

Hunt County Juvenile Probation Services (HCJPS)

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

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HUNT COUNTY JUVENILE PROBATION SERVICES (HCJPS)

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

Standard 341.304

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

Policy

HCJPS will follow all standards to apply for diversion funds when required to do so. If the application is approved for diversion funds, HCJPS understands this does not mean that the juvenile in question will absolutely be placed as complete authority regarding the disposition of each youth lies in the hands of the sentencing court hearing each matter.



TJJD Regional Diversion Alternatives Screening Tool

TEXAS
JUVENILE
JUSTICE
DEPARTMENT

Instructions: Complete section I and submit the form to your regional county program administrator for review.

I. Youth Overview

Youth's Name (Last, First, Middle Initial)	Department Submitting Application	Youth's Date of Birth	Youth's Full PID Number
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1. Yes No Is the department recommending TJJD commitment?
If No, TAC §341.304 (Requirement to Apply for Diversion Funds) does not apply and a Regional Diversion Alternatives (RDA) application is not required.

If Yes, do any of the following conditions apply:

2. Yes No Will the juvenile be at least 17 years of age on the date of disposition or modification of disposition?
3. Yes No Was the juvenile previously committed to TJJD?
4. Yes No Was the juvenile discharged from a post-adjudication secure juvenile correctional facility less than one year prior to the date of adjudication?
5. Yes No Was the juvenile adjudicated for conduct that is eligible for a determinate sentence under §51.031 or §53.045, Family Code, whether or not the petition was approved by the grand jury?

If Yes on any question in questions 2–5 above, TAC §341.304 does not apply and an RDA application is not required.

II. TJJD Regional Review (TJJD Use Only)

- RDA Application is required
- RDA Application is not required

RDA Screening Number:

Name of Chief Juvenile Probation Officer or Designee

Signature

Date