

**CHAPTER 341-----Standards with Policy and Procedure**

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JENNIFER LINDENZWEIG  
County Clerk, Hunt County, TX  
By: *J. Lindenzweig*

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## HUNT COUNTY JUVENILE PROBATION SERVICES (HCJPS)

<b>CHAPTER: PROBATION</b>	<b>Subject: Juvenile Board Responsibilities</b>
STANDARD: 341.200,341. 202 & 341.204	# of PAGES 14
<b>Subchapter B</b>	

### **Standard: 341.200**

#### **(a) Local Juvenile Probation Services Administration.**

- (1) For each autonomous juvenile probation department, the juvenile board must employ a chief administrative officer who meets the standards set forth in Chapter 344 of this title.
- (2) When probation services for adult and juvenile offenders are provided by a single probation office, the juvenile board must ensure that the juvenile probation department's policies, programs, and procedures are clearly differentiated.

#### **(b) Referral Ratio.**

The juvenile probation department must employ at least one certified juvenile probation officer for each 100 formal referrals made to the juvenile probation department annually.

#### **(c) Participation in Community Resource Coordination Groups.**

- (1) A person designated by the juvenile board must participate in the system of community resource coordination groups pursuant to Texas Government Code §531.055.
- (2) The chair of the juvenile board or his/her designee must serve as representative to the interagency dispute resolution process required by Texas Government Code §531.055.

#### **(d) Notice of Complaint Procedures.**

The juvenile board must ensure the English and Spanish signs provided by TJJD relating to complaint procedures are posted in a public area of:

- (1) the juvenile probation department; and
- (2) any facility operated by the juvenile board or by a private entity through a contract with the juvenile board.

#### **(e) Research Studies and Experimentation.**

- (1) The juvenile board must establish a policy that prohibits participation by juveniles in research that employs an experimental design to test a medical, pharmaceutical, or cosmetic product or procedure.
- (2) Participation by juveniles in any other kind of research is prohibited unless:
  - (A) the research study is approved in writing by the juvenile board or its designee; and
  - (B) the juvenile board has established policies that:
    - (i) govern all authorized research studies;
    - (ii) prohibit studies that involve medically invasive procedures; and
    - (iii) adhere to all federal requirements governing human subjects and confidentiality.
- (3) If the juvenile board authorizes a board member or staff member to approve research studies on behalf of the board, the authorization must be in writing.
- (4) Approved research studies must adhere to all applicable policies of the authorizing juvenile board.
- (5) Before a research study approved by the juvenile board begins, the research study must be reported to TJJD in a format prescribed by TJJD.
- (6) Results of a completed study must be made available to TJJD upon request.

**(f) Alternative Referral Plans.**

If a juvenile board adopts an alternative referral plan under Texas Family Code §53.01(d), the board must ensure the most recent version of the plan is submitted to the TJJD general counsel.

***Policy and Procedures:***

The Hunt County Juvenile Board will employ a chief administrative officer who meets the standards in Chapter 344 of the Texas Administrative Code, to include all educational, certification and criminal history requirements.

Hunt County Juvenile Probation Services (HCJPS) operates as a single probation office and will maintain one certified probation officer per 100 formals referrals to the department.

The HCJPS Chief Juvenile Probation Officer or his/her designee will regularly attend and participate in the CRCG for Hunt County. The approval of this policy and procedure serves as the designation by the Juvenile Board for who should attend and participate in the CRCG pursuant to Texas Government Code §531.055.

The Juvenile Board Chair of Hunt County designates the Chief JPO to serve as the representative to the interagency dispute resolution process required by §531.055.

When appropriate, HCJPS will present a case to the CRCG group in an effort to develop an individual plan with identified gaps in service delivery, collect and share data regarding the juvenile, and establish relationships among local service providers for collaboration outside of the CRCG meeting.

The Chief is to be kept informed of all CRCG related efforts.

Signs relating to the complaint procedures provided by TJJD are posted in the public lobby and probation office of HCJPS. This notice is posted in English and Spanish.

HCJPS prohibits experimentation on juveniles under the jurisdiction of this department. A juvenile shall not be used in any type of medical, pharmaceutical or cosmetic experiment. Prohibited experimentation includes those experiments conducted by the probation department or any outside entity or individual that has formal access to juveniles under the department's jurisdiction. The prohibition on experimentation extends to experiments in which voluntary consent has been provided by a parent, guardian, custodian and/or the juvenile. The juvenile board must approve any other research study in writing and before the study begins it must be reported to TJJD in the format requested by TJJD with results being made available to TJJD.

There are no alternative referral plans established with and for the HCJPS department.

***Standard: 341.202***

**(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) 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 as described in Chapter 344 of this title for volunteers and interns who will have direct, unsupervised access to juveniles;

(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; and

(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; and

(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, 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 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 Human Resources Code §152.00145, 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 Family Code Chapter 53; 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.

(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.

***Policy and Procedures:***

**Deferred Prosecution** matters at HCJPS will be handled in the following manner by a certified JPO.

*The JPO may offer deferred prosecution to a juvenile if it is in the best interest of the child AND:*

- (1) if the case does not require automatic referral to the prosecutor for review;
- (2) on automatic referral offenses -- if the JPO has reviewed the elements of the case with the prosecutor and obtained a waiver and assurance the offense can be prosecuted later if needed;
- (3) all cases must be reviewed with the supervisor prior to making a deferred offer;
- (4) after a thorough intake and gathering of records involved with child.

*If the juvenile and parent agree to the opportunity of deferred prosecution:*

- (1) The JPO will read the deferred agreement aloud and explain each section of the agreement in the presence of the juvenile and parent or guardian;
- (2) the JPO will obtain signatures from the juvenile and parent/guardian if the JPO believes the agreement is understood;
- (3) the JPO will sign the document and give a copy to the child and parent/guardian; (maintain a copy for the file)
- (4) the JPO will complete the disposition, supervision, non-residential, and fee sheets and route to the JCMS clerk for data entry;
- (5) begin supervision.

**Deferred Prosecution Supervision Fee Schedule (\$0 min or \$15 max):**

The maximum supervision fee for deferred prosecution is \$15 a month. Based on the family income, the fee will be \$15 or \$0, unless it is waived altogether. There are no levels in the fee amount.

A financial statement documenting the total income of the parent or guardian will be obtained during the intake conducted by a JPO. The financial statement is a page in the intake packet.

Based on the financial statement that reflects the parent's or guardian's current income, the deferred prosecution agreement and the fee sheet will be completed by the JPO documenting the determined amount to be paid or if the fee was waived.

All JPOs are designated by the Chief as having authority to approve the deferred prosecution fee assigned to individual cases or the waiver of this fee. This will be accomplished by the JPO signing the deferred prosecution agreement and the intake packet that includes financial information.

The Hunt County Juvenile Board's approval of this policy shall serve as the adoption of listed fee schedule and rules for deferred prosecution fees.

## **Volunteers and Interns**

HCJPS has developed an internship program that will abide by all standards required and set forth by the state with this type of programming.

### **Scope**

Mental health internships will include masters-level counseling practicum students, masters-level internship students, and/or post-masters Licensed Professional Counselor – Interns that would provide counseling services to juvenile offenders at HCJPS. Counseling intern(s) will work under the direction of the site supervisor, a Board Approved LPC-Supervisor.

Mental health intern(s) will be responsible for conducting individual, family, or group counseling with juvenile offenders. Interns will also be responsible for the administrative duties related to developing mental health records (*e.g. case notes, treatment planning, discharge summaries*) and any other developmental duties deemed necessary by the site supervisor. All such records will be maintained at the HCJPS department.

### **Limited Authority**

Mental health intern(s) will only be responsible for providing counseling services to youth offenders and families where applicable. No other departmental duties shall be performed beyond the scope of mental health services. Interns are NOT employees of the department and are not privy to any records beyond those made available by the site supervisor.

### **Selection and Termination Criteria**

The site supervisor will be responsible for screening internship applicants, coordinating interviews, and interviewing prospective internship candidates along with the Chief Juvenile Probation Officer. Selection of the candidate will be made by the site supervisor with the Chief Juvenile Probation Officer's final approval.

Whereas an intern's work performance after appropriate remediation within the department is deemed unsatisfactory, the site supervisor will make recommendations to the Chief Juvenile Probation Officer for termination of the intern and will work to identify replacements in order that services provided to juvenile offenders and/or their families are not interrupted.

### **Liability Coverage**

Mental health intern(s) are required to have professional liability insurance that covers them as a counselor-in-training. The intern is responsible for purchasing their own liability insurance. HCJPS will not be responsible for purchasing such liability coverage for interns.

All prospective intern(s) will submit to a criminal history search as required in Chapter 344 of this title. No intern will begin providing services until the criminal history is run and the notification is received that the intern has no disqualifying criminal history. An intern will not have any unsupervised access to juveniles under the HCJPS department prior to clearance of all required checks.

The HCJPS orientation into the intern program will include training on recognizing and reporting abuse, neglect, and exploitation.

Any intern providing services to HCJPS will have to provide documentation that they meet minimum professional requirements to perform such services. Documentation may include copies of college transcripts or professional licenses.

Each intern providing services for HCJPS will document their visit by signing on a log maintained by HCJPS which will include their name, purpose of visit, date of service and beginning and ending time of service.

Approval of this policy by the Juvenile Board will serve as the requirement for the Board to establish policies for the HCJPS Internship Program.

### **Zero Tolerance for Sexual Abuse**

HCJPS and the Juvenile Board agree to follow these guidelines for the department's zero -tolerance regarding sexual abuse, neglect or exploitation:

The Hunt County Juvenile Board and the Hunt County Juvenile Probation Services prohibits any forms of abuse including sexual of any juveniles under their jurisdiction by department staff, volunteers, interns, and contractors.

HCJPS requires that any allegations of abuse, neglect, exploitation or death involving a juvenile will be reported to law enforcement, TJJD and any other required governmental units. In additions serious incidents will be reported to TJJD as well.

This applies to any allegations of abuse that involve a juvenile, an employee, volunteer or any other individual working under the auspices of a facility or program, regardless of the physical location of the alleged abuse, neglect, exploitation, death or serious incident.

Working under the auspices of a facility or program includes, providing a service to juveniles when that service is:

- (1) a condition of probation, deferred prosecution, or release; or
- (2) a condition otherwise imposed by a juvenile court or juvenile probation department

The report to TJJD may be made via phone call, email or fax. When the reporting is done by phone to TJJD, they can be reached at the toll free number 877-786-7263. If the initial reporting of the incident is made by phone, a completed TJJD Incident-Report form shall be subsequently submitted within 24 hours by fax or scan and sent to [abuseneglect@tjjd.texas.gov](mailto:abuseneglect@tjjd.texas.gov).

The official TJJD Incident Report Form is located with all other original forms kept by HCJPS. If the form cannot be located, it may be downloaded from the TJJD website at [www.tjjd.texas.gov](http://www.tjjd.texas.gov).



The Chief has full responsibility for ensuring all serious incidents are reported to TJJD within the 24 hour timeline and employees will contact the Chief as soon as it becomes known that an incident has occurred. This report to TJJD may be made via phone call, email or fax. The 24 hour period is a real-time reporting requirement and is not affected or extended by the inclusion of weekends or holidays.

## **Identifying and Reporting Abuse, Neglect, Exploitation and Death**

### **Duty to Report.**

An employee, volunteer, or other individual working under the auspices of a facility or program must report the death of a juvenile or an allegation of abuse, neglect, or exploitation to TJJD and local law enforcement if he/she:

- (1) witnesses, learns of, or receives an oral or written statement from an alleged victim or other person with knowledge of the death of a juvenile or an allegation of abuse, neglect, or exploitation; or
- (2) has a reasonable belief that the death of a juvenile or abuse, neglect, or exploitation has occurred.

### **Non-Delegation of Duty to Report.**

In accordance with Texas Family Code §261.101, the duty to report cannot be delegated to another person.

## **Other than Sexual Abuse or Serious Physical Abuse**

### **(1) Time Frames for Reporting.**

A report of alleged abuse, neglect, or exploitation other than allegations involving sexual abuse or serious physical abuse must be made within 24 hours from the time a person gains knowledge of or has a reasonable belief that alleged abuse, neglect, or exploitation has occurred.

### **(2) Methods for Reporting.**

- (A) The report to TJJD may be made by phone or by faxing or e-mailing a completed Incident Report Form.
- (B) If the report to TJJD is made by phone, a completed Incident Report Form must be submitted within 24 hours after the phone report.
- (C) The report to law enforcement must be made by phone.

## **Sexual Abuse or Serious Physical Abuse**

### **(1) Time Frames for Reporting.**

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

### **(2) Methods for Reporting.**

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

## **Death of a Juvenile**

### **(1) Time Frames for Reporting.**

- (A) A report of a death must be made to local law enforcement immediately, and no later than **one hour** after the discovery or notification of the death.
- (B) A report of a death must be made to TJJD immediately, and no later than four hours after the discovery or notification of the death.
- (C) A written report of the cause of death must be submitted to the state Attorney General no later than 30 days after the juvenile's death if required by Texas Code of Criminal Procedure Article 49.18(b).
- (D) A copy of the death investigation report must be submitted to TJJD within 10 calendar days after completion.

### **(2) Methods for Reporting.**

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

## **Serious Incidents**

Besides the responsibilities to report abuse, neglect, exploitation or death an employee, volunteer or intern working with HCJPS must also report any serious incidents to TJJD if he/she;

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

### **(b) Time Frame for Reporting.**

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

### **(c) Methods for Reporting Serious Incidents.**

- (1) The report may be made by phone or by faxing or e-mailing a completed Incident Report Form to TJJD.
- (2) If the report is made by phone, a completed Incident Report Form must be submitted to TJJD within 24 hours after the phone report.

If there is any medical documentation relating to the alleged incident that also must be submitted to TJJD within 24 hours of its receipt by HCJPS.

The HCJPS department will make all diligent efforts to notify a parent, guardian or custodian of a juvenile who may be the victim of abuse, neglect, exploitation, death or serious incident as soon as possible but no later than 24 hours from the time knowledge has been gained of an incident. This notification will be done by phone or in person. The Chief or his/her designee will make the notification and may solicit assistance of local law enforcement if needed. Notice of efforts will be noted on the required form sent to TJJD.

At each intake the probation officer will provide the juvenile and parent/guardian written information and explanation on recognizing and reporting abuse, neglect and exploitation in a Juvenile Justice Program and or Facility. A toll free number is provided with the information for free and confidential access to make a report.

Although the first person who learns of, or suspects, that a resident has been abused, neglected, or exploited may not be the person who completes the TJJD Incident Report Form, it is that person's responsibility to ensure the allegation or incident is reported to TJJD and law enforcement.

If the person who first learns or suspects, the allegation or incident has occurred is not the person who completes the TJJD Incident Report Form, that person shall complete and sign a written statement regarding the allegation or incident.

The person who completes and submits the TJJD Incident Report Form shall attach the signed written statement to the TJJD Incident Report Form.

It is the policy of this department that the Chief JPO or his/her designee will be the one completing the form and attaching a statement.

All HCJPS employees will be trained on this topic upon hire and before beginning any independent job duties. Employees will be re-trained upon changes in departmental policy and procedure. Training will be addressed after any internal investigation where abuse, neglect or exploitation is confirmed. Training topics will include but not be limited to: reporting and recognition of abuse, neglect and exploitation of a juvenile, recognizing inappropriate conduct with juveniles, behavior that could be considered mistreatment, including but not limited to horse play and use of profanity.

If an allegation of abuse, neglect or exploitation occurs outside a program under the jurisdiction of the HCJPS juvenile board (i.e., in the home, in a facility licensed by another agency or in a school), the alleged incident shall be reported to law enforcement and the appropriate agency in accordance with Texas Family Code Section Chapter 261.

Allegations of abuse, neglect and exploitation that occur in the home:

Texas Dept. of Family and Protective Services

1-800-252-5400

[www.txabusehotline.org](http://www.txabusehotline.org)

Allegations that occur in a substance abuse treatment facility:

Texas Department of State Health Services

1-800-832-9623

[www.tcada.state.tx.us](http://www.tcada.state.tx.us)

Allegations that occur in a facility operated by the Texas Juvenile Justice Department:

1-877-786-7623

[abuseneglect@tjjd.texas.gov](mailto:abuseneglect@tjjd.texas.gov)

### Internal Investigations

- (1) An internal investigation shall be conducted for all allegations of abuse, exploitation or neglect or death of a juvenile. This will be done under the direction of the Chief JPO of HCJPS.

The internal investigation shall start immediately upon discovering any allegation of death, abuse, neglect or exploitation. All attempts will be made to ensure the safety of any juvenile involved in the allegation throughout the investigation. The internal investigation could be postponed for the following three reasons:

- (1) if directed by law enforcement

- (2) if requested by TJJJ
- (3) if the integrity of potential evidence could be compromised.

The final written report of the investigation shall be submitted to TJJJ within 5 days of completion of the internal investigation and will be concluded within 30 days of the initial report to TJJJ. If any time is needed beyond the 30 days then a request will be sent to TJJJ for an extension. The internal investigation will include the following information:

- (1) the date the internal investigation was initiated;
- (2) the date the internal investigation was completed;
- (3) the date the alleged victim's parent, guardian, or custodian was notified of the allegation, or documentation that diligent efforts to provide the notification were made;
- (4) a summary of the original allegation;
- (5) relevant policies and procedures related to the incident;
- (6) a summary or listing of the steps taken during the internal investigation;
- (7) a written summary of the content of all oral interviews conducted;
- (8) a listing of all evidence collected during the internal investigation, including all audio and/or video recordings, polygraph examinations, etc.;
- (9) relevant findings of the investigation that support the disposition;
- (10) one of the following dispositions:
  - (A) founded;
  - (B) unfounded; or
  - (C) inconclusive;
- (11) the administrative action, disciplinary action, or corrective measures taken to date, if applicable (e.g., termination, suspension, retrained, returned to duty, or none);
- (12) the date the internal investigation report was completed;
- (13) the names of all persons who participated in conducting the internal investigation; and
- (14) the name and signature of the person who submitted the internal investigation report.

Any following documentation collected during the internal investigation will be submitted to TJJJ with report. This may include the following:

- (1) written statements;
- (2) relevant medical documentation; (a treatment discharge or other medical documentation about medical treatment must be submitted to TJJJ within 24 hours after receipt by the department.
- (3) training records, if applicable; and
- (4) any other documentation used to reach the disposition of the internal investigation.

All employees, volunteers and interns shall fully cooperate with any investigation of alleged abuse, neglect, exploitation or death of a juvenile. This includes an investigation by HCJPS, law enforcement, or TJJJ. Hunt County will make a diligent effort to make available all person who may have knowledge of the reported incident. All evidence will be provided to TJJJ in the format requested. HCJPS will make diligent efforts at acquiring written or electronically recorded statements from all persons with knowledge of the alleged incident.

There is one exception to this standard. An employee, intern or volunteer who has been identified as an alleged perpetrator has the right to refuse to be interviewed. However, the alleged perpetrator shall

cooperate with the investigation to the extent the investigation does not violate the individual's right to remain silent.

Under the direction of the Chief JPO and until the conclusion of the internal investigation, any HCJPS employee, intern, or volunteer alleged to be a perpetrator of abuse, exploitation or neglect will immediately be placed on administrative leave or reassigned to a position having no contact with the alleged victim's family, and juveniles under supervision by the juvenile probation department, participating in any juvenile justice program or under the jurisdiction of the HCJPS juvenile court.

- This reassignment or administrative leave will be effective through the conclusion of HCJPS' internal investigation.
- Reassignment of the alleged perpetrator to administrative duties is acceptable as long as there is no contact with any juvenile in any juvenile justice program.
- The employment status of the alleged perpetrator at the time the incident is reported shall be clearly stated on the TJJD Incident Form.
- The employment status of the alleged perpetrator at the conclusion of the internal investigation shall be clearly stated in the internal investigation report.
- If the person who is the subject of the investigation resigns or is terminated, TJJD will be notified within two business days.
- If the subject of an internal investigation gains employment in another jurisdiction before there is a disposition that subject may not have contact with youth until the matter is finalized.

At the conclusion of the HCJPS internal investigation, the Chief JPO shall take appropriate measures to provide for the safety of the juveniles in the event of

- a conclusion that an incident of abuse, neglect or exploitation occurred measures may include but not be limited to:
- additional training of staff specifically involved in the incident, or
- additional training for all staff, or
- permanent reassignment of staff involved in the incident, or
- suspension or termination of staff involved in the incident.

In the event a conclusion that a violation of the Code of Ethics is discovered

- a separate internal investigation may be conducted regarding the Code of Ethics,
- if the investigation substantiates that a code of ethics violation occurred, the violation shall be reported to TJJD.
- the Chief or the juvenile board has 2 options:
- the information regarding the code of ethics violation may be included in the abuse, neglect and exploitation internal investigation, or
- a separate internal investigation report that addresses only the violation of the code of ethics may be submitted.

In the event the Chief JPO is alleged to be a perpetrator of abuse, neglect or exploitation, the HCJPS juvenile board chair must:

- (1) conduct the internal investigation; or
- (2) appoint an individual to conduct the internal investigation **who is not** one of the following:
  - (A) the person alleged to have abused, neglected, or exploited the juvenile(s);
  - (B) a subordinate of the person alleged to have abused, neglected, or exploited the juvenile(s); or

(C) a law enforcement officer currently acting in the capacity as a criminal investigator for the alleged abuse, neglect, or exploitation or the death of a juvenile.

- The Chief JPO shall not conduct the internal investigation if he/she is alleged to be the perpetrator.
- TJJD is not authorized to conduct internal investigations for any department or program due to creating a conflict of interest a criminal investigation by a law enforcement agency cannot be accepted in lieu of the department's internal investigation because a criminal investigation has a different purpose than a departmental internal investigation.
- In the event the Chief JPO is alleged to be a perpetrator of abuse, exploitation or neglect, the Juvenile Board will place the Chief JPO on administrative leave OR ensure the Chief JPO has no contact with the alleged victim's family and individuals under supervision by the juvenile probation department, participating in a juvenile justice program or under the jurisdiction of the HCJPS juvenile court.
- the Chief JPO is not required to discontinue his/her employment as long as those duties do not include the supervision of or contact with juveniles or families of juveniles in justice programs.
- in the event the Chief JPO is alleged to be a perpetrator and is placed on administrative leave, a designee shall be assigned to carry out the duties and responsibilities of the Chief JPO in his/her absence.
- the employment status of the Chief JPO at the time the incident is reported shall be clearly stated on the TJJD Incident Report Form.
- the administrative leave or reassignment shall be effective through the conclusion of the internal investigation.
- the employment status of the Chief JPO at the conclusion of the internal investigation shall be clearly stated in the internal investigation report.
- The format for the report for this investigation shall cover the same information listed above as in any other internal investigation.

**All employees, volunteers or interns are required to keep the Chief informed of any suspicions or allegations at all times. Probation Officers are required to Chrono everything.**

### **Pre-Trial Detention for Certain Juveniles**

The Hunt County Juvenile Board has adopted a policy disallowing persons under 17 who are certified to stand trial as adults to be detained in a juvenile facility pending trial and on the order of the juvenile court judge. This shall apply only to offenses committed on or after September 1, 2011. The resolution was put into place on September 6, 2011. This will remain in effect until repealed or replaced by the Juvenile Board of Hunt County.

### **Juveniles Younger Than 12 Years of Age**

It is the policy of the Hunt County Juvenile Probation Department, to the extent possible, that any youth younger than age twelve (12) referred for an offense not requiring formal review by the prosecutor under TFC §53.01 will be diverted from prosecution and the decision for detention will be implemented only as a last resort when other options are unavailable.

Upon receiving a referral, the assigned JPO or intake officer will determine if the following circumstances exist:

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 prosecuting attorney.
4. The child is eligible for deferred prosecution.
5. The child and the child's family are not currently receiving services from the probation department and would benefit from receiving the services.

The assigned officer will then refer the child's case to the local CRCG or other community juvenile service provider. The assigned officer will take the recommendations from the local CRCG and or service provider to create and coordinate a service plan for appropriate services for the youth and family. The child, parent/guardian will be informed the consent for services is voluntary. The department may monitor the child for up to three months for compliance with the service plan. However, the assigned officer may refer the case to the prosecutor if the child fails to successfully participate in required services during the three months. The assigned officer may adjust the service plan or care as necessary during the monitoring period of the youth.

### **Taking Juveniles Into Custody**

Certified Juvenile Probation Officers employed with the Hunt County Juvenile Probation Department are authorized to detain juvenile under the following circumstances;

- (1) If there is probable cause to believe that the child has violated a condition of probation imposed by the juvenile court
- (2) If there is probable cause to believe that the child has violated a condition of release imposed by the juvenile court (departmental conditions of release that are violated must have a directive to apprehend prior to a juvenile being detained)
- (3) On the issuance of a directive to apprehend.

The probation officers will not use force to detain the youth except that they are authorized to use the personal restraint technique (Handle with Care which is approved by TJJD) should the youth become combative or out of control and may result in restraining the child during the time in which they are being taken into custody. The probation officers are not required to document placing mechanical restraints on the juvenile for transport. Beginning January 1, 2017, the probation officer staff and community activity officers will be retrained at least every 365 days on the proper use of Handle with Care when dealing with juveniles.

### ***Standard 341.204***

#### **(a) Duty to Certify Juvenile Justice Facilities.**

The juvenile board serving the county where a juvenile justice facility is located must certify and register the facility as required by Texas Family Code §§51.12, 51.125, and 51.126, as applicable.

#### **(b) Prohibition on Placing Juveniles in Non-licensed Facilities.**

The juvenile board must ensure that juveniles under its jurisdiction are placed only in:

- (1) juvenile justice facilities that are certified by a juvenile board in Texas; or
- (2) public or private residential facilities or programs licensed by a state governmental entity or exempted from licensure by state law.

***Policy and Procedures***

HCJPS does not have a juvenile justice facility in its jurisdiction.

HCJPS will obtain copies of the certifications or licenses for any juvenile justice facility, residential facility or program that it receives services from. The copies will be maintained in the contracting folders.



## HUNT COUNTY JUVENILE PROBATION SERVICES (HCJPS)

<b>CHAPTER: PROBATION</b>	<b>Subject: Chief Administrative Officer Responsibilities</b>
STANDARD: 341.300 & 341.302 TFC §53.01 (b-1) and §53.011	# of PAGES 2
<b>Subchapter C</b>	

### *Standard 341.300*

(a) The chief administrative officer must develop, maintain, and enforce a policy and procedure manual for the juvenile probation department, which must include the policies and procedures of the juvenile probation department as established by the juvenile board.

(b) The chief administrative officer must provide all employees with a copy of or access to the policy and procedure manual, review the manual no later than the last day of the calendar month of the previous year's review, maintain documentation of this review, and update the manual as necessary.

### *Policy*

The chief administrative officer shall maintain an administrative manual for HCJPS. This includes developing, updating, and facilitating formal juvenile board approval for the manual.

The administrative manual applies to all HCJPS employees and shall identify:

- (1) the policies, procedures, and regulations of the juvenile probation department and
- (2) a current organizational chart depicting structure, lines of authority, and responsibility.

The chief administrative officer shall:

- (1) enforce the policies & procedures contained in the department's policy & procedure manual
- (2) ensure departmental staff are trained in and adhering to all of the policies and procedures
- (3) provide the employees access (at any time) to the administrative manual without going through a supervisor or the Chief
- (4) notify employees of updates to the manual at employee staff meetings after changes are approved
- (5) ensure updates and revisions are placed in all copies of the manual in a timely manner
- (6) review the policy & procedure manual no later than the last day of the calendar month from the prior annual review
- (7) document the date of the annual review of the policy manual and sign it
- (8) notify the juvenile board of any significant changes to the policies and ensure their review and approval by the juvenile board

A complete copy of the manual will be kept where it is accessible to all employees. The contents of the policy manual shall become an integral part of the staff orientation.

The policy manual is subject to revision according to interoffice policy and TJJD standards. The juvenile board shall review and approve the updated policies in a formal open meeting with

documentation in the juvenile board minutes, resolution or other written documentation.

The chief administrative officer retains full responsibility for the policy and procedure manual but may elect to delegate some of the policy and procedure manual maintenance duties to other departmental staff.

It is the responsibility of all employees to keep current on all policies and procedures that are in the policy and procedure manual.

***Standard 341.302***

The chief administrative officer or his/her designee must serve as the liaison to the local community resource coordination group pursuant to Texas Government Code §531.055.

***Policy***

The HCJPS Chief administrative officer or his/her designee will regularly attend and participate in the CRCG for Hunt County. The approval of this policy and procedure serves as the designation by the Juvenile Board for who should attend and participate in the CRCG pursuant to Texas Government Code §531.055.

When appropriate, HCJPS will present a case to the CRCG group in an effort to develop an individual plan with identified gaps in service delivery, collect and share data regarding the juvenile, and establish relationships among local service providers for collaboration outside of the CRCG meeting.

The Chief is to be kept informed of all CRCG related efforts.

## HUNT COUNTY JUVENILE PROBATION SERVICES (HCJPS)

<b>CHAPTER: PROBATION</b>	<b>Subject: Duties of Certified Juvenile Probation Officers, Duties of Certified Community Activities Officers &amp; Supervising and Transporting Juveniles</b>
STANDARD: 341.400, 341.402 & 341.403	# of PAGES 3
<b>Subchapter D</b>	

### *Standard 341.400*

(a) The following duties and responsibilities may be performed only by certified juvenile probation officers, except as allowed by subsection (b) of this section:

- (1) recommending a disposition in formal court proceedings;
- (2) providing final approval of written social history reports;
- (3) acting as the primary supervising officer for court-ordered and deferred prosecution cases;
- (4) acting as the primary supervising officer in a collaborative supervision agreement under Texas Family Code §51.075;
- (5) developing and implementing case plans in accordance with Subchapter E of this chapter;
- (6) conducting intake interviews and preliminary investigations and making release decisions under Texas Family Code §53.01, unless another staff member is designated to do so by the juvenile board;
- (7) taking a child into custody as authorized by Texas Family Code §§52.01(a)(4), 52.01(a)(6), or 52.015;
- (8) serving as the designated inter-county transfer officer and performing the duties required by Texas Family Code §51.072;
- (9) referring a child to a local mental health or mental retardation authority as required by Texas Family Code §54.0408;
- (10) providing to the juvenile and to the juvenile's parent, guardian, or custodian a written explanation of the process of sealing juvenile records and a copy of Family Code Chapter 58, Subchapter C-1.

(b) An individual hired as a juvenile probation officer who is not yet certified as a juvenile probation officer may perform the duties under subsection (a) only if the individual has :

- (1) not exceeded the deadline for submitting a certification application established by Chapter 344 of this title;
- (2) completed a minimum of 40 hours of training, which must include the mandatory exam topics required in Chapter 344 of this title; and
- (3) passed the certification exam for juvenile probation officers.

### *Policy and Procedure*

HCJPS department will make sure that only certified juvenile probation officers perform the following duties with the exception that if they are not yet certified but have received 40 hours of training

including mandatory topics established in Chapter 344 of this title, they may perform those same duties until receiving their certification has they have passed the certification exam and it is not past the 180 day deadline. The duties may include:

- (1) recommending a disposition in formal court proceedings;
- (2) providing final approval of written social history reports;
- (3) acting as the primary supervising officer for court-ordered and deferred prosecution cases;
- (4) acting as the primary supervising officer in a collaborative supervision agreement under Texas Family Code §51.075;
- (5) developing and implementing case plans in accordance with Subchapter E of this chapter;
- (6) conducting intake interviews and preliminary investigations and making release decisions under Texas Family Code §53.01, unless another staff member is designated to do so by the juvenile board;
- (7) taking a child into custody as authorized by Texas Family Code §§52.01(a)(4), 52.01(a)(6), or 52.015;
- (8) serving as the designated inter-county transfer officer and performing the duties required by Texas Family Code §51.072;
- (9) referring a child to a local mental health or mental retardation authority as required by Texas Family Code §54.0408;
- (10) providing to the juvenile and to the juvenile's parent, guardian, or custodian a written explanation of the process of sealing juvenile records and a copy of Family Code Chapter 58, Subchapter C-1.

Every effort will be made by HCJPS to provide a new employee hired as a juvenile probation officer the opportunity to obtain their certification within the TJJD time frame of 180 calendar days.

HCJPS juvenile probation officers will be certified, or receive in-house training on the required topics, prior to performing any of the duties stated above.

### ***Standard 341.402***

(a) The following duties and responsibilities may be performed only by certified community activities officers, except as allowed by subsections (b) and (c) of this section:

- (1) supervising juveniles in a non-secure setting within a juvenile justice program; or
  - (2) transporting juveniles in a non-secure setting within a juvenile justice program.
- (b) An individual hired into a position requiring certification as a community activities officer who is not yet certified as a community activities officer may perform the duties under subsection (a) of this section only if the individual has:

- (1) not exceeded the deadline for submitting a certification application established by Chapter 344 of this title; and
  - (2) completed at least 40 hours of training, which must include the topics listed in §344.626 of this title.
- (c) The following individuals may perform the duties listed in subsection (a) of this section:

- (1) a certified juvenile probation officer; or
- (2) a certified juvenile supervision officer.

(d) Notwithstanding subsections (a) and (b) of this section, an individual in a position requiring certification as a community activities officer may participate in the administration of intensive physical activity, as defined

in Chapter 348 of this title, only if the individual has received training in adolescent development and behavior.

(e) Nothing in this chapter is intended to require professionals who are providing services in their professional capacity to obtain certification as a community activities officer. For purposes of this chapter, providing services in a professional capacity is not considered supervising juveniles.

***Policy***

Any personnel that will be certified as community activities officers and working with HCJPS will receive the required training as specified in Chapter 344 of this title. If they have received 40 hours training including the required topics and have not past the 180 day deadline, the officers may perform the duties listed below while awaiting their certification. JPOs and JSOs may perform the duties listed below for HCJPS without obtaining the additional certification as a community activities officer.

- (1) supervising juveniles in a non-secure setting within a juvenile justice program; or
- (2) transporting juveniles in a non-secure setting within a juvenile justice program.

***Standard 341.403***

At least one staff member who is supervising or transporting a juvenile in a non-secure setting within a juvenile justice program must be certified in cardiopulmonary resuscitation and first aid.

***Policy and Procedure***

HCJPS will allow only juvenile probation officers and community activities officers to supervise and transport juveniles under its jurisdiction. The officers working for HCJPS will maintain their regular certification in CPR and first aid to ensure that during supervision or transport at least one personnel will be certified in CPR and first aid.

# **HUNT COUNTY JUVENILE PROBATION CHANGE ACCESSIBLE TO ALL (C.A.T.A.) MENTAL HEALTH INTERNSHIP PROPOSAL**

August 7, 2019

## **1. Project Description**

Change for youth and families takes place when they engage in a process that allows them to reflect on their thinking and behaviors thus creating self-awareness. HCJPS proposes to begin a mental health internship program which will assist the department in providing services to additional youth under supervision that require mental health support. As a result, additional youth in need would have an opportunity to experience this change! **(This population includes those on formal and deferred adjudication, court conditions, and those eligible for the first offender program.)**

The department's full-time counselor and Board Approved Supervisor will be responsible for interns practicing in a competent and ethical manner and fully embraces the role of gatekeeper to the profession (Bernard & Goodyear, 2019).

## **2. Selection of Interns**

HCJPS will offer internships to the following counselors-in-training:

- Licensed Professional Counselor Interns (LPC-Interns): Post-master's level clinicians who are working towards their State of Texas required hours for full licensure.
- Master's level students in internship/practicum courses requiring hours for graduation.

## **3. Project Scope**

HCJPS interns will provide services to youth addressing the typical concerns witnessed in juvenile offenders (e.g. conduct disorder, bipolar disorder, behavioral concerns, anger/aggression issues, substance related concerns, and trauma-related disorders).

**The mental health intern will be responsible for the following:**

- Providing individual and group counseling to juvenile offenders.
- Providing family counseling to juvenile offenders and their household members where issues involve the juvenile's family system.

- Maintaining accurate records of all face-to-face meetings with clients and/or their family members.
- Completion of treatment planning and subsequent discharge summaries for all in their care via coordination and direction from the site supervisor.
- Attending regular supervision meetings with site supervisor to review/discuss cases and receive feedback and direction on client care in future sessions.

#### 4. Project Rationale

■ *Mental health treatment is effective in addressing the criminogenic needs associated with juvenile offenders (McCormick, Peterson, & Skilling, 2017). Additional counseling support is of great benefit to the department:*

- *Creates opportunity to serve a broader audience of referred offenders who require mental health services thus getting more youth into services in an expedited fashion.*
- *Multiple clinicians would provide differing modalities of counseling to offenders simultaneously (e.g. individual, group, and family) thus addressing the whole realm of the youth's concerns.*
- *Answering the concern of the high rate of prevalence of mental health concerns associated with juvenile offenders.*
  - *In a study of juvenile offenders, Zeola, Guina, and Nahhas (2017) found that some 85% reported a psychiatric disorder. Those without a referral for mental health services witnessed higher recidivism rates and shorter time to re-offend (Zeola et al., 2017)*
- *Mental health services are enhanced with more frequency of treatment. Foster, Qaseem, and Connor (2004) suggest that improved mental health provision significantly reduces the risk of juvenile justice involvement. We have witnessed similar findings within HCJPS.*

#### 5. Limitations of Interns

■ *Counselor-in-training interns are not employees of the department. All records created on behalf of juvenile offenders by intern(s) remain the property of Hunt County Juvenile Probation Services.*

**Respectfully Submitted by:**  
 Laura Sandlin  
 Chief Juvenile Probation Officer

Robert C. Duckworth, MA, LPC-S  
 Board Approved Supervisor

## References

- Bernard, J. & Goodyear, R. (2019). *Fundamentals of clinical supervision (6<sup>th</sup> Ed.)*. New York, NY: Pearson.
- Foster, E.M., Qaseem, A., & Connor, T. (2004). Can better mental health services reduce risk juvenile justice system involvement? *American Journal of Public Health, 94*(5), 859-865.
- McCormick, S., Peterson-Badali, M. & Skilling, T.A. (2017). The role of mental health and specific responsivity in juvenile justice rehabilitation. *Law and Human Behavior, 41*(1), 55-67.
- Zeola, M.P., Guina, J., & Nahhas, R.W. (2017). Mental health referral reduce recidivism in first time juvenile offenders, but how do we determine who is referred? *Psychiatric Quarterly, 88*, 167-183.





# Texas State Board of Examiners of Professional Counselors

DOES HEREBY CERTIFY THAT

## Robert C. Duckworth, M.A.


meets the qualifications established in Texas Occupations Code, Chapter 503 to practice the profession of counseling and is authorized to employ the title

## Licensed Professional Counselor

in the State of Texas, so long as this certificate is not revoked or suspended and is renewed according to applicable law and rules.

Recognized for:

Board-Approved Supervisor


 Texas State Board of Examiners  
of Professional Counselors

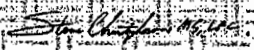
certifies that the person identified below is a

Licensed Professional Counselor - Supervisor

Robert C. Duckworth, M.A.

License Number 67909  
Control Number 363724 Expires 1/31/2020

  
Cardholder Signature

  
Presiding Officer

  
Steve Christopherson, Presiding Officer

# ROBERT C. DUCKWORTH, MA, LPC-S

Phone: (214) 912-2551  
rduckworth@huntcounty.net

2700 Johnson Street  
Greenville, TX 750401

As a proficient clinician, I have worked with a wide array of presenting concerns among clients and assisted them in experiencing the change they seek in their lives. With a goal to lead and develop others in the counseling profession, I have experience in teaching, research, and conference presentations crucial to the mental health field.

## EDUCATION

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<b>PhD</b>	<i>Adams State University, Counselor Education &amp; Supervision</i> CACREP Accredited Program ( <i>Expected Graduation: 5/2022</i> )	Present
<b>MA</b>	<i>Dallas Theological Seminary, Counseling</i> Graduated with High Honors	January 2011
<b>BS</b>	<i>North Carolina A&amp;T State University, Economics</i> Graduated Magna Cum Laude	May 1994

## LICENSES AND CREDENTIALS

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Board Approved Supervisor (Texas), #67909	2019 –Present
Licensed Professional Counselor, (Texas) #67909	2014 - Present
Prepare Enrich Facilitator	2009 - Present

## TEACHING EXPERIENCE

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**Adams State University, Alamosa, Colorado** May – July 2019

**Teaching Assistant, Counselor Education**

Course: COUN530 – Counseling the Family, Couple, and System

- Facilitate and grade discussion board posts in an asynchronous online course.
- Develop and present lecture videos for student learning modules.
- Communicate with students regarding classroom questions and concerns.

**Adams State University, Alamosa, Colorado** June 2019

**Teaching Assistant, Counselor Education**

Course: COUN527 – Group Counseling

- Co-instructed summer intensives in a face-to-face environment.
- Offered summative and formative feedback to master's student on the use of basic and advanced group leadership skills.

- Utilized innovative approaches to assisting students in creating group cohesiveness while maintaining group member depth.

**Adams State University**, Alamosa, Colorado

June 2019

**Teaching Assistant**, Counselor Education

Course: COUN537 – Counseling Practicum

- Provided co-instruction during practicum intensives to students conducting brief counseling vignettes with peers in a live class environment.
- Offered feedback on counseling videos of clinical work with actual clients.
- Assisted counselors-in-training in developing self-awareness in practice and overcoming typical new counselor performance anxiety.
- Covered professional and personal disposition feedback along with instructor declaring student readiness for internship.

**Dallas Theological Seminary**, Dallas, Texas

January – May 2019

**Teaching Assistant**, Biblical Counseling

Course: BC255 – Addictions & Compulsive Behaviors

- Assisted with and led up to 49% of classroom lectures.
- Coordinated guest speakers that provided expertise in the field of addictions and compulsive behaviors.
- Led group discussions regarding relevant case studies related to substance use and criminal justice settings.
- Graded case studies and course reflections for more than 40 master's students.

**Dallas Theological Seminary**, Dallas, Texas

August – December 2018

**Teaching Assistant**, Biblical Counseling

Course: BC235 – Social & Cultural Foundations

- Assisted with weekly classroom lectures.
- Facilitated live class reflection exercises to increase cultural competency.
- Graded student case study, group exercises, and learning modules.

**Dallas Theological Seminary**, Dallas, Texas

August – December 2016

**Teaching Assistant**, Biblical Counseling

Course: BC235 – Social & Cultural Foundations

- Assisted with weekly classroom lectures.
- Facilitated live class reflection exercises to increase cultural competency.
- Introduced students to multiple case study exercises related to working with marginalized and underserved populations.

## RESEARCH EXPERIENCE

---

**Duckworth, R., Fenderson, E., Fruetel, K., & Scott, S., (2019).** *Exploring the experiences of counselors responding to persons who are in danger to themselves or others in sparsely populated communities* (Manuscript Under Revision).

**Kane, F, & Duckworth, R., (2018).** *Comparing Adverse Childhood Experiences in adults enrolled in three outpatient substance abuse disorder treatment programs.* (Manuscript Under Revision).

## SCHOLARLY ACTIVITY

---

Duckworth, R. (accepted, October 2019). *Exploring adverse childhood experiences as predictors for mental health and substance abuse.* Corrections Management Institute of Texas Mental Health Conference. Galveston, Texas

Duckworth, R. & Allen, C. (accepted, October 2019). *An applied narrative approach to educating master 's-level students on counseling theories.* Association for Counselor Education and Supervision National Conference, Seattle, Washington.

Woody, M., Duckworth, R. & Jagers, J.L. (March 2019). *Lessons learned from the ACEs: Intervention and response strategies for adults with substance use disorders.* Christian Association for Psychological Studies National Conference. Los Colinas, Texas.

Duckworth, R. (October 2018). *Restoring self-efficacy to youth in a cloud of doubt.* Corrections Management Institute of Texas Mental Health Conference. San Marcos, Texas.

**Guest Speaker,** (November 2017). Social & Cultural Foundations, Dallas Theological Seminary.

**Panelist & Speaker,** (April 2016). Grief Counseling, Dallas Theological Seminary.

**Guest Speaker,** (January 2015). Addictions & Compulsive Behaviors Counseling, Dallas Theological Seminary.

**Guest Speaker,** (October 2014). Counseling Practicum, Dallas Theological Seminary.

## **SUPERVISION EXPERIENCE**

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### **Supervision & Consultation**, Adams State University, Alamosa, CO January – May 2019

- Provided supervision to an on-campus student in the role of teacher, consultant, and counselor using Zoom technology.
- Rendered formative and summative feedback to on-campus student.
- Offered written feedback to online counseling students and their video recorded sessions.
- Promoted ethical and professional standards in practice with all supervisees.

## **CLINICAL COUNSELING EXPERIENCE**

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### **Mental Health Counselor**, *Hunt County Juvenile Probation Services*, Greenville, TX March 2012 – Present

- Provide counseling services to adolescent offenders using person-centered, cognitive behavioral, and narrative approaches.
- Facilitate group counseling for youth challenged with substance use disorders, anger/aggression, and general offenses related to anti-social behaviors.
- Administer personality assessments and drug screenings in an effort to uncover clinical concerns not commonly discoverable in face-to-face psychotherapy.
- Develop client treatment plans and discharge summaries and share with juvenile probation officers in regular staffing.
- Offer aftercare services to youth and their families upon return from post-adjudication placement.

### **Director of Counseling**, *Duckworth & Associates Counseling Services*, Rockwall, TX February 2014 – Present

- Manage the day-to-day operations of thriving clinical practice in community with numerous mental health needs.
- Provide individual, marriage, and family counseling to adult clients experiencing incongruence in life endeavors and relationships.
- Administer individual, family, and substance use aftercare for youth reentering the community after Texas Juvenile Justice Department placement.
- Administer clinical assessments related to personality and substance use.

### **Counseling Internship**, *Dallas Theological Seminary*, Dallas TX September 2011 – February 2013

- Provided counseling to students experiencing incongruence related to challenges of graduate school and personal life.
- Executed interventions that provide for a safe therapeutic environment and assisted clients in changing problematic behaviors.
- Staffed client cases in group supervision with fellow interns and considered ideal treatment approaches.

**Counseling Practicum, *Holmes Street Foundation*, Dallas, TX**

June 2010 – December 2010

- Administered didactic group therapy for adolescent substance users in a 30-day residential treatment program.
- Introduced a psychoeducational model that addressed character building and life skills in order to prepare participants for post treatment success.
- Conducted individual and family counseling to address underlying concerns and to prepare youth for successful return to their homes.

**Life Skills Educator, *The Duckworth Project, Inc.*, Rockwall, TX**

April 2006 – December 2012

- Developed psychoeducational curriculum addressing behavioral dysfunction in youth.
- Conducted life skills education with at risk youth related to self-esteem, decision-making, and anger/aggression.
- Coordinated fundraising efforts to support life skills programming for a small non-profit organization.

**Health Educator, *Family Life Resource Center*, Oakland, CA**

September 2001 – April 2006

- Provided life skills education to diverse participants ages 12-24.
- Developed and delivered new curriculum related to male responsibility, career planning, and other character-building skills.
- Offered mentorship to multiple at-risk and justice-involved youth.

**PROFESSIONAL TRAINING/CONTINUING EDUCATION**

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**Cultural Competency Certification**

Texas Juvenile Justice Department, Georgetown, Texas, 2017

**Institute in Counselor Supervision**

University of North Texas, Denton, Texas, 2016

**Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) Consultation Program**

Cenpatico Corporation, Denton Texas, 2016

**Substance Abuse and Subtle Screening Inventory (SASSI) Certification**

Texas A&M Commerce, Commerce, Texas, 2013

**Instructor's Basic Training**

Sam Houston State University, Huntsville, Texas, 2012

## **CONFERENCE ATTENDANCE**

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Juvenile Justice Association of Texas Conference (2018)  
Mental Health America (2013, 2014, 2017)  
Corrections Management Institute of Texas Mental Health Conference (2017, 2018)  
Corrections Management Institute of Texas Drug Conference (2017, 2019)

## **PROFESSIONAL AFFILIATIONS**

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**American Counseling Association**  
**Association for Counselor Education & Supervision**  
**Chi Sigma Iota Professional Honor Society International**

- Alpha Sigma Chi Chapter Member
- Social Justice work group

**Southern Association for Counselor Education & Supervision**

## **PROFESSIONAL SERVICE**

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**North Central Texas Council of Governments**  
Public Policy Development Committee Member - Current

- Evaluate grant applications submitted by government and non-profit agencies.
- Develop policy and procedures for distribution of Office of the Governor funding.

**National Alliance on Mental Illness – Hunt County Affiliate**  
Steering Committee - Current

- Public Relations Committee
- Provide radio and media voice-overs promoting mental health awareness.

**Greenville Independent School District**  
District Strategic Planning Committee - Current

- Assisted in the development of a strategic plan to serve low socioeconomic students.
- Rendered consultation on Adverse Childhood Experiences (ACEs) and their relation to educational challenges.

**Symposium Co-Facilitator**  
Corrections Management Institute Mental Health Conference, 2018

## **COMMUNITY SERVICE**

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**Drug Free Greenville**  
Public Education Committee, Greenville, Texas - Current

- Write newspaper articles creating awareness regarding mental health and co-occurring disorders.
- Shattered Dreams Drunk Driving volunteer and youth liaison.

**Mount Hebron Church**

Outreach Coordinator, Garland, Texas, 2016-2018

- Planned, implemented, and executed programming serving marginalized populations.
- Provided inspirational messages for inmates across multiple TDCJ sites.

**OTHER**

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**Kappa Alpha Psi Fraternity, Inc.**

Richardson-Plano Alumni Chapter - Current

- Social Action Committee

National Officer, 1993-1995



Below are the summary of changes that describe the ways that TAC chapter 341 has been revised.

Section #	Title	Summary of Key Changes
341.202	Policies and Procedures	Due to HB 1204 (85 <sup>th</sup> Legislature), added that each juvenile board must establish policies that prioritize: <ul style="list-style-type: none"> <li>• the diversion of children younger than 12 years of age from referral to a prosecuting attorney under Family Code Chapter 53; and</li> <li>• the limitation of detention of children younger than 12 years of age to circumstances of last resort.</li> </ul>
341.400	Duties of Certified Juvenile Probation Officers	Due to changes made by SB 1304 (85 <sup>th</sup> Legislature): <ul style="list-style-type: none"> <li>• removed the requirement to provide a verbal explanation to the juvenile and parent/guardian concerning certain information formerly contained in Family Code §58.209, such as who has access to juvenile records and when records may be eligible for restricted access or sealing; and</li> <li>• added a requirement to provide:               <ul style="list-style-type: none"> <li>○ a written explanation of how juvenile records are sealed; and</li> <li>○ a copy of Family Code Chapter 58, Subchapter C-1, which addresses sealing and destruction of juvenile records.</li> </ul> </li> </ul>

The department had already written policy and procedure for diversion of youth under 12 years of age that had been approved by the Board. It was contained in subchapter C and has now been moved under the new portion of §341.202 standard under subchapter B. A new table of contents has been provided as well.

Additionally, the department is seeking approval of policy and procedure regarding a new internship program under §341.202 which is also attached.

Should the Board approve the changes, these pages will used as replacements to the current policy and procedure manual.

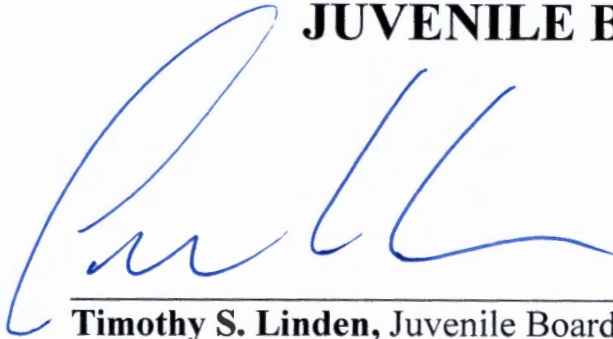
Changes for approval are highlighted for your review.

**Hunt County Juvenile Probation Services**

**POCICY AND PROCEDURE MANUAL  
Changes to Ch. 341**

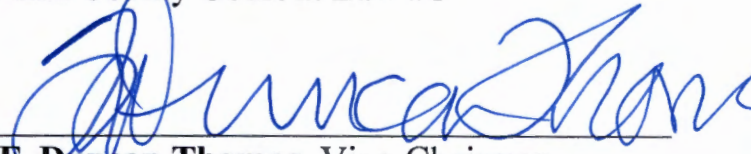
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**JUVENILE BOARD APPROVAL**



**Timothy S. Linden**, Juvenile Board Chair  
Hunt County Court at Law #1

8-7-19  
Date Signed



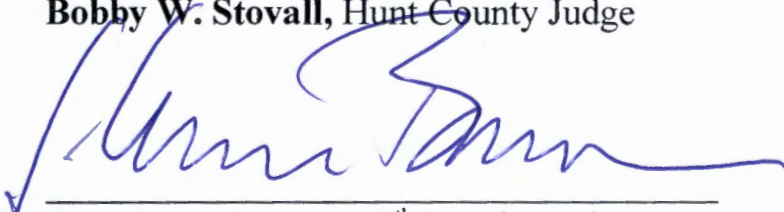
**F. Duncan Thomas**, Vice-Chairman  
Hunt County Court at Law #2

8-7-19  
Date Signed

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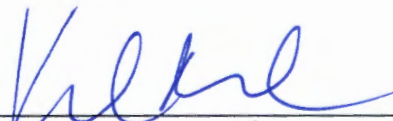
**Bobby W. Stovall**, Hunt County Judge

\_\_\_\_\_  
Date Signed



**J. Andrew Bench**, 196<sup>th</sup> District Judge

8.7.2019  
Date Signed



**Keli M. Aiken**, 354<sup>th</sup> District Judge

8/7/19  
Date Signed