



TEXAS
JUVENILE JUSTICE
DEPARTMENT

Administrative Directive #5 FY 2017

To: Institution Superintendents and Assistant Superintendents
Halfway House Superintendents and Assistant Superintendents

From: Teresa W. Stroud, Senior Director of State Programs and Facilities

Subject: Keys at Facilities

Date: April 11, 2017

In concert with the planned change to manual time card entry on April 16, employees will no longer be required to turn in their personal keys at the gate or front office. They may keep their keys and are personally responsible for keeping up with their keys and ensuring youth do not have access to them. Facilities with lockers at or near the gate entry may request or require that staff lock personal keys in their assigned lockers.

Staff who are issued facility keys for their position must be issued those keys permanently (i.e., until separation from employment) rather than checking them in and out daily. All staff who need keys to perform their daily job functions, as determined by the superintendent, must be permanently issued their keys by April 16, 2017. They will be responsible for the management and security of their work keys at all times.

JCO staff routinely exchange keys at their duty station with staff being relieved. This practice remains unchanged.

This administrative directive incorporates instruction sent on April 4, 2017, in an email covering the same subject.

This directive takes effect on April 16, 2017, and will remain in effect until it is rescinded or until corresponding revisions are made to relevant procedures in the Institution Operations Manual and/or Halfway House Operations Manual.

A handwritten signature in cursive script, appearing to read "Teresa W. Stroud", written over a horizontal line.

Teresa W. Stroud
Senior Director of State Programs and Facilities