran or any federal sanctions regime relating to a foreign terrorist organization, is not identified on a list prepared and maintained by the Texas Comptroller of Public Accounts under Section 806.051, 807.051, or 2252.153 of the Texas Government Code.

- a. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Turning Leaf Counseling does not boycott Israel and is authorized to agree in such contracts not to boycott Israel during the term of such contracts. "Boycott Israel" has the meaning provided in § 808.001 of the Texas Government Code.
- b. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Turning Leaf Counseling does not boycott energy companies and is authorized to agree in such contracts not to boycott energy companies during the term of such contracts. "Boycott energy company" has the meaning provided in § 809.001 of the Texas Government Code.
- c. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Turning Leaf Counseling does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and is authorized to agree in such contracts not to discriminate against a firearm entity or firearm trade association during the term of such contracts. "Discriminate against a firearm entity or firearm trade association" has the meaning provided in § 2274.001(3) of the Texas Government Code. "Firearm entity" and "firearm trade association" have the meanings provided in § 2274.001(6) and (7) of the Texas Government Code.

VENUE

15.00 Exclusive venue for any litigation arising from this Agreement shall be in Brazos County, Texas. Juvenile Probation does not agree to pay any and/or all attorney fees incurred by Turning Leaf Counseling in any way associated with this Agreement.

LEGAL CONSTRUCTION

16.00 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.

PRIOR AGREEMENTS SUPERSEDED

17.00 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 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 ordered sex offender treatment services ordered by the Judge of Brazos County having juvenile jurisdiction.

PRISON RAPE ELIMINATION ACT

18.00 If applicable, Turning Leaf Counseling 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 assault of incarcerated persons, including juveniles, and addresses the detection, elimination, prevention, and reporting of sexual assault in facilities housing adult and juvenile offenders. [PREA 115.312(a)].

Notices

19.00 Each party giving any notice or making any request, demand, or other communication (each, a "Notice") pursuant to this Agreement shall do so in writing and shall use one of the following methods of delivery, each of which, for purposes of this Agreement, is a writing: personal delivery, registered or certified mail (in each case, return receipt requested and postage prepaid), or nationally recognized overnight courier (with all fees prepaid).

19.01. Each party giving a Notice shall address the Notice to the receiving party at the address listed below or to another address designated by a party in a Notice pursuant to this Section:

Brazos County Juvenile Board: Duane Peters  
Brazos County Juvenile Board Chairman and County Judge  
200 S, Texas Ave., Ste. 332  
Bryan, TX 77803  
(Or Successor)

With a copy to: Brazos County Juvenile Services Department  
Attn: Linda Ricketson, Executive Director  
1904 Highway 21 West  
Bryan, Texas 77803

Turning Leaf Counseling: Stacy Romo, LSOTP  
403 E. Hillje St.  
El Campo, Texas 77437

19.03. A Notice is effective only if the party giving or making the Notice has complied with subsections 19.01 and 19.02 and if the addressee has received the Notice. A Notice is deemed received as follows:

19.03.1.If the Notice is delivered in person or sent by registered or certified mail or a nationally recognized overnight courier, upon receipt as indicated by the date on the signed receipt.

19.03.2.If the addressee rejects or otherwise refuses to accept the Notice, or if the Notice cannot be delivered because of a change in address for which no Notice was given, then upon the rejection, refusal, or inability to deliver.

IN WITNESS WHEREOF, this Agreement is signed, accepted, and agreed to by all parties by and through the parties or their agents or authorized representatives. All parties hereby acknowledge that they have read and understood this Agreement. All parties further acknowledge that they have executed this legal document voluntarily and of their own free will. This Agreement will be effective upon execution of all parties.

**BRAZOS COUNTY JUVENILE BOARD**



Duane Peters, County Judge and  
Juvenile Board Chairman

6-24-26

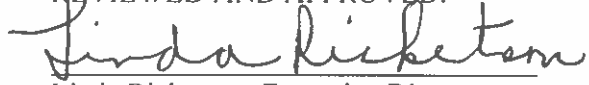
Date

**TURNING LEAF COUNSELING AND  
EDUCATION CENTER**

\_\_\_\_\_  
Authorized Agent – Signature

\_\_\_\_\_  
Authorized Agent- Printed Name

REVIEWED AND APPROVED:



Linda Ricketson, Executive Director  
Brazos County Juvenile Services

\_\_\_\_\_  
Title

6/24/2026

\_\_\_\_\_  
Date



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 6/24/2026

ITEM: Discuss and take possible action on revised policies and procedures in 341.202- Sub Chapter B. Probation-Juvenile Board Responsibilities - Policies and Procedures.

TO: Commissioners Court

DATE: 06/15/2026

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00



# BRAZOS COUNTY JUVENILE SERVICES DEPARTMENT

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Linda Ricketson, Director  
Stacey Kasberg, 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 24th day of June 2026, on motion made by Judge Wise, and seconded by Judge Matzke, 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 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 341.202-Sub Chapter B-Probation-Juvenile Board Responsibilities – Policies and Procedures.

**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 relating to 341.202-Sub Chapter B-Probation-Juvenile Board Responsibilities-Policies and Procedures.

DONE IN OPEN BOARD MEETING this 24th day of June 2026.

Recommended by:

Linda Ricketson, Executive Director  
Brazos County Juvenile Services

Approved by:

Duane Peters, County Judge and  
Brazos County Juvenile Board Chairman



# BRAZOS COUNTY JUVENILE SERVICES DEPARTMENT

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Linda Ricketson, Director  
Stacey Kasberg, Assistant Director

To: Brazos County Juvenile Board

From: Linda Ricketson, Executive Director

RE: Policy and Procedure 341.202-Sub Chapter B.- Probation -Juvenile Board Responsibilities – Policies and Procedures

Date: June 24, 2026

## **BACKGROUND:**

The Texas Juvenile Justice Department requires that new and updated written policies and procedures be approved by the governing juvenile board. On April 1, 2026, new policies were approved by the Texas Juvenile Justice Board for probation departments throughout the state. Policy and Procedure 341.202-Sub Chapter B-Probation-Juvenile Board Responsibilities includes policies which we have had in our procedure for some time. The changes in the procedures include the addition of all volunteers and interns having direct, unsupervised access or direct contact with juveniles in the department shall have a criminal history check and a non-criminal history check through a search engine for multi-agency reportable conduct (SEMARC). This is not necessary if it is a one-time program and the volunteer or intern is always under staff supervision. Further a section was added as to what training topics staff, volunteers and interns must have to have direct contact with juveniles. These are training courses that we already facilitate for our staff and volunteers and interns.

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

## **RECOMMENDATION:**

Therefore, I respectfully request the Brazos County Juvenile Board approve the policy and procedure update on 341.202-Sub Chapter B.-Probation-Juvenile Board Responsibilities-Policies and Procedures.

Linda Ricketson  
Executive Director

**§341.202 Policy and Procedure Manual**

(a) **Personnel Policies.**

The Juvenile Board must establish written personnel policies.

(b) **Department Policies.**

The Juvenile Board must establish written department policies and procedures. These policies must include, at a minimum, the following provisions, if applicable.

**(1) Diversion of Juveniles in a General Residential Operation.**

(A) As required by §152.00145, Human Resources Code, the juvenile board must establish policies that prioritize:

- (i) the diversion from referral to a prosecuting attorney under Chapter 53, Family Code, juveniles residing in a general residential operation, particularly children alleged to have engaged in conduct constituting a misdemeanor involving violence to a person; and
- (ii) the limitation of detention to such juveniles to circumstances of last resort.

(B) To monitor the success of policies implemented under subsection (A) of this section, a juvenile board shall track:

- (i) the number of juveniles residing in a general residential operation who are referred to the juvenile probation department or other intake entity for the juvenile court;
- (ii) the number of juveniles described by paragraph (i) of this subsection who are placed on deferred prosecution; and
- (iii) the general residential operation where each child tracked under this section resided at the time of the conduct that result in the referral.

(C) For purposes of this subsection, a “general residential operation” is a child-care facility that provides care for seven or more children for 24 hours a day, including facilities known as residential treatment centers and emergency shelters. General residential operations are licensed, certified, or registered by

Related Standards: TJJD

the Department of Family and Protective Services, as provided by Chapter 42, Human Resources Code.

~~(1) Deferred Prosecution:~~

- ~~(A) If the Juvenile Board adopts a fee schedule for the collection of deferred prosecution fees, the board must establish a written policy that includes the following requirements:~~
- ~~(i) The monthly fee must be determined after obtaining a financial statement from the parent or guardian and may not exceed the maximum set by Texas Family Code §53.03.~~
  - ~~(ii) The fee schedule must be based on total parent/guardian income.~~
  - ~~(iii) The chief administrative officer or his/her designee must approve in writing the fee assessed for each child including any waiver of deferred prosecution fees.~~
- ~~(B) A deferred prosecution fee may not be imposed if the juvenile board does not adopt a fee schedule and rules for waiver of the deferred prosecution fee.~~

**(2) Volunteers and Interns.**

If a juvenile probation department utilizes volunteers or interns, the juvenile board must establish policies for the volunteer and/or internship program that include:

- (A) A description of the scope, responsibilities, and limited authority of volunteers and interns who work with the department.
- (B) Selection and termination criteria, including disqualification based on specified criminal history.
- (C) A requirement to conduct criminal history searches and non-criminal background searches as described in ~~§344.310~~ Chapter 344 of this title for volunteers and interns who will have direct, unsupervised access to juveniles; or direct contact with a juvenile as defined in Chapter 344 of this title;
- (D) A prohibition on having unsupervised contact with juveniles for volunteers and interns whose criminal history does not meet the requirements in Chapter 344 of this title.
- (E) The orientation and training requirements, including training on recognizing and reporting abuse, neglect, and exploitation.
- (F) A requirement that volunteers and interns meet minimum professional requirements if serving in a professional capacity.

**Related Standards: TJJD**

- (G) A requirement to maintain a sign-in log that documents the name of the volunteer/intern, the purpose of the visit, the date of the service, and the beginning and ending time of the service performed for the department.

**(3) Zero-Tolerance for Sexual Abuse.**

The Juvenile Board must establish zero-tolerance policies and procedures regarding sexual abuse as defined in Chapter 358 of this title. The policies and procedures must:

- (A) Prohibit sexual abuse of juveniles under the jurisdiction of the department, by department staff, volunteers, interns, and contractors.
- (B) Establish the actions department staff must take in response to allegations of sexual abuse and TJJD-confirmed incidents of sexual abuse.
- (C) Provide for administrative disciplinary sanctions and referral for criminal prosecution.

**(4) Pretrial Detention for Certain Juveniles.**

As required by ~~Texas Human Resources Code~~ §152.0015, ~~Human Resources Code~~, the juvenile board must establish a policy that specifies whether a person who has been transferred for criminal prosecution under ~~Texas Family Code~~ §54.02, ~~Family Code~~, and is younger than 17 years of age may be detained in a juvenile facility pending trial.

**(5) Juveniles Younger than 12 Years of Age.**

As required by §152.00145, ~~Human Resources Code~~, the juvenile board must establish policies that prioritize:

- (A) the diversion of children younger than 12 years of age from referral to a prosecuting attorney under Chapter 53, ~~Family Code~~; and
- (B) the limitation of detention of children younger than 12 years of age to circumstances of last resort.

**(6) Taking Juveniles into Custody.**

The Juvenile Board must establish a policy that specifies whether juvenile probation officers may take a juvenile into custody as allowed by ~~Texas Family Code~~ §§52.01(a) (4), 52.01(a) (6), or 52.015, ~~Family Code~~.

**Related Standards: TJJJ**

- (A) If the policy allows juvenile probation officers to take a juvenile into custody, the policy must specify whether the officers are allowed to use force in doing so.
- (B) If the policy allows juvenile probation officers to use force in taking a juvenile into custody, the policy must:
  - (i) Address prohibited conduct, circumstances under which force is authorized, and training requirements.
  - (ii) Require each use of force to be documented, except when the only force used is the placement of mechanical restraints on the juvenile.

**(7) Training Requirements.**

- (A) The juvenile board must establish a policy that requires training to each employee, volunteer, or independent contractor who may be placed in direct contact with a juvenile receiving services from the department or facility. The training must include:
  - (i) Recognition of the signs of physical and sexual abuse and reporting requirements for suspected physical and sexual abuse;
  - (ii) The facility's policies related to reporting physical and sexual abuse; and
  - (iii) Methods for maintaining professional and appropriate relationships with children.
- (B) For purposes of this paragraph, a person may be placed in direct contact with a juvenile receiving services from the department or facility if the person's position potentially requires a person to:
  - (i) Provide care, supervision, or guidance to a child;
  - (ii) Exercise any form of control over a child; or
  - (iii) Routinely interact with a child.

**Procedure:**

- (a) Personnel Policies.
  - (i) The Juvenile Board must establish written personnel policies.
- (b) Department Policies.

- (i) The Juvenile Board must establish written department policies and procedures. These policies and procedures must address the following topics if they apply.

**1. Diversion of Juveniles in a General Residential Operation.**

- a. See Brazos County Juvenile Services Department (BCJS) Policy and Procedure 300.116

- (A) The Brazos County Juvenile Services Department has the authority to place juveniles on departmental Deferred Prosecution.

**(B) Deferred Prosecution.**

- a. It is the policy of Brazos County Juvenile Services to submit a completed referral form to the District Attorney (DA) for any persistent minor or major violation.
- b. When terminating Deferred Prosecution (DP) the following steps shall be taken with the authorization of a supervisor:
- (i) JPO (**Juvenile Probation Officer**) will draft an adjudication referral form including a copy of the social history and the risk and needs assessment to the DA.
  - (ii) Once the District Attorney has filed a petition, the juvenile and parent/guardian shall be served with the summons/petition.
  - (iii) JPO will complete the dismissal from DP form.
  - (iv) Close juvenile's supervision in the Juvenile Case Management System (JCMS) supervision screen as unsuccessful on the date that is file-stamped on the summons.
  - (v) JPO will enter a temporary supervision in the JCMS supervision screen.
  - (vi) If summons/petition are not received from the DA's office three days prior to the discharge date, contact the DA's office to follow-up.
  - (vii) If no petition has been filed by the discharge date, then the supervision will be closed as successful in JCMS supervision screen, and the juvenile will be discharged from DP.
- c. Referral Denied or Approved by District Attorney:
- (i) If approved, the JPO shall prepare for the court proceedings and be available to testify in court.

**Related Standards: TJJD**

(ii) If denied, the JPO shall request confirmation of the denial to proceed and place documentation in the juvenile's case file.

**(C) Volunteers and Interns.**

(i) Brazos County Juvenile Services shall establish policies for the volunteer and/or internship program that include:

(1) **Definitions:** The following definitions will be used in this policy:

- (a) **A volunteer/mentor** is a person of good moral character, at least twenty-one (21) years of age (unless granted a waiver by the Executive Director), who is unpaid and enlists to provide services and programs to the children who are in the care and/or custody of the Brazos County Juvenile Services Department. These persons have regular or periodic supervised or unsupervised contact with juveniles under the direction of the Deputy Director of Community Services and the Volunteer/Mentor Coordinator or the professional staff of the Brazos County Juvenile Services Department.
- (b) **An Intern** is a person currently enrolled in an institution of higher learning who, as a part of their certification or degree program, enlists to serve as temporary staff who may be unpaid to observe and participate in providing services and programs to the children who are in the care and/or custody of the BCJS.
- (c) **Doctoral/Graduate Intern** is a person currently enrolled in an institution of higher learning who may be paid and enlists to provide services as a part of their certification or degree program, to serve as temporary staff to observe and participate in providing services and programs to the children who are in the care and/or custody of the BCJS.
- (d) **Unsupervised contact-** a volunteer or intern working with the juveniles without direct supervision by BCJS.
- (e) **Periodic Contact-** is defined as contact that occurs more than once a year. (Performing volunteer work on a monthly or quarterly basis.)
- (f) **Regular Contact-** is performing volunteer work on a weekly or bi-weekly basis.

Approved by JB: 6/24/2026  
Effective Date: 04/01/2026  
Revised Date: 06/02/2026

**i. Responsibilities, Authority, and Accountability of volunteers and interns who work with the department;**

- (a) **Interns-** BCJS will provide students with an external experience in a specific field. The student will be provided with entry-level skills. This will be accomplished through observation, mentoring by staff, and assigned tasks. The Intern will be under the supervision of a certified juvenile probation officer, or support staff at all times. Students must complete an application, interview and if chosen-complete requirements of a background investigation and required training and orientation.
- (b) **Graduate Level Counseling Interns-** BCJS will provide students with an experiential internship/externship in which they will have the opportunity to receive on-site educational experiences. The intern will be under the supervision of a licensed psychologist, licensed mental health professional or certified probation officer (as per supervision requirement). Supervision will be provided via direct observation, mentoring by staff, and assigned tasks. These students are allowed unsupervised contact with juveniles at BCJS as part of their requirements to provide one-on-one counseling, assessments, and group counseling. Students must complete an application, interview, and if chosen, complete requirements of a background investigation and orientation and training.
- (c) **Volunteers-**BCJS will provide community members an opportunity to assist in departmental programs that enhance the moral, mental, and physical development of juveniles in the community. This will give the volunteer the opportunity to utilize their respective skills and talents for the benefit of juveniles in the community. Volunteers will assist with providing various programs including but not limited to tutoring, mentoring, life skills and religious activities. Volunteers will be under the supervision of a professional staff while performing their program or service.

**ii. Essential Duties and Responsibilities:**

**Related Standards: TJJD**

- (a) Observe each separate division of casework (Court, Field, Placement, Aftercare, Victim's assistance, Academy, Counseling, RRP, Clerical, and STAR).
- (b) Observe office appointments.
- (c) Accompany officers on school visits, and home visits.
- (d) Work with clerical unit filing, etc.
- (e) Ride with RRP and STAR surveillance staff.
- (f) Assist with orientation of juveniles and juveniles' parents.
- (g) Assist with departmental programs.
- (h) Counseling interns will be assigned to the counseling unit and may assist with programs, groups, provide counseling services to juveniles. Supervision will be provided by a licensed psychologist and/or counselors.
- (i) Provide tutoring to students in the detention school program or the JJAEP students under staff supervision.
- (j) Will not provide telephone number, address or any personal information about self or family to any juveniles or their family.
- (k) Maintain strict confidentiality regarding your activities, names, circumstances, and/or discipline of juveniles. Failure to do so may result in immediate dismissal and possible criminal charges.

**iii. Selection and Termination Criteria:**

- (a) Provide a valid I.D. or Driver's License.
- (b) Volunteers and interns must be 21 years of age, unless specifically approved by the Executive Director, but in no case shall the age of an intern be less than 18 years of age.
- (c) Meet the minimum professional requirements of the organization or service they represent, if applicable; pass the screening of their background and professional qualifications. Criminal History Check, **Non-Criminal History Check, as well and-as** a Sex Offender Screening.
- (d) Disqualification of an Intern/Volunteer will be the same as for any probation or supervision officer per 344.400 of the TJJD standards. Specifically, under no circumstances will a person convicted of, or placed on deferred adjudication for a sex offense under TCCP Chapter 62 be allowed to volunteer or serve as an intern.

Approved by JB: 6/24/2026  
Effective Date: 04/01/2026  
Revised Date: 06/02/2026

Related Standards: TJJD

- (e) Other reasons that may warrant termination of a volunteer/intern include; breach of confidentiality, unlawful conduct or breach of departmental rules, physical or emotional illness, inability to cooperate with departmental staff, engaging in activities that threaten the program or the safety of the volunteer or juvenile, erratic or unreliable attendance, inappropriate conversation, attitude, behavior and/or mannerisms toward any juvenile, unsatisfactory service and are arrested/charged for any offense class "C" or higher.
- (f) All volunteers/interns are considered "at will" and nothing in this policy gives a volunteer/intern any guarantee of a duration of service. BCJS retains the right to terminate the volunteer/intern at any time for any legal reason, or no reason, with or without notice. BCJS also retains the right to change any condition or policy regarding volunteers and interns with or without notice.
- (g) Any Deputy Director or professional staff, with substantial reason to do so, may recommend that a volunteer/intern discontinue services for this department. The ultimate responsibility to carry out this request will be up to the Deputy Director of Community Services. (The Executive Director will be informed of this process and may choose to reassign the volunteer/intern).

**iv. Criminal History and Non-Criminal Background Check:**

- (a) All volunteers and interns having direct unsupervised access, or direct contact with juveniles in the department shall have criminal history checks completed by the Fingerprint Application Services of Texas (FAST) system and a non-criminal history check through the use of the search engine for multi-agency reportable conduct (SEMARC).
- (b) All volunteers and interns having direct, supervised access, or direct contact with juveniles within the department shall have criminal history checks completed by the Fingerprint Application Services of Texas (FAST) system and a non-criminal history check through use of the search engine for multi-agency reportable conduct (SEMARC) unless the

Approved by JB: 6/24/2026  
Effective Date: 04/01/2026  
Revised Date: 06/02/2026

volunteer/intern that will provide a onetime program for juveniles and be under staff supervision at all times.

**v. Professional Volunteers and Interns:**

- (a) All Brazos County Juvenile Services Department volunteers and interns that meet minimum professional requirements serving in a professional capacity shall:
- (1) Provide a copy of their license or certificate directly relating to their licensing/credentials that is current and in good standing with the appropriate regulatory agency.
  - (2) An individual that is working towards their licensure who receives a temporary license would meet the requirements of this standard and should provide a copy of their temporary license.

**vi. Prohibitions:**

- (a) BCJS prohibits volunteer/interns from having unsupervised contact with juveniles, whose **criminal** history does not meet the requirements in Chapter 344 of this title.

**vii. Orientation and Training:**

- (a) Each new volunteer/intern will receive an orientation which will include training in:
- (b) Reporting abuse, neglect, and exploitation.
  - (c) Client rights and responsibilities.
  - (d) Personal and facility security.
  - (e) PREA required training for volunteers/interns.
  - (f) Expectations of their program and service (job description)
  - (g) Conditions by which their program/service and status as a volunteer/intern will be terminated.
  - (h) Training will be provided on policy and procedure pertaining to volunteer/intern job duties, dress code, confidentiality, and release of liability. Each volunteer/intern will sign a confidentiality agreement, a release of information and the Volunteer/Mentor Coordinator will oversee the training for these individuals and make sure proper documentation of these trainings is maintained.

**Related Standards: TJJD**

- (i) Interns will have an orientation on all departmental units.
- (j) All aspects of interviewing, training, orientation, and documentation will be overseen by the Volunteer/Mentor Coordinator of BCJS and the Deputy Director of the Community Services Unit.
- (k) All training shall be completed prior to the volunteer/intern assuming any duties or responsibilities.

**viii. Sign-In Requirements:**

- (a) Brazos County Juvenile Services Department shall keep a written volunteer and intern log that documents the:
  - (1) Name of the volunteer or intern.
  - (2) Purpose of the visit, the date of service.
  - (3) Beginning and ending time of the services performed for the department.
- (b) All Volunteers/Interns shall sign-in and out when they come in and leave the complex/facility. Even if a volunteer/intern has signed in at the reception area, if they enter detention, they must sign in again in the Control Area of detention. The control booth operator must make sure the volunteer/intern signs in before entering the floor of the detention center.
  - (1) The log is kept in the reception area of the BCJS or in the detention center control booth. The JJAEP has a sign-in for their building at the front reception area.
  - (2) For all regular interns the Deputy Director of Community Services be responsible for scheduling their daily assignments.
- (c) For all graduate/doctoral level counseling interns, the Deputy Director of Health Services will be responsible for scheduling their daily assignments. For all volunteers the Volunteer/Mentor Coordinator will monitor the sign in sheets and the specific aspects of their activity in the facility.

**(D) Zero-Tolerance for Sexual Abuse and Sexual Harassment.**

Approved by JB: 6/24/2026  
Effective Date: 04/01/2026  
Revised Date: 06/02/2026

**Related Standards: TJJD**

- i. Brazos County Juvenile Services (BCJS) is committed to maintaining a zero-tolerance policy regarding sexual abuse and sexual harassment. All juveniles under the jurisdiction and authority of BCJS, have the right to be free from sexual abuse, sexual harassment, neglect, and exploitation.
- ii. This includes not being subjected to sexually assaultive, abusive, and/or harassing behavior from anyone, including employees, visitors, volunteers/interns, contractors and/or other juveniles.
- iii. Juveniles with disabilities, limited reading skills, blind or who are visually impaired are afforded the same rights and will be provided access to interpreters.
- iv. There is NO such thing as consensual sex, meaning no person regardless of age can “agree” to have sex or sexual contact with staff or probationers.
- v. If the agency learns that a juvenile is subject to a substantial risk of imminent sexual abuse, the agency shall take immediate action to protect the juvenile. Within this policy, all references to sexual abuse will also include sexual harassment, as appropriate.
- vi. **Referrals of allegations for investigations**
  - (a) **Investigations**
    - (1) **BCJS** shall ensure that an administrative investigation is completed for all allegations of sexual abuse and sexual harassment. Criminal investigation shall be completed by the Brazos County Sheriff’s Office.
    - (2) **Substantiated Allegation**- an allegation that was investigated and determined to have occurred.
    - (3) **Unfounded Allegation**- an allegation that was investigated and determined not to have occurred.
    - (4) **Unsubstantiated Allegation**- an allegation that was investigated and the investigation produced insufficient evidence to make a final determination as to whether, or not the event occurred.
  - (b) **Internal Investigation:**
    - (1) Investigations into allegations of sexual abuse and sexual harassment shall be completed promptly, thoroughly, and objectively for all allegations, including third party and anonymous reports by the Brazos County Sheriff’s Office.

Related Standards: TJJD

- (2) The criminal investigator shall gather and preserve direct and circumstantial evidence, including any available physical and DNA evidence and any available electronic monitoring data; the investigator shall interview alleged victims, suspected perpetrators, and witnesses; and shall review prior complaints and reports of sexual abuse involving the suspected perpetrator. All referrals of allegations of sexual abuse or sexual harassment are documented for criminal investigations.
- (3) An investigation shall not terminate solely because the source of the allegation recants the allegation.
- (4) If the evidence appears to support criminal prosecution, all following interviews will be conducted by the prosecutors to avoid compromising the criminal investigation. If the investigation appears criminal, the investigation will be turned over to the **Brazos County Sheriff's** Office to complete for prosecution.
- (5) The credibility of an alleged victim, suspect, or witness shall be assessed on an individual basis and shall not be determined by the person's status as a probationer or staff. No juvenile shall submit to a polygraph or other truth-telling device as a condition for proceeding with the investigation of an allegation.
- (6) The Brazos County Sheriff's Department shall be responsible for conducting criminal investigations; such memorandum shall describe the responsibilities of both the agency and investigating entity.

**vii. Juvenile Reporting:**

- (a) As a probationer there are some things a juvenile can do to minimize risk of becoming a victim of sexual assault, abuse, or harassment:
  - (1) Avoid isolated or secluded areas.
  - (2) Never share inappropriate personal information.
  - (3) Never accept gifts or favors.
  - (4) Never give gifts to or do favors for BCJS staff.
  - (5) Be cautious of adults who attempt to be overly friendly, try to isolate or repeatedly show interest in your personal matters.

Approved by JB: 6/24/2026  
Effective Date: 04/01/2026  
Revised Date: 06/02/2026

**Related Standards: TJJD**

- (6) Report all incidents of actual or attempted sexual contact, threats against you or your family, intimidation, or sexual conversations.
- (b) The agency shall provide multiple internal ways for juveniles to privately report sexual assault, abuse, harassment or retaliation by other probationers or staff by reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents, in any of the following ways:
  - (1) Executive Director
  - (2) Assistant Director
  - (3) Deputy Directors
  - (4) Quality Assurance Administrator/PREA Coordinator
  - (5) Juvenile Probation Officer
  - (6) Juvenile Supervision Officer
  - (7) Counselor
  - (8) Utilizing the agency's grievance process.
  - (9) The Front desk receptionist will ensure copies of blank grievances are available at all times. Juveniles and the public shall have access to grievances at all times. Upon completion, the grievance shall be submitted to the supervisor on duty.
- (c) Juveniles may also privately and anonymously report sexual assault, abuse, or harassment directly to the Texas Juvenile Justice Department (TJJD) at 1-877-STOP Abuse Neglect & Exploitation (ANE) at 1-877-786-7263 or Brazos County Sheriff's Department 979-361-4900.
- (d) Staff shall accept reports made verbally, in writing, anonymously, and from third parties and are required to immediately, without delay report sexual abuse and sexual harassment of juveniles. Staff shall promptly document any verbal reports or a witness statement. Staff will then follow the mandatory reporting duties. The witness statement will be turned in to the supervisor on duty to follow the mandatory reporting duties.

**Related Standards: TJJD**

**viii. Staff and Agency Reporting:**

- (a) Staff shall report immediately and according to agency policy any knowledge, suspicion, or information they receive regarding an incident of sexual abuse or sexual harassment.
- (b) All staff shall comply with any applicable mandatory child abuse reporting laws.
- (c) Apart from reporting to the designated supervisors or officials and designated State or local service agencies, agency policy prohibits staff from revealing any information related to sexual abuse report to anyone other than to the extent necessary to make treatment, investigation, and other security and management decisions.
- (d) The Executive Director or designee shall promptly (within 1 hour of receipt) report the allegation to the Sheriff's Department, TJJD, and the alleged victim's parents or legal guardians unless the agency has official documentation showing the parents or legal guardians should not be notified.
- (e) If the victim is under the guardianship of DFPS, the report shall be made to the caseworker instead of the parents or legal guardians.
- (f) The allegation will also be reported to the victim's attorney or the youth's Juvenile Probation Officer within 14 days of receiving the allegation.
- (g) The agency shall report all allegations of sexual abuse and sexual harassment, including third party and anonymous reports, to the agency's designated investigators.
- (h) Staff shall immediately report according to agency policy any staff neglect or violation of responsibilities that may have contributed to an incident or retaliation.

**ix. First Responder Duties:**

- (a) The first person to receive any allegation of sexual abuse, sexual harassment shall be considered *the first responder*.
- (b) If the first person is not a Brazos County employee the allegation will be forwarded to the Executive Director, Assistant Director, Deputy Directors, Managers and Juvenile Probation Officers and request that the alleged victim not take any actions that could destroy physical evidence.

**Related Standards: TJJD**

- (c) The probation staff to learn of an allegation that a juvenile was sexually abused shall:
  - (1) If possible, separate the alleged victim and abuser pending the outcome of the investigation or of a determination.
  - (2) If applicable, preserve and protect any crime scene until appropriate steps can be taken to collect any evidence.
  - (3) If the abuse occurred within a time period that still allows for the collection of physical evidence, request that the alleged victim not take any actions that could destroy physical evidence, including as appropriate, smoking, drinking, washing, brushing teeth, changing clothes, urinating, defecating, or eating.
  - (4) The first responder shall follow proper chain of command and notifications shall be as follows:
    - (i) Immediate supervisor
    - (ii) Deputy Director
    - (iii) Assistant Director
    - (iv) Executive Director

**x. Criminal and administrative agency investigations:**

- (a) Administrative Investigations
  - (1) Written reports of administrative and criminal investigations shall be retained as long as the alleged abuser is incarcerated or employed by the agency, plus five years, unless the abuse was committed by a juvenile and applicable law requires a shorter period of retention.
  - (2) Investigations shall include an effort to determine if staff actions or failure to act contributed to the abuse.
  - (3) Investigations shall be documented per TJJD incident form requirements and investigation requirements including:
    - (i) Description of the physical and testimonial evidence,
    - (ii) The reasoning behind credibility assessments, and
    - (iii) Investigative facts and findings.
  - (4) No standard higher than a preponderance of evidence is required to determine whether allegations of sexual abuse or sexual harassment are substantiated.
  - (5) Criminal investigation shall be documented in a written report that contains a thorough description of physical,

Approved by JB: 6/24/2026  
Effective Date: 04/01/2026  
Revised Date: 06/02/2026

testimonial, and documentary evidence and attaches copies of all documentary evidence where feasible.

- (6) The juvenile will be informed of the outcome of the investigation whether, or not it has been determined to be substantiated, unsubstantiated, or unfounded.
- (7) Departure of the alleged abuser of the victim from the employment or control of the facility shall not provide a basis for terminating an investigation.
- (8) If outside agencies investigate sexual abuse, the facility shall cooperate with outside investigators and shall endeavor to remain informed about the progress of the investigation.

**xi. Criminal Investigations:**

- (a) Where sexual abuse is alleged, the agency shall use investigators who have received special training in sexual abuse investigation through the Brazos County Sheriff's Office (BCSO), if abuse within department premises. All criminal Investigations shall be conducted by the Brazos County Sheriff's Office.
- (b) The BCSO Investigators shall gather preserve direct and circumstantial evidence, including any available physical and DNA evidence and any available electronic monitoring data; shall interview alleged victims, suspected perpetrators, and witnesses; and shall review prior complaints and reports of sexual abuse involving the suspected perpetrator.
- (c) When the quality of evidence appears to support criminal prosecution, the BCSO shall conduct compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution.

**xii. Disciplinary Action:**

- (a) Any staff alleged to have sexually abused a juvenile will be removed from the supervision of juvenile pending the outcome of the investigation.
- (b) Staff is subject to disciplinary sanctions up to and including termination for violating agency sexual abuse or sexual

**Related Standards: TJJD**

harassment policies and shall be reported to the Brazos County Sheriff's Office for possible criminal prosecution.

- (c) Termination shall be the presumptive disciplinary sanction for staff that has engaged in sexual abuse.
- (d) Disciplinary sanctions for violations of agency policies relating to sexual abuse or sexual harassment (other than actually engaging in sexual abuse) shall be commensurate with the nature and circumstances of the acts committed, the staff member's disciplinary history, and the sanctions imposed for comparable offenses by other staff with similar histories.
- (e) All terminations for violation of agency sexual abuse or sexual harassment policies, or resignations by staff who would have been terminated if not for their resignation, shall be reported to law enforcement agencies, unless the activity was clearly not criminal, and to any relevant licensing bodies.
- (f) Any staff, contractor, volunteer, intern, or other person who engages in sexual abuse shall be prohibited from contact with juveniles and shall be reported to law enforcement agencies and to relevant licensing bodies unless the activity was clearly not criminal.
- (g) The agency shall require that any staff, contractor, or volunteer who engages in sexual abuse be prohibited from contact with juveniles.
- (h) The agency shall take appropriate remedial measures and shall consider whether to prohibit further contact with juveniles, in the case of any other violation of agency sexual abuse or sexual harassment policies by a contractor or volunteer. This will also be reported to the licensing entity, if appropriate.

**(E) Pretrial Detention for Certain Juveniles.**

- (a) As required by ~~Texas Human Resources Code~~ §152.0015, ~~Human Resource Code~~, the Juvenile Board established a policy that specifies whether a person who has been transferred for criminal prosecution under ~~Texas Family Code~~ §54.02. ~~Family~~

Approved by JB: 6/24/2026  
Effective Date: 04/01/2026  
Revised Date: 06/02/2026

**Code.** and is younger than 17 years of age may be detained in a juvenile facility pending trial. The Brazos County Juvenile Board hereby agrees to the following:

- i. The housing of youth who have been transferred for criminal prosecution (certified to stand trial as adults), and are younger than 17 years of age, in the Brazos County Juvenile Detention Center.
- ii. While in the Juvenile Detention Center, the certified youth shall be supervised and cared for according to TAC §343 Pre-Adjudication detention standards.
- iii. Youth shall receive the same rights afforded to other detained youth.
- iv. The Brazos County Sheriff's Office shall be responsible for transporting youth to and from court hearings.
- v. The Brazos County Juvenile Services Department reserves the right to ask for the immediate transfer (to the Adult Detention Center) of extremely disruptive or unmanageable youth.
- vi. The Sheriff's Office or District Attorney's Office shall provide the necessary documentation, paperwork, or court order for youth who bond out or are ordered to be released by a Judge.
- vii. Youth shall immediately be transferred to the Adult Brazos County Detention Center upon turning 17 years of age.
- viii. The Facility Administrator or designee shall within 21 calendar days of placement, complete an initial assessment to evaluate the needs of the youth and develop a written plan to ensure that the youth has an opportunity to make progress pending trial.
- ix. In subsequent 90-day increments, the Facility Administrator or designee shall prepare a placement status report on education, programing, services provided, any measurable progress on rehabilitation goals, behavior compliance, incidents (if any), and document any comments, observations, or recommendations related to the youth's educational or rehabilitative needs. A copy of the status report will be maintained in the youth's file.

**(F) Juveniles Younger than 12 Years of Age:**

- (a) The 85<sup>th</sup> Texas Legislature passed House Bill 1204 relating to an alternative to adjudication for certain children who engage in conduct in need of supervision or delinquent conduct.
- (b) The bill creates a new process in the juvenile justice system for juveniles younger than 12 years of age requires the person who conducts the preliminary investigation to refer the child to a local Community Resource Coordination Group, a local-level interagency staffing group, or other community juvenile service provider for services, if the officer performing the preliminary investigation determines that:
  - (1) The child is younger than 12 years of age.
  - (2) There is probable cause to believe the child engaged in delinquent conduct or conduct indicating a need for supervision.
  - (3) The child's case does not require referral to the District Attorney's Office under Family Code 53.01 (d) or (f).
  - (4) The child is eligible for deferred prosecution under Family Code Section 53.03.
  - (5) The child and the child's family are not currently receiving services under Family Code Section 53.011 and would benefit from receiving the services.
- (c) If eligibility is determined:
  - (1) The Court Unit Supervisor or other designee shall refer the child's case to the House Bill 1204 Committee for evaluation of the child's case. The House Bill 1204 Committee shall make recommendations to the juvenile probation department for appropriate services for the child and the child's family.
  - (2) The officer shall create and coordinate a service plan or system of care for the child and the child's family that incorporates the service recommendations. The child and the child's family must consent to the services with knowledge that consent is voluntary.

**Related Standards: TJJJ**

- (3) The officer may hold the child's case open for not more than three months to monitor adherence to the service plan or system of care. The officer may adjust the service plan or system of care as needed.
- (4) The officer may refer the child to the District Attorney's Office if the child fails to successfully participate in required services during the monitoring period.

(d) Diversion and Detention

- (1) Referral to the District Attorney's Office and detention of all juveniles 12 years of age and under should be the last resort and only used when it is determined that the offense or circumstances of the child require detention per ~~Human Resources Code~~ §152.00145, ~~Human Resource Code~~.

(G) **Taking Juveniles into Custody.**

- a. The Juvenile Board has established a policy that specifies whether juvenile probation officers may take a juvenile into custody as allowed by ~~Texas Family Code~~ §§52.01(a) (4), 52.01(a) (6), or 52.015-, ~~Family Code~~.
- b. A juvenile being supervised by Order of the Juvenile Court may be taken into custody. All actions of taking a child into custody must first be approved by the officer's immediate supervisor or in their absence another supervisor. A child under Court Supervision may be taken into custody with a Probable Cause Statement, a Directive to Apprehend or upon verbal order of the Juvenile Court into custody by a certified probation officer for violation of the Court's Order.
- c. Non-Pursuit:
  - (1) When attempting to take a child into custody while off BCJS grounds, the Juvenile Probation Officer shall not give chase to any juvenile. In the case of physical aggression, or the threat of such, on the part of the juvenile, or another, assistance from law enforcement officials shall be requested to secure custody.
  - (2) Any child within the Juvenile Services Buildings, or on juvenile services grounds, which becomes resistant or physically aggressive while being taken into custody, may

**Related Standards: TJJD**

be taken into custody using approved personal or mechanical restraint only.

(d) Pursuit

- (1) In order to prevent juveniles from escaping custody, or from escaping juvenile detention, Juvenile Probation Officers/Juvenile Detention Officers shall employ the approved personal or mechanical restraint.
- (2) In the event of an escape from custody or from juvenile detention, a Juvenile Probation Officer/ Juvenile Detention Officer, should give chase to the extent that no foreseen harm or injury is likely to occur to staff or to the escaping juvenile. Pursuit situations that may involve increased chance of injury (i.e., crossing roads or highways, crossing bodies of water, entering structures etc...) shall be discontinued until the hazard is safely negotiated.
- (3) If serious injury is determined probable, all pursuit by BCJS staff shall cease immediately.

(e) Taking Youth into Custody on Juvenile Department Premises:

(1) Goals:

- (i) Detain probationer as quickly as possible with minimal use of force.
- (ii) Avoid injury to probationer and staff.

(f) If Use of Force is Required while taking a Youth into Custody:

- (1) See BCJSD P&P 341.702, 341.704 and 341.708.
- (2) Pre-Plan the Event. Secure permission to detain juvenile from immediate supervisor. Factors to consider include, but are not limited to:
  - (i) Gender of probationer.
  - (ii) Age of probationer.
  - (iii) Physical size & athletic ability of probationer.
  - (iv) Mental/emotional status of probationer.
  - (v) Behavioral history of probationer.

**Related Standards: TJJD**

- (vi) Medical condition / health of probationer.
- (vii) Nature of violation / offense.
- (3) If the JPO determines that an attempt to detain the juvenile poses more than a minimal threat to self or others, then do not attempt to detain, rather call law enforcement for assistance, or request a Directive to Apprehend.
- (4) Pre-arrange for at least one other staff member (certified in Handle with Care®) to assist.
  - (i) If probationer is a female, then at least one of the staff must be female.
  - (ii) If probationer is male, at least one staff must be male.
  - (iii) Notify receptionist of impending event to secure door.
  - (iv) At least one JPO should have handcuffs when detaining a juvenile.
  - (v) Ensure all lobby areas are clear of dangerous items and unauthorized personnel.
  - (vi) Take time to prepare for possible PRT (remove jewelry, neckties, etc., and ensure proper footwear).
  - (vii) Notify Detention Staff of an intake.
  - (viii) Discuss what is about to occur and go over each person's role.
  - (ix) Require each use of force to be documented, except when the only force used is the placement of mechanical restraints on the juvenile.

**(H) Training Requirements.**

- (a) The juvenile board must establish a policy that requires the Brazos County Juvenile Service Department to train each employee, volunteer, or independent contractor who may be placed in direct contact with a juvenile receiving services from the department or facility. The training must include:

Approved by JB: 6/24/2026  
Effective Date: 04/01/2026  
Revised Date: 06/02/2026

**Related Standards: TJJD**

- (i) Recognition of the signs of physical and sexual abuse and reporting requirements for suspected physical and sexual abuse;
  - (ii) The facility's policies related to reporting physical and sexual abuse; and
  - (iii) Methods for maintaining professional and appropriate relationships with children.
- (b) For purposes of this paragraph, a person may be placed in direct contact with a juvenile receiving services from the BCJS department or facility if the person's position potentially requires a person to:
- (i) Provide care, supervision, or guidance to a child;
  - (ii) Exercise any form of control over a child; or
  - (iii) Routinely interact with a child.

**§341.202 Policy and Procedure Manual**

(a) **Personnel Policies.**

The Juvenile Board must establish written personnel policies.

(b) **Department Policies.**

The Juvenile Board must establish written department policies and procedures. These policies must include, at a minimum, the following provisions, if applicable.

(1) **Diversion of Juveniles in a General Residential Operation.**

(A) As required by §152.00145, Human Resources Code, the juvenile board must establish policies that prioritize:

- (i) the diversion from referral to a prosecuting attorney under Chapter 53, Family Code, juveniles residing in a general residential operation, particularly children alleged to have engaged in conduct constituting a misdemeanor involving violence to a person; and
- (ii) the limitation of detention to such juveniles to circumstances of last resort.

(B) To monitor the success of policies implemented under subsection (A) of this section, a juvenile board shall track:

- (i) the number of juveniles residing in a general residential operation who are referred to the juvenile probation department or other intake entity for the juvenile court;
- (ii) the number of juveniles described by paragraph (i) of this subsection who are placed on deferred prosecution; and
- (iii) the general residential operation where each child tracked under this section resided at the time of the conduct that result in the referral.

(C) For purposes of this subsection, a “general residential operation” is a child-care facility that provides care for seven or more children for 24 hours a day, including facilities known as residential treatment centers and emergency shelters. General residential operations are licensed, certified, or registered by

the Department of Family and Protective Services, as provided by Chapter 42, Human Resources Code.

**(2) Volunteers and Interns.**

If a juvenile probation department utilizes volunteers or interns, the juvenile board must establish policies for the volunteer and/or internship program that include:

- (A) A description of the scope, responsibilities, and limited authority of volunteers and interns who work with the department.
- (B) Selection and termination criteria, including disqualification based on specified criminal history.
- (C) A requirement to conduct criminal history searches and non-criminal background searches as described in Chapter 344 of this title for volunteers and interns who will have direct, unsupervised access to juveniles, or direct contact with a juvenile as defined in Chapter 344 of this title;
- (D) A prohibition on having unsupervised contact with juveniles for volunteers and interns whose history does not meet the requirements in Chapter 344 of this title.
- (E) The orientation and training requirements, including training on recognizing and reporting abuse, neglect, and exploitation.
- (F) A requirement that volunteers and interns meet minimum professional requirements if serving in a professional capacity.
- (G) A requirement to maintain a sign-in log that documents the name of the volunteer/intern, the purpose of the visit, the date of the service, and the beginning and ending time of the service performed for the department.

**(3) Zero-Tolerance for Sexual Abuse.**

The Juvenile Board must establish zero-tolerance policies and procedures regarding sexual abuse as defined in Chapter 358 of this title. The policies and procedures must:

- (A) Prohibit sexual abuse of juveniles under the jurisdiction of the department, by department staff, volunteers, interns, and contractors.
- (B) Establish the actions department staff must take in response to allegations of sexual abuse and TJJD-confirmed incidents of sexual abuse.
- (C) Provide for administrative disciplinary sanctions and referral for criminal prosecution.

**(4) Pretrial Detention for Certain Juveniles.**

Approved by JB: 6/24/2026  
Effective Date: 04/01/2026  
Revised Date: 06/02/2026

**Related Standards: TJJD**

As required by §152.0015, Human Resources Code, the juvenile board must establish a policy that specifies whether a person who has been transferred for criminal prosecution under §54.02, Family Code, and is younger than 17 years of age may be detained in a juvenile facility pending trial.

**(5) Juveniles Younger than 12 Years of Age.**

As required by §152.00145, Human Resources Code, the juvenile board must establish policies that prioritize:

- (A) the diversion of children younger than 12 years of age from referral to a prosecuting attorney under Chapter 53, Family Code; and
- (B) the limitation of detention of children younger than 12 years of age to circumstances of last resort.

**(6) Taking Juveniles into Custody.**

The Juvenile Board must establish a policy that specifies whether juvenile probation officers may take a juvenile into custody as allowed by §§52.01(a) (4), 52.01(a) (6), or 52.015, Family Code.

- (A) If the policy allows juvenile probation officers to take a juvenile into custody, the policy must specify whether the officers are allowed to use force in doing so.
- (B) If the policy allows juvenile probation officers to use force in taking a juvenile into custody, the policy must:
  - (i) Address prohibited conduct, circumstances under which force is authorized, and training requirements.
  - (ii) Require each use of force to be documented, except when the only force used is the placement of mechanical restraints on the juvenile.

**(7) Training Requirements.**

- (A) The juvenile board must establish a policy that requires training to each employee, volunteer, or independent contractor who may be placed in direct contact with a juvenile receiving services from the department or facility. The training must include:
  - (i) Recognition of the signs of physical and sexual abuse and reporting requirements for suspected physical and sexual abuse;

**Related Standards: TJJD**

- (ii) The facility's policies related to reporting physical and sexual abuse; and
  - (iii) Methods for maintaining professional and appropriate relationships with children.
- (B) For purposes of this paragraph, a person may be placed in direct contact with a juvenile receiving services from the department or facility if the person's position potentially requires a person to:
- (i) Provide care, supervision, or guidance to a child;
  - (ii) Exercise any form of control over a child; or
  - (iii) Routinely interact with a child.

**Procedure:**

(a) Personnel Policies.

- (i) The Juvenile Board must establish written personnel policies.

(b) Department Policies.

- (i) The Juvenile Board must establish written department policies and procedures. These policies and procedures must address the following topics if they apply.

**1. Diversion of Juveniles in a General Residential Operation.**

- a. See Brazos County Juvenile Services Department (BCJS) Policy and Procedure 300.116

- (A) The Brazos County Juvenile Services Department has the authority to place juveniles on departmental Deferred Prosecution.

**(B) Deferred Prosecution.**

- a. It is the policy of Brazos County Juvenile Services to submit a completed referral form to the District Attorney (DA) for any persistent minor or major violation.
- b. When terminating Deferred Prosecution (DP) the following steps shall be taken with the authorization of a supervisor:

**Related Standards: TJJD**

- (i) JPO (Juvenile Probation Officer) will draft an adjudication referral form including a copy of the social history and the risk and needs assessment to the DA.
  - (ii) Once the District Attorney has filed a petition, the juvenile and parent/guardian shall be served with the summons/petition.
  - (iii) JPO will complete the dismissal from DP form.
  - (iv) Close juvenile's supervision in the Juvenile Case Management System (JCMS) supervision screen as unsuccessful on the date that is file-stamped on the summons.
  - (v) JPO will enter a temporary supervision in the JCMS supervision screen.
  - (vi) If summons/petition are not received from the DA's office three days prior to the discharge date, contact the DA's office to follow-up.
  - (vii) If no petition has been filed by the discharge date, then the supervision will be closed as successful in JCMS supervision screen, and the juvenile will be discharged from DP.
- c. Referral Denied or Approved by District Attorney:
- (i) If approved, the JPO shall prepare for the court proceedings and be available to testify in court.
  - (ii) If denied, the JPO shall request confirmation of the denial to proceed and place documentation in the juvenile's case file.

**(C) Volunteers and Interns.**

- (i) Brazos County Juvenile Services shall establish policies for the volunteer and/or internship program that include:

(1) **Definitions:** The following definitions will be used in this policy:

- (a) **A volunteer/mentor** is a person of good moral character, at least twenty-one (21) years of age (unless granted a waiver by the Executive Director), who is unpaid and enlists to provide services and programs to the children who are in the care and/or custody of the Brazos County Juvenile Services Department. These persons have regular or periodic supervised or unsupervised contact with juveniles under the direction of the

**Related Standards: TJJD**

Deputy Director of Community Services and the Volunteer/Mentor Coordinator or the professional staff of the Brazos County Juvenile Services Department.

- (b) **An Intern** is a person currently enrolled in an institution of higher learning who, as a part of their certification or degree program, enlists to serve as temporary staff who may be unpaid to observe and participate in providing services and programs to the children who are in the care and/or custody of the BCJS.
- (c) **Doctoral/Graduate Intern** is a person currently enrolled in an institution of higher learning who may be paid and enlists to provide services as a part of their certification or degree program, to serve as temporary staff to observe and participate in providing services and programs to the children who are in the care and/or custody of the BCJS.
- (d) **Unsupervised contact-** a volunteer or intern working with the juveniles without direct supervision by BCJS.
- (e) **Periodic Contact-** is defined as contact that occurs more than once a year. (Performing volunteer work on a monthly or quarterly basis.)
- (f) **Regular Contact-** is performing volunteer work on a weekly or bi-weekly basis.

**i. Responsibilities, Authority, and Accountability of volunteers and interns who work with the department;**

- (a) **Interns-** BCJS will provide students with an external experience in a specific field. The student will be provided with entry-level skills. This will be accomplished through observation, mentoring by staff, and assigned tasks. The Intern will be under the supervision of a certified juvenile probation officer, or support staff at all times. Students must complete an application, interview and if chosen-complete requirements of a background investigation and required training and orientation.
- (b) **Graduate Level Counseling Interns-** BCJS will provide students with an experiential internship/externship in which they will have the opportunity to receive on-site educational

Approved by JB: 6/24/2026  
Effective Date: 04/01/2026  
Revised Date: 06/02/2026

**Related Standards: TJJD**

experiences. The intern will be under the supervision of a licensed psychologist, licensed mental health professional or certified probation officer (as per supervision requirement). Supervision will be provided via direct observation, mentoring by staff, and assigned tasks. These students are allowed unsupervised contact with juveniles at BCJS as part of their requirements to provide one-on-one counseling, assessments, and group counseling. Students must complete an application, interview, and if chosen, complete requirements of a background investigation and orientation and training.

- (c) **Volunteers**-BCJS will provide community members an opportunity to assist in departmental programs that enhance the moral, mental, and physical development of juveniles in the community. This will give the volunteer the opportunity to utilize their respective skills and talents for the benefit of juveniles in the community. Volunteers will assist with providing various programs including but not limited to tutoring, mentoring, life skills and religious activities. Volunteers will be under the supervision of a professional staff while performing their program or service.

**ii. Essential Duties and Responsibilities:**

- (a) Observe each separate division of casework (Court, Field, Placement, Aftercare, Victim's assistance, Academy, Counseling, RRP, Clerical, and STAR).
- (b) Observe office appointments.
- (c) Accompany officers on school visits, and home visits.
- (d) Work with clerical unit filing, etc.
- (e) Ride with RRP and STAR surveillance staff.
- (f) Assist with orientation of juveniles and juveniles' parents.
- (g) Assist with departmental programs.
- (h) Counseling interns will be assigned to the counseling unit and may assist with programs, groups, provide counseling services to juveniles. Supervision will be provided by a licensed psychologist and/or counselors.
- (i) Provide tutoring to students in the detention school program or the JJAEP students under staff supervision.

**Related Standards: TJJD**

- (j) Will not provide telephone number, address or any personal information about self or family to any juveniles or their family.
- (k) Maintain strict confidentiality regarding your activities, names, circumstances, and/or discipline of juveniles. Failure to do so may result in immediate dismissal and possible criminal charges.

**iii. Selection and Termination Criteria:**

- (a) Provide a valid I.D. or Driver's License.
- (b) Volunteers and interns must be 21 years of age, unless specifically approved by the Executive Director, but in no case shall the age of an intern be less than 18 years of age.
- (c) Meet the minimum professional requirements of the organization or service they represent, if applicable; pass the screening of their background and professional qualifications. Criminal History Check, Non-Criminal History Check, and a Sex Offender Screening.
- (d) Disqualification of an Intern/Volunteer will be the same as for any probation or supervision officer per 344.400 of the TJJD standards. Specifically, under no circumstances will a person convicted of, or placed on deferred adjudication for a sex offense under TCCP Chapter 62 be allowed to volunteer or serve as an intern.
- (e) Other reasons that may warrant termination of a volunteer/intern include; breach of confidentiality, unlawful conduct or breach of departmental rules, physical or emotional illness, inability to cooperate with departmental staff, engaging in activities that threaten the program or the safety of the volunteer or juvenile, erratic or unreliable attendance, inappropriate conversation, attitude, behavior and/or mannerisms toward any juvenile, unsatisfactory service and are arrested/charged for any offense class "C" or higher.
- (f) All volunteers/interns are considered "at will" and nothing in this policy gives a volunteer/intern any guarantee of a duration of service. BCJS retains the right to terminate the volunteer/intern at any time for any legal reason, or no reason, with or without notice. BCJS also retains the right to change

Related Standards: TJJJ

any condition or policy regarding volunteers and interns with or without notice.

- (g) Any Deputy Director or professional staff, with substantial reason to do so, may recommend that a volunteer/intern discontinue services for this department. The ultimate responsibility to carry out this request will be up to the Deputy Director of Community Services. (The Executive Director will be informed of this process and may choose to reassign the volunteer/intern).

**iv. Criminal History and Non-Criminal Background Check:**

- (a) All volunteers and interns having direct unsupervised access, or direct contact with juveniles in the department shall have criminal history checks completed by the Fingerprint Application Services of Texas (FAST) system and a non-criminal history check through the use of the search engine for multi-agency reportable conduct (SEMARC).
- (b) All volunteers and interns having direct, supervised access, or direct contact with juveniles within the department shall have criminal history checks completed by the Fingerprint Application Services of Texas (FAST) system and a non-criminal history check through use of the search engine for multi-agency reportable conduct (SEMARC) unless the volunteer/intern that will provide a onetime program for juveniles and be under staff supervision at all times.

**v. Professional Volunteers and Interns:**

- (a) All Brazos County Juvenile Services Department volunteers and interns that meet minimum professional requirements serving in a professional capacity shall:
  - (1) Provide a copy of their license or certificate directly relating to their licensing/credentials that is current and in good standing with the appropriate regulatory agency.
  - (2) An individual that is working towards their licensure who receives a temporary license would meet the

Approved by JB: 6/24/2026  
Effective Date: 04/01/2026  
Revised Date: 06/02/2026

requirements of this standard and should provide a copy of their temporary license.

**vi. Prohibitions:**

- (a) BCJS prohibits volunteer/interns from having unsupervised contact with juveniles, whose history does not meet the requirements in Chapter 344 of this title.

**vii. Orientation and Training:**

- (a) Each new volunteer/intern will receive an orientation which will include training in:
  - (b) Reporting abuse, neglect, and exploitation.
  - (c) Client rights and responsibilities.
  - (d) Personal and facility security.
  - (e) PREA required training for volunteers/interns.
  - (f) Expectations of their program and service (job description)
  - (g) Conditions by which their program/service and status as a volunteer/intern will be terminated.
  - (h) Training will be provided on policy and procedure pertaining to volunteer/intern job duties, dress code, confidentiality, and release of liability. Each volunteer/intern will sign a confidentiality agreement, a release of information and the Volunteer/Mentor Coordinator will oversee the training for these individuals and make sure proper documentation of these trainings is maintained.
  - (i) Interns will have an orientation on all departmental units.
  - (j) All aspects of interviewing, training, orientation, and documentation will be overseen by the Volunteer/Mentor Coordinator of BCJS and the Deputy Director of the Community Services Unit.
  - (k) All training shall be completed prior to the volunteer/intern assuming any duties or responsibilities.

**viii. Sign-In Requirements:**

- (a) Brazos County Juvenile Services Department shall keep a written volunteer and intern log that documents the:
  - (1) Name of the volunteer or intern.
  - (2) Purpose of the visit, the date of service.

Approved by JB: 6/24/2026  
Effective Date: 04/01/2026  
Revised Date: 06/02/2026

**Related Standards: TJJD**

- (3) Beginning and ending time of the services performed for the department.
  - (b) All Volunteers/Interns shall sign-in and out when they come in and leave the complex/facility. Even if a volunteer/intern has signed in at the reception area, if they enter detention, they must sign in again in the Control Area of detention. The control booth operator must make sure the volunteer/intern signs in before entering the floor of the detention center.
    - (1) The log is kept in the reception area of the BCJS or in the detention center control booth. The JJAEP has a sign-in for their building at the front reception area.
    - (2) For all regular interns the Deputy Director of Community Services be responsible for scheduling their daily assignments.
  - (c) For all graduate/doctoral level counseling interns, the Deputy Director of Health Services will be responsible for scheduling their daily assignments. For all volunteers the Volunteer/Mentor Coordinator will monitor the sign in sheets and the specific aspects of their activity in the facility.
- (D) **Zero-Tolerance for Sexual Abuse and Sexual Harassment.**
- i. Brazos County Juvenile Services (BCJS) is committed to maintaining a zero-tolerance policy regarding sexual abuse and sexual harassment. All juveniles under the jurisdiction and authority of BCJS, have the right to be free from sexual abuse, sexual harassment, neglect, and exploitation.
  - ii. This includes not being subjected to sexually assaultive, abusive, and/or harassing behavior from anyone, including employees, visitors, volunteers/interns, contractors and/or other juveniles.
  - iii. Juveniles with disabilities, limited reading skills, blind or who are visually impaired are afforded the same rights and will be provided access to interpreters.
  - iv. There is NO such thing as consensual sex, meaning no person regardless of age can “agree” to have sex or sexual contact with staff or probationers.

Related Standards: TJJD

- v. If the agency learns that a juvenile is subject to a substantial risk of imminent sexual abuse, the agency shall take immediate action to protect the juvenile. Within this policy, all references to sexual abuse will also include sexual harassment, as appropriate.
- vi. **Referrals of allegations for investigations**
  - (a) **Investigations**
    - (1) *BCJS* shall ensure that an administrative investigation is completed for all allegations of sexual abuse and sexual harassment. Criminal investigation shall be completed by the Brazos County Sheriff's Office.
    - (2) **Substantiated Allegation**- an allegation that was investigated and determined to have occurred.
    - (3) **Unfounded Allegation**- an allegation that was investigated and determined not to have occurred.
    - (4) **Unsubstantiated Allegation**- an allegation that was investigated and the investigation produced insufficient evidence to make a final determination as to whether, or not the event occurred.
  - (b) **Internal Investigation:**
    - (1) Investigations into allegations of sexual abuse and sexual harassment shall be completed promptly, thoroughly, and objectively for all allegations, including third party and anonymous reports by the Brazos County Sheriff's Office.
    - (2) The criminal investigator shall gather and preserve direct and circumstantial evidence, including any available physical and DNA evidence and any available electronic monitoring data; the investigator shall interview alleged victims, suspected perpetrators, and witnesses; and shall review prior complaints and reports of sexual abuse involving the suspected perpetrator. All referrals of allegations of sexual abuse or sexual harassment are documented for criminal investigations.
    - (3) An investigation shall not terminate solely because the source of the allegation recants the allegation.
    - (4) If the evidence appears to support criminal prosecution, all following interviews will be conducted by the prosecutors to avoid compromising the criminal

investigation. If the investigation appears criminal, the investigation will be turned over to the *Brazos County Sheriff's* Office to complete for prosecution.

- (5) The credibility of an alleged victim, suspect, or witness shall be assessed on an individual basis and shall not be determined by the person's status as a probationer or staff. No juvenile shall submit to a polygraph or other truth-telling device as a condition for proceeding with the investigation of an allegation.
- (6) The Brazos County Sheriff's Department shall be responsible for conducting criminal investigations; such memorandum shall describe the responsibilities of both the agency and investigating entity.

**vii. Juvenile Reporting:**

- (a) As a probationer there are some things a juvenile can do to minimize risk of becoming a victim of sexual assault, abuse, or harassment:
  - (1) Avoid isolated or secluded areas.
  - (2) Never share inappropriate personal information.
  - (3) Never accept gifts or favors.
  - (4) Never give gifts to or do favors for BCJS staff.
  - (5) Be cautious of adults who attempt to be overly friendly, try to isolate or repeatedly show interest in your personal matters.
  - (6) Report all incidents of actual or attempted sexual contact, threats against you or your family, intimidation, or sexual conversations.
- (b) The agency shall provide multiple internal ways for juveniles to privately report sexual assault, abuse, harassment or retaliation by other probationers or staff by reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents, in any of the following ways:
  - (1) Executive Director
  - (2) Assistant Director
  - (3) Deputy Directors
  - (4) Quality Assurance Administrator/PREA Coordinator

**Related Standards: TJJD**

- (5) Juvenile Probation Officer
- (6) Juvenile Supervision Officer
- (7) Counselor
- (8) Utilizing the agency's grievance process.
- (9) The Front desk receptionist will ensure copies of blank grievances are available at all times. Juveniles and the public shall have access to grievances at all times. Upon completion, the grievance shall be submitted to the supervisor on duty.
- (c) Juveniles may also privately and anonymously report sexual assault, abuse, or harassment directly to the Texas Juvenile Justice Department (TJJD) at 1-877-STOP Abuse Neglect & Exploitation (ANE) at 1-877-786-7263 or Brazos County Sheriff's Department 979-361-4900.
- (d) Staff shall accept reports made verbally, in writing, anonymously, and from third parties and are required to immediately, without delay report sexual abuse and sexual harassment of juveniles. Staff shall promptly document any verbal reports or a witness statement. Staff will then follow the mandatory reporting duties. The witness statement will be turned in to the supervisor on duty to follow the mandatory reporting duties.

**viii. Staff and Agency Reporting:**

- (a) Staff shall report immediately and according to agency policy any knowledge, suspicion, or information they receive regarding an incident of sexual abuse or sexual harassment.
- (b) All staff shall comply with any applicable mandatory child abuse reporting laws.
- (c) Apart from reporting to the designated supervisors or officials and designated State or local service agencies, agency policy prohibits staff from revealing any information related to sexual abuse report to anyone other than to the extent necessary to make treatment, investigation, and other security and management decisions.
- (d) The Executive Director or designee shall promptly (within 1 hour of receipt) report the allegation to the Sheriff's Department,

Approved by JB: 6/24/2026  
Effective Date: 04/01/2026  
Revised Date: 06/02/2026

**Related Standards: TJJD**

TJJD, and the alleged victim's parents or legal guardians unless the agency has official documentation showing the parents or legal guardians should not be notified.

- (e) If the victim is under the guardianship of DFPS, the report shall be made to the caseworker instead of the parents or legal guardians.
- (f) The allegation will also be reported to the victim's attorney or the youth's Juvenile Probation Officer within 14 days of receiving the allegation.
- (g) The agency shall report all allegations of sexual abuse and sexual harassment, including third party and anonymous reports, to the agency's designated investigators.
- (h) Staff shall immediately report according to agency policy any staff neglect or violation of responsibilities that may have contributed to an incident or retaliation.

**ix. First Responder Duties:**

- (a) The first person to receive any allegation of sexual abuse, sexual harassment shall be considered *the first responder*.
- (b) If the first person is not a Brazos County employee the allegation will be forwarded to the Executive Director, Assistant Director, Deputy Directors, Managers and Juvenile Probation Officers and request that the alleged victim not take any actions that could destroy physical evidence.
- (c) The probation staff to learn of an allegation that a juvenile was sexually abused shall:
  - (1) If possible, separate the alleged victim and abuser pending the outcome of the investigation or of a determination.
  - (2) If applicable, preserve and protect any crime scene until appropriate steps can be taken to collect any evidence.
  - (3) If the abuse occurred within a time period that still allows for the collection of physical evidence, request that the alleged victim not take any actions that could destroy physical evidence, including as appropriate, smoking, drinking, washing, brushing teeth, changing clothes, urinating, defecating, or eating.
  - (4) The first responder shall follow proper chain of command and notifications shall be as follows:

Approved by JB: 6/24/2026  
Effective Date: 04/01/2026  
Revised Date: 06/02/2026

**Related Standards: TJJD**

- (i) Immediate supervisor
- (ii) Deputy Director
- (iii) Assistant Director
- (iv) Executive Director

**x. Criminal and administrative agency investigations:**

- (a) Administrative Investigations
  - (1) Written reports of administrative and criminal investigations shall be retained as long as the alleged abuser is incarcerated or employed by the agency, plus five years, unless the abuse was committed by a juvenile and applicable law requires a shorter period of retention.
  - (2) Investigations shall include an effort to determine if staff actions or failure to act contributed to the abuse.
  - (3) Investigations shall be documented per TJJD incident form requirements and investigation requirements including:
    - (i) Description of the physical and testimonial evidence,
    - (ii) The reasoning behind credibility assessments, and
    - (iii) Investigative facts and findings.
  - (4) No standard higher than a preponderance of evidence is required to determine whether allegations of sexual abuse or sexual harassment are substantiated.
  - (5) Criminal investigation shall be documented in a written report that contains a thorough description of physical, testimonial, and documentary evidence and attaches copies of all documentary evidence where feasible.
  - (6) The juvenile will be informed of the outcome of the investigation whether, or not it has been determined to be substantiated, unsubstantiated, or unfounded.
  - (7) Departure of the alleged abuser of the victim from the employment or control of the facility shall not provide a basis for terminating an investigation.
  - (8) If outside agencies investigate sexual abuse, the facility shall cooperate with outside investigators and shall endeavor to remain informed about the progress of the investigation.

**xi. Criminal Investigations:**

**Related Standards: TJJD**

- (a) Where sexual abuse is alleged, the agency shall use investigators who have received special training in sexual abuse investigation through the Brazos County Sheriff's Office (BCSO), if abuse within department premises. All criminal Investigations shall be conducted by the Brazos County Sheriff's Office.
- (b) The BCSO Investigators shall gather preserve direct and circumstantial evidence, including any available physical and DNA evidence and any available electronic monitoring data; shall interview alleged victims, suspected perpetrators, and witnesses; and shall review prior complaints and reports of sexual abuse involving the suspected perpetrator.
- (c) When the quality of evidence appears to support criminal prosecution, the BCSO shall conduct compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution.

**xii. Disciplinary Action:**

- (a) Any staff alleged to have sexually abused a juvenile will be removed from the supervision of juvenile pending the outcome of the investigation.
- (b) Staff is subject to disciplinary sanctions up to and including termination for violating agency sexual abuse or sexual harassment policies and shall be reported to the Brazos County Sheriff's Office for possible criminal prosecution.
- (c) Termination shall be the presumptive disciplinary sanction for staff that has engaged in sexual abuse.
- (d) Disciplinary sanctions for violations of agency policies relating to sexual abuse or sexual harassment (other than actually engaging in sexual abuse) shall be commensurate with the nature and circumstances of the acts committed, the staff member's disciplinary history, and the sanctions imposed for comparable offenses by other staff with similar histories.
- (e) All terminations for violation of agency sexual abuse or sexual harassment policies, or resignations by staff who would have

Approved by JB: 6/24/2026  
Effective Date: 04/01/2026  
Revised Date: 06/02/2026

**Related Standards: TJJJ**

been terminated if not for their resignation, shall be reported to law enforcement agencies, unless the activity was clearly not criminal, and to any relevant licensing bodies.

- (f) Any staff, contractor, volunteer, intern, or other person who engages in sexual abuse shall be prohibited from contact with juveniles and shall be reported to law enforcement agencies and to relevant licensing bodies unless the activity was clearly not criminal.
- (g) The agency shall require that any staff, contractor, or volunteer who engages in sexual abuse be prohibited from contact with juveniles.
- (h) The agency shall take appropriate remedial measures and shall consider whether to prohibit further contact with juveniles, in the case of any other violation of agency sexual abuse or sexual harassment policies by a contractor or volunteer. This will also be reported to the licensing entity, if appropriate.

**(E) Pretrial Detention for Certain Juveniles.**

- (a) As required by §152.0015, Human Resource Code, the Juvenile Board established a policy that specifies whether a person who has been transferred for criminal prosecution under §54.02, Family Code, and is younger than 17 years of age may be detained in a juvenile facility pending trial. The Brazos County Juvenile Board hereby agrees to the following:
  - i. The housing of youth who have been transferred for criminal prosecution (certified to stand trial as adults), and are younger than 17 years of age, in the Brazos County Juvenile Detention Center.
  - ii. While in the Juvenile Detention Center, the certified youth shall be supervised and cared for according to TAC §343 Pre-Adjudication detention standards.
  - iii. Youth shall receive the same rights afforded to other detained youth.
  - iv. The Brazos County Sheriff's Office shall be responsible for transporting youth to and from court hearings.

Approved by JB: 6/24/2026  
Effective Date: 04/01/2026  
Revised Date: 06/02/2026

**Related Standards: TJJD**

- v. The Brazos County Juvenile Services Department reserves the right to ask for the immediate transfer (to the Adult Detention Center) of extremely disruptive or unmanageable youth.
- vi. The Sheriff's Office or District Attorney's Office shall provide the necessary documentation, paperwork, or court order for youth who bond out or are ordered to be released by a Judge.
- vii. Youth shall immediately be transferred to the Adult Brazos County Detention Center upon turning 17 years of age.
- viii. The Facility Administrator or designee shall within 21 calendar days of placement, complete an initial assessment to evaluate the needs of the youth and develop a written plan to ensure that the youth has an opportunity to make progress pending trial.
- ix. In subsequent 90-day increments, the Facility Administrator or designee shall prepare a placement status report on education, programing, services provided, any measurable progress on rehabilitation goals, behavior compliance, incidents (if any), and document any comments, observations, or recommendations related to the youth's educational or rehabilitative needs. A copy of the status report will be maintained in the youth's file.

**(F) Juveniles Younger than 12 Years of Age:**

- (a) The 85<sup>th</sup> Texas Legislature passed House Bill 1204 relating to an alternative to adjudication for certain children who engage in conduct in need of supervision or delinquent conduct.
- (b) The bill creates a new process in the juvenile justice system for juveniles younger than 12 years of age requires the person who conducts the preliminary investigation to refer the child to a local Community Resource Coordination Group, a local-level interagency staffing group, or other community juvenile service provider for services, if the officer performing the preliminary investigation determines that:
  - (1) The child is younger than 12 years of age.

**Related Standards: TJJD**

- (2) There is probable cause to believe the child engaged in delinquent conduct or conduct indicating a need for supervision.
  - (3) The child's case does not require referral to the District Attorney's Office under Family Code 53.01 (d) or (f).
  - (4) The child is eligible for deferred prosecution under Family Code Section 53.03.
  - (5) The child and the child's family are not currently receiving services under Family Code Section 53.011 and would benefit from receiving the services.
- (c) If eligibility is determined:
- (1) The Court Unit Supervisor or other designee shall refer the child's case to the House Bill 1204 Committee for evaluation of the child's case. The House Bill 1204 Committee shall make recommendations to the juvenile probation department for appropriate services for the child and the child's family.
  - (2) The officer shall create and coordinate a service plan or system of care for the child and the child's family that incorporates the service recommendations. The child and the child's family must consent to the services with knowledge that consent is voluntary.
  - (3) The officer may hold the child's case open for not more than three months to monitor adherence to the service plan or system of care. The officer may adjust the service plan or system of care as needed.
  - (4) The officer may refer the child to the District Attorney's Office if the child fails to successfully participate in required services during the monitoring period.
- (d) Diversion and Detention
- (1) Referral to the District Attorney's Office and detention of all juveniles 12 years of age and under should be the last resort and only used when it is determined that the offense or circumstances of the child require detention per §152.00145, Human Resource Code.

**Related Standards: TJJD**

**(G) Taking Juveniles into Custody.**

- a. The Juvenile Board has established a policy that specifies whether juvenile probation officers may take a juvenile into custody as allowed by §§52.01(a) (4), 52.01(a) (6), or 52.015, Family Code.
- b. A juvenile being supervised by Order of the Juvenile Court may be taken into custody. All actions of taking a child into custody must first be approved by the officer's immediate supervisor or in their absence another supervisor. A child under Court Supervision may be taken into custody with a Probable Cause Statement, a Directive to Apprehend or upon verbal order of the Juvenile Court into custody by a certified probation officer for violation of the Court's Order.
- c. Non-Pursuit:
  - (1) When attempting to take a child into custody while off BCJS grounds, the Juvenile Probation Officer shall not give chase to any juvenile. In the case of physical aggression, or the threat of such, on the part of the juvenile, or another, assistance from law enforcement officials shall be requested to secure custody.
  - (2) Any child within the Juvenile Services Buildings, or on juvenile services grounds, which becomes resistant or physically aggressive while being taken into custody, may be taken into custody using approved personal or mechanical restraint only.
- (d) Pursuit
  - (1) In order to prevent juveniles from escaping custody, or from escaping juvenile detention, Juvenile Probation Officers/Juvenile Detention Officers shall employ the approved personal or mechanical restraint.
  - (2) In the event of an escape from custody or from juvenile detention, a Juvenile Probation Officer/ Juvenile Detention Officer, should give chase to the extent that no foreseen harm or injury is likely to occur to staff or to the escaping juvenile. Pursuit situations that may involve increased chance of injury (i.e., crossing roads or highways, crossing

**Related Standards: TJJD**

- bodies of water, entering structures etc...) shall be discontinued until the hazard is safely negotiated.
- (3) If serious injury is determined probable, all pursuit by BCJS staff shall cease immediately.

(e) Taking Youth into Custody on Juvenile Department Premises:

- (1) Goals:
- (i) Detain probationer as quickly as possible with minimal use of force.
  - (ii) Avoid injury to probationer and staff.

(f) If Use of Force is Required while taking a Youth into Custody:

- (1) See BCJSD P&P 341.702, 341.704 and 341.708.
- (2) Pre-Plan the Event. Secure permission to detain juvenile from immediate supervisor. Factors to consider include, but are not limited to:
  - (i) Gender of probationer.
  - (ii) Age of probationer.
  - (iii) Physical size & athletic ability of probationer.
  - (iv) Mental/emotional status of probationer.
  - (v) Behavioral history of probationer.
  - (vi) Medical condition / health of probationer.
  - (vii) Nature of violation / offense.
- (3) If the JPO determines that an attempt to detain the juvenile poses more than a minimal threat to self or others, then do not attempt to detain, rather call law enforcement for assistance, or request a Directive to Apprehend.
- (4) Pre-arrange for at least one other staff member (certified in Handle with Care®) to assist.
  - (i) If probationer is a female, then at least one of the staff must be female.
  - (ii) If probationer is male, at least one staff must be male.

**Related Standards: TJJD**

- (iii) Notify receptionist of impending event to secure door.
- (iv) At least one JPO should have handcuffs when detaining a juvenile.
- (v) Ensure all lobby areas are clear of dangerous items and unauthorized personnel.
- (vi) Take time to prepare for possible PRT (remove jewelry, neckties, etc., and ensure proper footwear).
- (vii) Notify Detention Staff of an intake.
- (viii) Discuss what is about to occur and go over each person's role.
- (ix) Require each use of force to be documented, except when the only force used is the placement of mechanical restraints on the juvenile.

**(H) Training Requirements.**

- (a) The juvenile board must establish a policy that requires the Brazos County Juvenile Service Department to train each employee, volunteer, or independent contractor who may be placed in direct contact with a juvenile receiving services from the department or facility. The training must include:
  - (i) Recognition of the signs of physical and sexual abuse and reporting requirements for suspected physical and sexual abuse;
  - (ii) The facility's policies related to reporting physical and sexual abuse; and
  - (iii) Methods for maintaining professional and appropriate relationships with children.
- (b) For purposes of this paragraph, a person may be placed in direct contact with a juvenile receiving services from the BCJS department or facility if the person's position potentially requires a person to:
  - (i) Provide care, supervision, or guidance to a child;
  - (ii) Exercise any form of control over a child; or

Approved by JB: 6/24/2026  
Effective Date: 04/01/2026  
Revised Date: 06/02/2026

**341.202- Sub Chapter B.-Probation-Juvenile Board Responsibilities– Policies and Procedures**

**Brazos County Juvenile Services**

**Page 24 of 24**

**Related Standards: TJJD**

(iii) Routinely interact with a child.

Approved by JB: 6/24/2026  
Effective Date: 04/01/2026  
Revised Date: 06/02/2026



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT:

NUMBER:

DATE OF COURT MEETING:

6/24/2026

ITEM:

Citizens Comments

TO:

Commissioners Court

DATE:

06/15/2026

FISCAL IMPACT:

False

BUDGETED:

False

DOLLAR AMOUNT:

\$0.00