

Subchapter B
Qualifications for Certification and Employment

§344.200 General Qualifications for Positions Requiring Certification

Effective Date: 9/1/23

(a) **Juvenile Probation Officer.**

To be eligible for certification as a juvenile probation officer, supervisor of a juvenile probation officer, or chief administrative officer, an individual must:

- (1) be at least 21 years of age;
- (2) have no disqualifying criminal history as described in this chapter;
- (3) have no criminal history as described in §344.410(a) of this chapter unless TJJD has reviewed it and determined the person is not ineligible for certification due to the criminal history;
- (4) have acquired a bachelor's degree conferred by a college or university accredited by an organization recognized by the Texas Higher Education Coordinating Board;
- (5) never have had any type of certification revoked by TJJD;
- (6) complete the training required by this chapter; and
- (7) pass the certification exam as required by §344.700 of this chapter.

(b) **Juvenile Supervision Officer.**

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

- (1) be at least 21 years of age;
- (2) have no disqualifying criminal history as described in this chapter;
- (3) have no criminal history as described in §344.410(a) of this chapter unless TJJD has reviewed it and determined the person is not ineligible for certification due to the criminal history;
- (4) have acquired a high school diploma or its equivalent as specified in §344.204 of this chapter;
- (5) never have had any type of certification revoked by TJJD;
- (6) complete the training required by this chapter; and
- (7) pass the certification exam as required by §344.700 of this chapter.

(c) **Community Activities Officer.**

To be eligible for certification as a community activities officer, an individual must:

- (1) be at least 21 years of age;
- (2) have no disqualifying criminal history as described in this chapter;
- (3) have no criminal history as described in §344.410(a) of this chapter unless TJJD has reviewed it and determined the person is not ineligible for certification due to the criminal history;
- (4) have acquired a high school diploma or its equivalent as specified in §344.204 of this chapter;
- (5) never have had any type of certification revoked by TJJD; and
- (6) complete the training required by this chapter.

(a) Juvenile Probation Officer.

To be eligible for certification as a juvenile probation officer, an individual must have acquired a bachelor's degree conferred by a college or university accredited by an organization recognized by the Texas Higher Education Coordinating Board.

(b) Juvenile Supervision Officer and Community Activities Officer.

(1) To be eligible for certification as a juvenile supervision officer or community activities officer, an individual must meet one of the following educational requirements:

(A) a diploma from a high school accredited by a generally recognized accrediting organization or from a high school operated by the United States Department of Defense. TJJD considers the following entities as generally recognized accrediting organizations:

- (i) the Texas Education Agency or the equivalent agency in another state;
- (ii) an entity approved by the Texas Private School Accreditation Commission; and
- (iii) regional accreditation organizations such as:

- (I) Middle States Association of Colleges and Schools;
- (II) New England Association of Schools and Colleges;
- (III) North Central Association of Colleges and Schools;
- (IV) Northwest Accreditation Commission;
- (V) Southern Association of Colleges and Schools; and
- (VI) Western Association of Schools and Colleges;

(B) a high school equivalency certificate (e.g., GED) issued by the Texas Education Agency or equivalent agency in another state;

(C) a diploma or certificate of completion issued in a homeschool setting;

(D) a United States military record that indicates the education level received is equivalent to a United States high school diploma or high school equivalency certificate;

(E) a foreign high school diploma that meets the validation requirements established in §344.206 of this title; or

(F) unconditional acceptance into a college or university accredited by an organization recognized by the Texas Higher Education Coordinating Board.

(2) A department or facility may attempt to establish that an entity not listed in paragraph (1)(A) of this subsection is a generally recognized accrediting organization by submitting supporting documentation to the TJJD certification office. Based on the documentation, TJJD will determine whether the entity is a generally recognized accrediting organization.

~~§344.210 Work Experience~~

~~[(a) To be eligible for certification as a juvenile probation officer, an individual who does not meet the graduate study requirement in §344.204 of this title must have one year of experience in full-time paid and/or full-time unpaid case work, counseling, community, or group work:~~

~~(1) in a social service, community, corrections, or juvenile agency that deals with offenders or disadvantaged persons; and~~

~~(2) that provides the kind of experience necessary to meet this requirement, as determined by TJJD.~~

- ~~(b) To meet the requirement for one year of full-time experience as required by this section, an individual must have worked at least 1,500 hours in one or more positions described by subsection (a) of this section in twelve months, which may or may not be consecutive months. Prior to hiring the individual, the department or facility must conduct and document a reference check to verify the dates of employment or volunteer service, the position held, and the total number of hours worked.]~~

§344.220 Exemptions from Required Work Experience or Graduate Study

Effective Date: 2/1/18

- ~~[(a) A department or facility may request an exemption from the requirement for one year of graduate study in §344.204 of this title or one year of full-time work experience in §344.210 of this title if the department or facility uses TJJJ's certification system to:~~
- ~~(1) submit the exemption request; and~~
 - ~~(2) document that diligent efforts were made to employ an individual who meets the graduate study or work experience requirement.~~
- ~~(b) Posting the position in a minimum of two job posting sources for a minimum of 20 calendar days is considered to meet the diligent effort requirement in subsection (a)(2) of this section.~~
- ~~(c) The department or facility may not hire the individual as a juvenile probation officer without written verification that TJJJ has approved the exemption request.~~
- ~~(d) The exemption process described in this standard does not apply to appointment as a facility administrator or a chief juvenile probation officer.]~~

Subchapter G Certification

§344.866 Certification Status

Effective Date: 9/1/23

(a) Active.

A status that indicates a certified officer meets the current requirements of certification as set forth in this chapter and is eligible to perform the duties of a juvenile probation officer, juvenile supervision officer, and/or community activities officer, as applicable.

(b) Inactive.

A status that indicates an officer's certification has not expired but the officer is ineligible to perform the duties of a certified officer because:

- (1) the officer is no longer employed in a position that either requires or is eligible for the certification held;
- (2) the officer has been convicted of a disqualifying criminal offense; or
- (3) the officer's application for certification or renewal of certification is determined by TJJJ to contain deliberately false or misleading information.

(c) Expired.

A status that indicates an application to renew or reactivate a certification has not been submitted before the end of the grace period or any applicable extension.

(d) **Suspended.**

A status that indicates an officer's certification is actively suspended and the officer is no longer eligible for employment in a position requiring certification. If the officer's certification is suspended for failure to pay child support under Section 232.003, Texas Family Code, the suspension remains in effect until TJJJ receives an order staying or vacating the suspension.

(e) **Revoked.**

A status that indicates an officer's certification has been permanently revoked by TJJJ and that the officer is no longer eligible for employment or certification as a juvenile probation officer, juvenile supervision officer, or community activities officer. An individual who has had his/her certification revoked is not eligible for any future certification.

(f) **Voluntarily Relinquished.**

A status that indicates an officer has voluntarily relinquished his/her certification as provided in §344.884 of this title.

(g) **Provisional.**

A status that indicates an individual has been hired into a position requiring certification but has not yet been certified.

(h) **Ineligible.**

- (1) A status that indicates an individual who was never certified is ineligible for certification as a result of conduct that occurred:
 - (A) while the person had a provisional certification;
 - (B) while the person was employed by or under contract with the Texas Juvenile Justice Department; or
 - (C) prior to either time described in subparagraph (A) or (B) of this paragraph if the conduct was unknown to TJJJ.
- (2) Prior to being designated as ineligible for certification, the person will be offered the same due process as a person for whom revocation or active or probated suspension of certification is sought.

Hunt County Juvenile Probation Services (HCJPS)

CHAPTER 344-----Standards with Policy and Procedure
EMPLOYMENT CERTIFICATION TRAINING

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The Standard

**Subchapter B
Qualifications for Certification and Employment**

344.200 General Qualification for Positions Requiring Certification

(a) Juvenile Probation Officer.

To be eligible for certification as a juvenile probation officer, supervisor of a juvenile probation officer, or chief administrative officer, an individual must:

- (1) be at least 21 years of age;
- (2) have no disqualifying criminal history as described in this chapter;
- (3) have no criminal history as described in §344.410(a) of this chapter unless TJJD has reviewed it and determined the person is not ineligible for certification due to the criminal history;
- (4) have acquired a bachelor's degree conferred by a college or university accredited by an organization recognized by the Texas Higher Education Coordinating Board;
- (5) never have had any type of certification revoked by TJJD;
- (6) complete the training required by this chapter; and
- (7) pass the certification exam as required by §344.700 of this chapter.

(b) Juvenile Supervision Officer.

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

- (1) be at least 21 years of age;
- (2) have no disqualifying criminal history as described in this chapter;
- (3) have no criminal history as described in §344.410(a) of this chapter unless TJJD has reviewed it and determined the person is not ineligible for certification due to the criminal history;
- (4) have acquired a high school diploma or its equivalent as specified in §344.204 of this chapter;
- (5) never have had any type of certification revoked by TJJD;

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- (6) complete the training required by this chapter; and
- (7) pass the certification exam as required by §344.700 of this chapter.

(c) **Community Activities Officer.**

To be eligible for certification as a community activities officer, an individual must:

- (1) be at least 21 years of age;
- (2) have no disqualifying criminal history as described in this chapter;
- (3) have no criminal history as described in §344.410(a) of this chapter unless TJJD has reviewed it and determined the person is not ineligible for certification due to the criminal history;
- (4) have acquired a high school diploma or its equivalent as specified in §344.204 of this chapter;
- (5) never have had any type of certification revoked by TJJD; and
- (6) complete the training required by this chapter.

344.202 General Qualifications for Facility Administrators

To serve as a facility administrator, an individual must:

- (1) obtain and maintain an active certification as a juvenile supervision officer in accordance with requirements of this chapter;
- (2) have acquired a bachelor's degree conferred by a college or university accredited by an organization recognized by the Texas Higher Education Coordinating Board; and
 - (F) unconditional acceptance into a college or university accredited by an organization recognized by the Texas Higher Education Coordinating Board.
- (2) A department or facility may attempt to establish that an entity not listed in paragraph (1)(A) of this subsection is a generally recognized accrediting organization by submitting supporting documentation to the TJJD certification office. Based on the documentation, TJJD will determine whether the entity is a generally recognized accrediting organization.

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344.204 Education Requirements

(a) Juvenile Probation Officer.

To be eligible for certification as a juvenile probation officer, an individual must have acquired a bachelor's degree conferred by a college or university accredited by an organization recognized by the Texas Higher Education Coordinating Board.

(b) Juvenile Supervision Officer and Community Activities Officer.

(1) To be eligible for certification as a juvenile supervision officer or community activities officer, an individual must meet one of the following educational requirements:

(A) a diploma from a high school accredited by a generally recognized accrediting organization or from a high school operated by the United States Department of Defense. TJJD considers the following entities as generally recognized accrediting organizations:

- (i) the Texas Education Agency or the equivalent agency in another state;
- (ii) an entity approved by the Texas Private School Accreditation Commission; and
- (iii) regional accreditation organizations such as:
 - (I) Middle States Association of Colleges and Schools;
 - (II) New England Association of Schools and Colleges;
 - (III) North Central Association of Colleges and Schools;
 - (IV) Northwest Accreditation Commission;
 - (V) Southern Association of Colleges and Schools; and
 - (VI) Western Association of Schools and Colleges;

(B) a high school equivalency certificate (e.g., GED) issued by the Texas Education Agency or equivalent agency in another state;

(C) a diploma or certificate of completion issued in a homeschool setting;

(D) a United States military record that indicates the education level received is equivalent to a United States high school diploma or high school equivalency certificate;

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- (E) a foreign high school diploma that meets the validation requirements established in §344.206 of this title; or
 - (F) unconditional acceptance into a college or university accredited by an organization recognized by the Texas Higher Education Coordinating Board.
- (2) A department or facility may attempt to establish that an entity not listed in paragraph (1)(A) of this subsection is a generally recognized accrediting organization by submitting supporting documentation to the TJJD certification office. Based on the documentation, TJJD will determine whether the entity is a generally recognized accrediting organization.

344.206 Validation Requirements for Foreign Diplomas

- (a) A high school diploma issued by a foreign high school that does not meet the accreditation requirement in §344.204(b)(1) of this title must be accompanied by an evaluation of the diploma verifying that the high school education received is the substantial equivalent of a high school education received in the United States.
- (b) The evaluation must be performed by an evaluation service that is a member of the National Association of Credential Evaluation Services.
- (c) The department or facility may not accept the results of the evaluation unless the results are sent directly to the department or facility.
- (d) The department or facility may require the individual who is seeking employment to initiate the evaluation and pay any required fees.

344.208 Persons Not Subject to Minimum Educational Requirements

Individuals employed as juvenile probation officers prior to September 1, 1981, and who have maintained continuous employment as a juvenile probation officer since that date are not subject to the minimum educational requirements set forth in Texas Human Resources Code §222.001 and in this chapter. A juvenile probation officer who experiences an interruption or lapse of employment as a juvenile probation officer must meet all current applicable employment, certification, and training requirements.

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344.212 Verification of Education Requirements

A department or facility must require an applicant for a position requiring certification to provide the department or facility with official documentation that verifies the applicant meets the educational requirements for certification.

344.230 Persons Who May Not Act as a Chief Administrative Officer, Facility Administrator, Juvenile Probation Officer, Juvenile Supervision Officer, or Community Activities Officer

Pursuant to Section 222.004, Texas Human Resources Code, a peace officer, prosecuting attorney, or other person who is employed by or who reports directly to a law enforcement or prosecution official may not act as a chief administrative officer, facility administrator, juvenile probation officer, juvenile supervision officer, or community activities officer or be made responsible for supervising a juvenile on probation.

The Policy

It is the Policy of Hunt County Juvenile Probation Services (HCJPS) that any juvenile probation officer, community activity officer, supervisor or chief administrative officer shall meet the following qualifications for certification

- (1) be at least 21 years of age;
- (2) have no disqualifying criminal history as described in this chapter;
- (3) have no criminal history as described in §344.410(a) of this chapter unless TJJD has reviewed it and determined the person is not ineligible for certification due to criminal history;
- (4) have acquired a bachelor's degree conferred by a college or university accredited by an organization recognized by the Texas Higher Education Coordinating Board;
- (5) never have had any type of certification revoked by TJJD;
- (6) complete the training required by this chapter; and
- (7) pass the certification exam as required by §344.700 of this title.

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HCJPS no longer has a facility and will not be hiring Juvenile Supervision Officers but will however be maintaining community activities officers. Any person hired by HCJPS to be a community activities officer must;

- (1) be at least 21 years of age;
- (2) have no disqualifying criminal history as described in this chapter;
- (3) have no criminal history as described in §344.410(a) of this chapter unless TJJD has reviewed it and determined the person is not ineligible for certification due to criminal history;
- (4) have acquired a high school diploma or its equivalent as specified in §344.204 of this title;
- (5) never have had any type of certification revoked by TJJD; and
- (6) complete the training required by this chapter.

To maintain employment with HCJPS as a probation officer or community activities officer the employee must become certified by TJJD. To be eligible for certification the officers must meet certain educational requirements as follows.

Probation Officer:

To be eligible for certification as a juvenile probation officer, an individual must have acquired a bachelor's degree conferred by a college or university accredited by an organization recognized by the Texas Higher Education Coordinating Board.

Community Activities Officer must meet one of the following:

- (1) a diploma from a high school accredited by a generally recognized accrediting organization or from a high school operated by the United States Department of Defense
- (2) a high school equivalency certificate (e.g., GED) issued by the Texas Education Agency or equivalent agency in another state;
- (3) a diploma or certificate of completion issued in a homeschool setting;
- (4) a United States military record that indicates the education level received is equivalent to a United States high school diploma or high school equivalency certificate;

HCJPS may receive a foreign diploma but before an individual is offered the position the diploma will undergo all validation requirements described in §344.206 of this chapter.

HUNT COUNTY JUVENILE PROBATION SERVICES (HCJPS)

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HCJPS does not have any employee that was hired before September 1, 1981 and so all employees of HCJPS will meet the current employment, certification and training requirements.

HCJPS will adhere to §222.004, Texas Human Resources Code and will not consider for employment a peace officer, prosecuting attorney, or other person who is employed by or who reports directly to a law enforcement or prosecution official. This applies to positions for Chief administrative officer, juvenile probation officer or community activities officers.

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The Standard

344.800 Positions Requiring Certification

- (a) Chief administrative officers must maintain an active certification as a juvenile probation officer.
- (b) Facility administrators must maintain an active certification as a juvenile supervision officer.
- (c) Supervisors in the direct chain of supervision over juvenile probation officers must maintain an active certification as a juvenile probation officer.
- (d) Supervisors in the direct chain of supervision over juvenile supervision officers must be certified as a juvenile probation officer and/or juvenile supervision officer.
- (e) Supervisors in the direct chain of supervision over community activities officers must maintain an active certification as one or more of the following: juvenile probation officer, juvenile supervision officer, or community activities officer.
- (f) Juvenile probation officers, including any staff member whose position may require temporarily performing the duties of a juvenile probation officer, must maintain an active certification as a juvenile probation officer.
- (g) Juvenile supervision officers, including any staff member whose position may require temporarily performing the duties of a juvenile supervision officer, must maintain an active certification as a juvenile supervision officer.
- (h) An individual who is employed by a juvenile justice program and whose position may require supervising juveniles in a non-secure setting within a juvenile justice program must maintain an active certification as a community activities officer, except as noted in subsection (i) of this section.
- (i) Juvenile probation officers and juvenile supervision officers, as defined by this chapter, do not require certification as a community activities officer.
- (j) Nothing in this chapter is intended to require professionals who are providing services in their professional capacity to obtain certification from TJJD. For purposes of this chapter, providing services in a professional capacity is not considered supervising juveniles.

344.802 Positions Eligible for Optional Certification

- (a) The following individuals may be certified as a juvenile probation officer, juvenile supervision officer, and/or community activities officer if they meet the criteria for certification:
 - (1) quality assurance staff; and
 - (2) trainers of individuals in positions requiring certification.

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(b) The individuals listed in subsection (a) of this section are the only individuals other than those listed in §344.800 of this title who may be certified by TJJD.

344.804 Dual Certification

(a) Individuals may hold more than one certification by TJJD if they meet all criteria required for each certification and their job duties are consistent with all certifications held, except as noted in subsection (b) of this section.

(b) An individual may not hold an active certification as a juvenile supervision officer and as a community activities officer unless the individual is concurrently employed by more than one department or facility.

(c) Training received may be used for credit toward more than one type of TJJD-issued certification if the topic is relevant to each certification sought or held.

344.850 Continued Employment in a Position Eligible for Certification

(a) To maintain an active certification under this chapter, a certified officer must be employed:

- (1) by a governmental unit or by a private provider under a contract with a governmental unit; and
- (2) in a position eligible for certification.

(b) Upon receiving notification from the employer of the individual's resignation, termination from employment, or transfer into a position not eligible for certification, TJJD places the officer's certification on inactive status.

344.860 Certification Process

(a) **Submission of Applications.**

All certification applications must be submitted through TJJD's certification system.

(b) **Training Record.**

The department or facility must use TJJD's certification system to record training received by individuals seeking certification.

(c) **Deadline for Submission of Application.**

The certification application must be submitted to TJJD no more than 180 calendar days after the date of initial employment.

(1) An individual whose application for certification has not been submitted within this time frame:

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- (A) may not perform the duties of a certified officer;
 - (B) may not count toward any staff-to-juvenile ratio; and
 - (C) may begin performing the duties of a certified officer and count toward staff-to-juvenile ratios only after the application has been approved by TJJD.
- (2) Part-time staff are allowed an additional 90 days to complete the required training.

(d) Criminal History Checks.

A certification application must include verification that the applicant for certification currently meets the criminal history standards set forth in this chapter.

(e) Approval of Applications.

- (1) TJJD reviews information contained in an application to determine eligibility for certification.
- (2) TJJD may request additional information or documentation when reviewing an application. The department or facility must respond to such requests within 14 calendar days. If the department or facility fails to respond within 14 calendar days, the officer is ineligible to perform the duties of a certified officer and may not count in any staff-to-juvenile ratio.

(f) Denial of Certification.

Any individual whose application is denied because TJJD has determined a certification will not be granted may not perform the duties of a certified officer or be employed in any position requiring certification.

344.862 Expiration of Certification

- (a) Certifications issued by TJJD expire upon failure to submit a renewal application before the end of the certification period plus any applicable grace period or extension.
- (b) A certification period is the 24-month period that starts on the first day of the month following the officer's birth month and ends on the last day of the officer's birth month.
- (c) The *first* certification period also includes the time between the date of certification and the officer's next birth month.
- (d) The grace period is the one-month period following the end of an officer's certification period.
- (e) Extensions may be granted in accordance with §344.870 of this title.
- (f) An officer whose certification is expired:
 - (1) may not perform the duties of a certified officer;
 - (2) may not count toward any staff-to-juvenile ratio; and

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(3) may begin performing the duties of a certified officer and count toward staff-to-juvenile ratios only after a new application for certification has been approved by TJJD.

344.864 Certification Renewal Process

(a) Submission of Renewal Applications.

All applications for renewal must be submitted through TJJD’s certification system.

(b) Training Documentation.

The department or facility must use TJJD’s certification system to document continuing education received by individuals seeking a certification renewal.

(c) Criminal History Checks.

A certification renewal application must include verification that the applicant for certification currently meets the criminal history standards set forth in this chapter.

(d) Deadline for Submission of Renewal Application.

(1) Renewal applications:

(A) must be submitted before the end of an officer’s certification period; and

(B) may not be submitted earlier than 30 days before the end of the officer’s certification period.

(2) If an application to renew an officer’s certification has not been submitted by the end of the officer’s certification period plus any applicable grace period or extension, the officer’s certification expires.

(e) Approval of Applications.

(1) TJJD reviews information contained in a renewal application to determine whether the officer has met the requirements to be granted a renewed certification.

(2) TJJD may request additional information or documentation when reviewing an application. The department or facility must respond to such requests within 14 calendar days. If the department or facility fails to respond within 14 calendar days, the officer is ineligible to perform the duties of a certified officer and may not count in any staff-to-juvenile ratio.

(f) Denial of Applications.

Any individual whose application is denied because TJJD has determined a certification renewal will not be granted may not perform the duties of a certified officer or be employed in any position requiring certification.

344.866 Certification Status

HUNT COUNTY JUVENILE PROBATION SERVICES (HCJPS)

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(a) Active.

A status that indicates a certified officer meets the current requirements of certification as set forth in this chapter and is eligible to perform the duties of a juvenile probation officer, juvenile supervision officer, and/or community activities officer, as applicable.

(b) Inactive.

A status that indicates an officer's certification has not expired but the officer is ineligible to perform the duties of a certified officer because:

- (1) the officer is no longer employed in a position that either requires or is eligible for the certification held;
- (2) the officer has been convicted of a disqualifying criminal offense; or
- (3) the officer's application for certification or renewal of certification is determined by TJJD to contain deliberately false or misleading information.

(c) Expired.

A status that indicates an application to renew or reactivate a certification has not been submitted before the end of the grace period or any applicable extension.

(d) Suspended.

A status that indicates an officer's certification is actively suspended and the officer is no longer eligible for employment in a position requiring certification. If the officer's certification is suspended for failure to pay child support under Section 232.003, Texas Family Code, the suspension remains in effect until TJJD receives an order staying or vacating the suspension.

(e) Revoked.

A status that indicates an officer's certification has been permanently revoked by TJJD and that the officer is no longer eligible for employment or certification as a juvenile probation officer, juvenile supervision officer, or community activities officer. An individual who has had his/her certification revoked is not eligible for any future certification.

(f) Voluntarily Relinquished.

A status that indicates an officer has voluntarily relinquished his/her certification as provided in §344.884 of this title.

(g) Provisional.

A status that indicates an individual has been hired into a position requiring certification but has not yet been certified.

(h) Ineligible.

(1) A status that indicates an individual who was never certified is ineligible for certification as a result of conduct that occurred:

- (A) while the person had a provisional certification;

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- (B) while the person was employed by or under contract with the Texas Juvenile Justice Department; or
 - (C) prior to either time described in subparagraph (A) or (B) of this paragraph if the conduct was unknown to TJJD.
- (2) Prior to being designated as ineligible for certification, the person will be offered the same due process as a person for whom revocation or active or probated suspension of certification is sought.

344.868 Change from Inactive to Expired Certification

An inactive certification will expire on the date this section takes effect if the deadline for submitting an application for certification renewal has passed.

344.870 Request for Extension of Renewal Deadline

- (a) Upon request, TJJD may grant an extension of the deadline for certification renewal if TJJD determines there is good cause to do so. Examples of good cause may include, but are not limited to, extended periods of absence covered by the Family and Medical Leave Act (FMLA) or workers' compensation laws.
- (b) A certified officer on military leave will be granted an extension for an amount of time equal to the period of military leave, up to a maximum of 24 months.
- (c) If an officer does not satisfy all requirements necessary to maintain an active certification by the end of the extension period, the officer's certification expires.

344.874 Separation From Employment and Transfer from a Certified to a Non-Certified Position

- (a) The department or facility must notify TJJD's certification office in writing or through TJJD's certification system within 10 calendar days after any of the following events:
 - (1) the resignation or termination of a certified officer; and/or
 - (2) the transfer of a certified officer to a position neither requiring certification nor eligible for certification.
- (b) The department or facility must notify TJJD's certification office in writing of the resignation or termination of an individual who was an authorized user of any TJJD web-based computer application as soon as possible but no later than one business day after the individual is separated

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from employment. Upon receipt of notice, TJJD will remove the separated employee's user authorization.

344.876 Duty to Keep Certified Officers' Addresses Current

A department or facility must ensure TJJD's certification system reflects the last known address of each certified officer employed by the department or facility.

344.878 Duty to Notify TJJD of Address Changes

A certified officer who separates from employment with a department or facility must notify TJJD's certification office of all address changes occurring after separation from employment until the certification expires or is reactivated, revoked, or voluntarily relinquished.

344.880 Reactivation, Restoration, or Transfer of Certification Records

(a) If an individual with an inactive or expired certification is hired in a position requiring certification, the employing department or facility must request through TJJD's certification system that the individual's record be reactivated (if inactive) or restored (if expired). If the individual was most recently employed as a certified officer by a different department or facility, the employing department or facility must also request through TJJD's certification system that the individual's certification record be transferred.

(b) When a certification is reactivated or restored or a record is transferred, all criminal history checks set forth in Subchapter C of this chapter apply. The request for reactivation, restoration, or transfer must include verification that all required criminal history checks have been completed.

(c) When reactivating an inactive certification, the continuing education requirements set forth in §344.640 of this title apply.

(1) All training received during the current certification period may be used to meet the continuing education requirements in §344.640 of this title.

(2) The individual may receive credit for training received during a period of inactive certification. All rules in this chapter regarding relevance and documentation of the training apply.

(d) When an individual with an expired certification has his/her record restored, an application for a new certification must be submitted and all training requirements in §344.600(a) and (b) of this title apply.

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- (1) For certifications that have been expired for less than six months when the application for certification is submitted, all eligible training received during the previous certification period may be used to meet the training requirements.
- (2) For certifications that have been expired for six months or more when the application for certification is submitted, all eligible training received within the 18 months prior to the date the application for certification is submitted to TJJD may be used to meet the training requirements.
- (e) When an individual with an expired juvenile probation officer or juvenile supervision officer certification applies for the same type of certification six months or more after his/her certification expired, certification exam requirements in §344.700 of this title apply.

344.884 Voluntary Relinquishment of Certification

- (a) A certified officer may submit to TJJD’s certification office a signed, notarized request to voluntarily relinquish his/her certification for any reason. TJJD may accept or deny the request.
- (b) An individual who has voluntarily relinquished his/her certification may or may not be eligible for future certification, as determined solely by TJJD.
- (c) A certification that has been voluntarily relinquished may not be reactivated. If future certification is sought, the individual must comply with initial certification requirements as set forth in this chapter.

The Policy

It is policy of the Hunt County Juvenile Probation Department for all officers to acquire and maintain the required certifications as prescribed by the TJJD standards.

Certain positions require certification by TJJD in order to perform the job functions of the position. Positions requiring certification are specified in Chapter 344. Positions requiring certification that are applicable to HCJPS are:

- (a) Chief administrative officer
- (b) Supervisors of juvenile probation officers or community activity officers

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- (c) Juvenile probation officers
- (d) Community activities officers

The only other positions eligible for to be certified by TJJD are quality assurance staff and trainers of individuals in positions requiring certification.

TJJD allows for dual certification under §344.804. HCJPS will refer all its employees to the “secondary employment” policy under the administrative section of the policy and procedure manual and would remind the employee that: If the department feels that any secondary job is creating a conflict of interest, placing an employee at risk, and/or interfering with his/her job at HCJPS, there will be a discussion between the employee and the Chief to determine what is in the best interest of the department.

HCJPS will ensure employees who are certified meet the requirements for continued employment with HCJPS under the requirements of §344.850 of this chapter.

HCJPS will follow the requirements for the certification process in the following manner;

(a) Submission of Applications.

All certification applications must be submitted through TJJD’s certification system.

(b) Training Record.

The department or facility must use TJJD’s certification system to record training received by individuals seeking certification.

(c) Deadline for Submission of Application.

The certification application must be submitted to TJJD no more than 180 calendar days after the date of initial employment.

(1) An individual whose application for certification has not been submitted within this time frame:

- (A) may not perform the duties of a certified officer;
- (B) may not count toward any staff-to-juvenile ratio; and
- (C) may begin performing the duties of a certified officer and count toward staff-to-juvenile ratios only after the application has been approved by TJJD.

(2) Part-time staff are allowed an additional 90 days to complete the required training.

(d) Criminal History Checks.

A certification application must include verification that the applicant for certification currently meets the criminal history standards set forth in this chapter.

(e) Approval of Applications.

(1) TJJD reviews information contained in an application to determine eligibility for certification.

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(2) TJJD may request additional information or documentation when reviewing an application. The department or facility must respond to such requests within 14 calendar days. If the department or facility fails to respond within 14 calendar days, the officer is ineligible to perform the duties of a certified officer and may not count in any staff-to-juvenile ratio.

(f) Denial of Certification.

Any individual whose application is denied because TJJD has determined a certification will not be granted may not perform the duties of a certified officer or be employed in any position requiring certification.

HCJPS will submit its applications in a timely manner as to not place an employee’s application in jeopardy of expiring and subject to not being able to perform their duties. Certifications can expire for not submitting a renewal application before the end of the certification period plus any applicable grace period or extension. If an officer’s certification is expired:

- (1) may not perform the duties of a certified officer;
- (2) may not count toward any staff-to-juvenile ratio; and
- (3) may begin performing the duties of a certified officer and count toward staff-to-juvenile ratios only after a new application for certification has been approved by TJJD.

Every 24 months an employee with a certification will be submitted for renewal of their certification. HCJPS will use the following renewal process as stated in §344.864.

(a) Submission of Renewal Applications.

All applications for renewal must be submitted through TJJD’s certification system.

(b) Training Documentation.

The department or facility must use TJJD’s certification system to document continuing education received by individuals seeking a certification renewal.

(c) Criminal History Checks.

A certification renewal application must include verification that the applicant for certification currently meets the criminal history standards set forth in this chapter.

(d) Deadline for Submission of Renewal Application.

(1) Renewal applications:

- (A) must be submitted before the end of an officer’s certification period; and
- (B) may not be submitted earlier than 30 days before the end of the officer’s certification period.

(2) If an application to renew an officer’s certification has not been submitted by the end of the officer’s certification period plus any applicable grace period or extension, the officer’s certification expires.

(e) Approval of Applications.

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(1) TJJD reviews information contained in a renewal application to determine whether the officer has met the requirements to be granted a renewed certification.

(2) TJJD may request additional information or documentation when reviewing an application. The department or facility must respond to such requests within 14 calendar days. If the department or facility fails to respond within 14 calendar days, the officer is ineligible to perform the duties of a certified officer and may not count in any staff-to-juvenile ratio.

(f) Denial of Applications.

Any individual whose application is denied because TJJD has determined a certification renewal will not be granted may not perform the duties of a certified officer or be employed in any position requiring certification.

HCJPS will adhere to the following descriptions as to the status of an employee's certification.

(a) Active.

A status that indicates a certified officer meets the current requirements of certification as set forth in this chapter and is eligible to perform the duties of a juvenile probation officer, juvenile supervision officer, and/or community activities officer, as applicable.

(b) Inactive.

A status that indicates an officer's certification has not expired but the officer is ineligible to perform the duties of a certified officer because:

- (1) the officer is no longer employed in a position that either requires or is eligible for the certification held;
- (2) the officer has been convicted of a disqualifying criminal offense; or
- (3) the officer's application for certification or renewal of certification is determined by TJJD to contain deliberately false or misleading information.

(c) Expired.

A status that indicates an application to renew or reactivate a certification has not been submitted before the end of the grace period or any applicable extension.

(d) Suspended.

A status that indicates an officer's certification is actively suspended and the officer is no longer eligible for employment in a position requiring certification. If the officer's certification is suspended for failure to pay child support under Section 232.003, Texas Family Code, the suspension remains in effect until TJJD receives an order staying or vacating the suspension.

(e) Revoked.

A status that indicates an officer's certification has been permanently revoked by TJJD and that the officer is no longer eligible for employment or certification as a juvenile probation officer, juvenile

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supervision officer, or community activities officer. An individual who has had his/her certification revoked is not eligible for any future certification.

(f) Voluntarily Relinquished.

A status that indicates an officer has voluntarily relinquished his/her certification as provided in §344.884 of this title.

(g) Provisional.

A status that indicates an individual has been hired into a position requiring certification but has not yet been certified.

(h) Ineligible.

(1) A status that indicates an individual who was never certified is ineligible for certification as a result of conduct that occurred:

- (A) while the person had a provisional certification;
- (B) while the person was employed by or under contract with the Texas Juvenile Justice Department; or
- (C) prior to either time described in subparagraph (A) or (B) of this paragraph if the conduct was unknown to TJJD.

(2) Prior to being designated as ineligible for certification, the person will be offered the same due process as a person for whom revocation or active or probated suspension of certification is sought.

HCJPS may make a request for an extension of the renewal of an officer's certification under the circumstances laid out in §344.870 of this chapter.

HCJPS will notify TJJD's certification office in writing or by the certification system within 10 calendar days if any of the following occurs:

- (1) the resignation or termination of a certified officer; and/or
- (2) the transfer of a certified officer to a position neither requiring certification nor eligible for certification.

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(b) The department or facility must notify TJJJ’s certification office in writing of the resignation or termination of an individual who was an authorized user of any TJJJ web-based computer application as soon as possible but no later than one business day after the individual is separated from employment. Upon receipt of notice, TJJJ will remove the separated employee’s user authorization.

HCJPS employees must notify the Chief or their designee with 7 days of any change of address so that all information in TJJJ’s certification system is kept current. HCJPS will enter changes of addresses when it is reported to Chief JPO.

Any employee that leaves employment with HCJPS and is in a position that requires certification must notify TJJJ of any address changes occurring after separation until the certification expires or is reactivated, revoked, or voluntarily relinquished.

HCJPS department will use the following guidelines for any employee requiring reactivation, restoration or transfer of records.

(a) If an individual with an inactive or expired certification is hired in a position requiring certification, the employing department or facility must request through TJJJ’s certification system that the individual’s record be reactivated (if inactive) or restored (if expired). If the individual was most recently employed as a certified officer by a different department or facility, the employing department or facility must also request through TJJJ’s certification system that the individual’s certification record be transferred.

(b) When a certification is reactivated or restored or a record is transferred, all criminal history checks set forth in Subchapter C of this chapter apply. The request for reactivation, restoration, or transfer must include verification that all required criminal history checks have been completed.

(c) When reactivating an inactive certification, the continuing education requirements set forth in §344.640 of this title apply.

(1) All training received during the current certification period may be used to meet the continuing education requirements in §344.640 of this title.

(2) The individual may receive credit for training received during a period of inactive certification. All rules in this chapter regarding relevance and documentation of the training apply.

(d) When an individual with an expired certification has his/her record restored, an application for a new certification must be submitted and all training requirements in §344.600(a) and (b) of this title apply.

(1) For certifications that have been expired for less than six months when the application for

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certification is submitted, all eligible training received during the previous certification period may be used to meet the training requirements.

(2) For certifications that have been expired for six months or more when the application for certification is submitted, all eligible training received within the 18 months prior to the date the application for certification is submitted to TJJD may be used to meet the training requirements.

(e) When an individual with an expired juvenile probation officer or juvenile supervision officer certification applies for the same type of certification six months or more after his/her certification expired, certification exam requirements in §344.700 of this title apply.

If a HCJPS certified officer wishes to relinquish their certification, they must do the following:

(a) A certified officer may submit to TJJD's certification office a signed, notarized request to voluntarily relinquish his/her certification for any reason. TJJD may accept or deny the request.

(b) An individual who has voluntarily relinquished his/her certification may or may not be eligible for future certification, as determined solely by TJJD.

(c) A certification that has been voluntarily relinquished may not be reactivated. If future certification is sought, the individual must comply with initial certification requirements as set forth in this chapter.

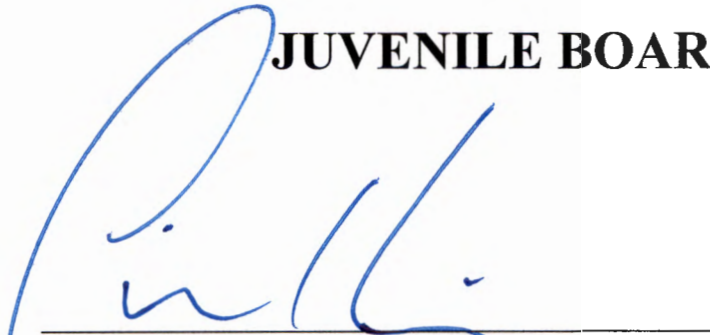
Hunt County Juvenile Probation Services

POLICY AND PROCEDURE MANUAL

Changes to Ch. 344


February 2024

JUVENILE BOARD APPROVAL




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

2-29-24
Date Signed



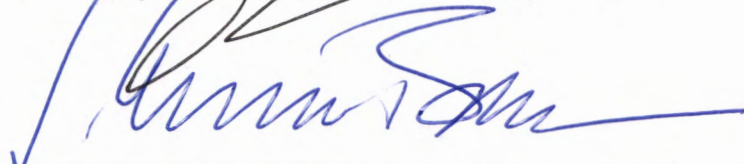
Joel D. Littlefield
Hunt County Court at Law #2

2-29-24
Date Signed




Bobby W. Stovall, Hunt County Judge

2-29-2024
Date Signed



J. Andrew Bench, 196th District Judge

2-29-2024
Date Signed



Keli M. Aiken, 354th District Judge

2/29/24
Date Signed