

Chapter: Internal Reporting and Incident Response	Effective Date: 8/1/16
Title: Notifications for Investigations Conducted by Administrative Investigations Division	
ACA: N/A	Page: 1 of 3
Implements: GAP.380.9333	Replaces: GAP.07.33, 7/15/14

(a) **Policy.**

When the Administrative Investigations Division (AID) opens or closes a case, appropriate parties are notified in a timely manner.

(b) **Applicability.**

This policy applies to all facilities and offices operated by TJJD or under contract with TJJD.

(c) **Procedures for TJJD Facilities and Offices.**

(1) **Notifications When AID Case is Opened.**

(A) Within two workdays after AID accepts a referral from the Office of Inspector General, an electronic notification is generated and sent to the following staff members to inform them that a case has been opened:

- (i) chief local administrator (CLA); and
- (ii) local human resources administrator (HRA).

(B) Within 24 hours after receiving the notice that a case has been opened, the **CLA or designee:**

- (i) sends a letter to the youth's parent/guardian containing the nature of the allegation, assurance that an investigation has been initiated, and assurance that the parent/guardian will be notified of the investigation findings;
- (ii) sends a copy of the parent letter to the youth and to the chief juvenile probation officer in the youth's committing county; and
- (iii) provides written notification to the accused staff member/contractor/volunteer, unless the AID staff directs otherwise in writing.

(2) **Notifications When AID Case is Closed.**

(A) Within three workdays after AID assigns a disposition in the case, a **designated AID staff member** sends or makes available the following information, depending on the findings:

Findings	Information Sent or Made Available	Recipients
Confirmed (including confirmed policy violations even if ANE is not confirmed)	Copy of investigation report	CLA, HRA, human resources director, and employee relations specialist
Exonerated, Unfounded, or Unable to Determine	Notice of findings	CLA, HRA

(B) Within 72 hours after being notified of the findings, the **CLA or designee:**

- (i) verbally notifies the youth of the findings and provides a Request for Review of Investigation form, [LS-052r](#);

- (ii) sends a letter to the youth's parent/guardian containing the findings and right to appeal;
 - (iii) sends a copy of the parent/guardian letter to the youth and to the chief juvenile probation officer in the youth's committing county;
 - (iv) sends a letter containing the findings to the accused staff member/contractor/volunteer and his/her direct supervisor; and
 - (v) initiates corrective or disciplinary action if appropriate. See [PRS.35.01](#).
- (C) If the CLA issues any discipline in response to a confirmed report:
- (i) the CLA immediately notifies the HRA; and
 - (ii) the HRA enters the disciplinary action into the HRIS database.

(d) Procedures for Contract Facilities.

(1) Notifications When AID Case is Opened.

- (A) Within two workdays after AID accepts a referral from the Office of Inspector General, an electronic notification is generated and sent to the youth services contract manager to inform him/her that a case has been opened.
- (B) Within 24 hours after receiving the notice that a case has been opened, the **youth services contracts manager or designee**:
- (i) sends a letter to the youth's parent/guardian containing the nature of the allegation, assurance that an investigation has been initiated, and assurance that the parent/guardian will be notified of the investigation findings;
 - (ii) sends a copy of the parent letter to the youth and to the chief juvenile probation officer in the youth's committing county; and
 - (iii) provides written notification to the accused staff member, unless the AID staff directs otherwise in writing.

(2) Notifications When AID Case is Closed.

- (A) Within three workdays after AID assigns a disposition in the case, a **designated AID staff member** sends or makes available the following information, depending on the findings:

Findings	Information Sent or Made Available	Recipients
Confirmed	Copy of investigation report	Youth services contracts manager
Exonerated, unfounded, or unable to determine	Notice of findings	Youth services contracts manager

- (B) Within 72 hours after being notified of the findings, the **youth services contracts manager or designee**:
- (i) emails the investigation findings to the facility administrator, including, if appropriate, a requirement that the accused staff member may no longer have supervisory responsibilities over TJJD youth if the allegation was confirmed;
 - (ii) sends a letter containing the findings to the accused staff member;

- (iii) notifies the youth of the findings and the right to appeal and documents the notification in an email or a Chronological Record;
 - (iv) sends a letter to the youth's parent/guardian containing the findings and a copy of the [LS-052r](#) form;
 - (v) sends a copy of the parent/guardian letter and a copy of the LS-052r form to the youth; and
 - (vi) sends a copy of the parent/guardian letter to the chief juvenile probation officer in the youth's committing county.
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